

STATE OF MARYLAND

Instructions to Bidders for Construction Projects and General Conditions of the Contract Between Owner and Contractor

Department of Natural Resources
John R. Griffin, *Secretary*
580 Taylor Avenue
Annapolis, Maryland 21401

Board of Public Works
Martin O'Malley, *Governor*
Peter Franchot, *Comptroller*
Nancy K. Kopp, *Treasurer*

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State of Maryland • Department of Natural Resources
Instructions to Bidders for Construction Projects

1. NOTICE TO BIDDERS:

A. GENERAL:

The Notice to Bidders, which may be published as an advertisement, contains a description of the proposed work, together with information to the bidder regarding availability of the Invitation for Bids or Request for Proposals (the solicitation), including the project classification, construction bid forms, plans and specifications, the nature of any proposal guarantee, and the reservation of the right of the State to reject any or all bids. Provisions of State statutes and regulations are incorporated into the contract to COMAR (Code of Maryland Regulations) 21.03.01.05B.

B. PROJECT CLASSIFICATION:

The Department will estimate the cost of the contract and classify it as falling within one of the following cost groups:

<u>Estimate</u>	<u>Class</u>
Upto\$100,000	A
\$100,000 to \$500,000	B
\$500,000 to \$1,000,000	C
\$1,000,000 to \$2,500,000	D
\$2,500,000 to \$5,000,000	E
\$5,000,000 to \$10,000,000	F
\$10,000,000 to \$15,000,000	G
Over \$15,000,000	H

The letter designation will be published as part of the solicitation.

2. CONSTRUCTION BID FORM:

- A. The Construction Bid Form is that form which is included in the contract documents and which sets forth the cost of the Work, the alternates (if any), and the unit prices (if any) solicited by the State.
- B. Unit Prices: Should contractor be required to perform work over and above that required by contract documents, or should he be ordered to omit work required by contract documents, an equitable adjustment shall be made to the contract price, subject to Sections 3.06 and 3.07 of the General Conditions. In determining the amount of any such extra to the contractor which is governed by unit prices, the amount of the extra will be the unit price bid by the contractor or a reasonable price, whichever is less. In determining the amount of any such credit due the State which is governed by unit prices, the amount of the credit will be the unit price bid by the contractor or a reasonable price, whichever is greater. Unit prices quoted shall be the same for extra work and for credit work and shall be the sum total compensation payable or creditable for such items of work, including all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc. Changes shall be processed in accordance with the General Conditions Sections 3.06 and 3.07.

3. SITE INVESTIGATION:

See Section 3.04 of the General Conditions.

4. BID BONDS:

- A. When the total bid amount, including all add alternates, but excluding all deduct alternates is in excess of \$100,000, each bidder must furnish, prior to bid closing date, a bid bond in an amount not less than five percent (5%) of the total bid amount, including all add alternates, but excluding all deduct alternates.
- B. Bid bonds must provide for minimum liability of the principal and surety in the amount provided in COMAR 21.06.07.02 D(2). Bonds shall be issued by a surety company approved by the Maryland Insurance Administration to do business in Maryland. The contractor may not split its bid bond among multiple sureties or multiple bid bonds.
- C. Forms of bid security other than bonds are not permitted.
- D. Bid bonds will be returned as soon as practicable after the bid opening.

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5. BID OPENING:

- A. Bids Processed via eMaryland Marketplace will be governed by the process and procedure defined in the Information To Bidders attached to eMaryland Marketplace solicitations.
- B. Non-electronic bids will be opened in public at the time and place stated in the Notice to Bidders or the solicitation.
- C. This subsection C applies only when a solicitation permits the submission of bids by means other than electronic submission on eMaryland Marketplace.

From time to time, unforeseen circumstances may cause the State Office Building (580 Taylor Avenue, Annapolis MD) to be closed to the public. If in the event of such closure, if the State Office Building is not open to the public at least one (1) full hour immediately preceding the deadline established in the ITB/RFP for receipt of bids or offers, the deadline for the receipt of bids or offers will be extended automatically, without further action or notice by the Procurement Officer being necessary, to the next regularly scheduled business day at the same time and location.

6. RIGHT TO REJECT BIDS AND WAIVE INFORMALITIES:

The State reserves the right to cancel a solicitation, to reject any and all bids, and to waive any minor irregularity in a bid in accordance with COMAR21.06.02.

7. DISCREPANCIES:

- A. Should a bidder find discrepancies in the contract documents or should he be in doubt as to the meaning or intent of any part thereof, he must, prior to the bid opening: (1) request and receive clarification from the Procurement Officer (who will issue a written addendum if necessary), or (2) file a protest. Failure of the bidder to do so will constitute a waiver of any claim by the bidder for expenses or costs of complying after contract award with the Procurement Officer's interpretation of the contract documents.
- B. Oral or written explanations from the State before bid opening will not be binding on the State. Only written addenda issued by the Procurement Officer are binding on the State. If a bidder is not satisfied with oral clarification or with written clarification issued other than in written addenda by the Procurement Officer, the bidder must demand and receive a written addendum from the Procurement Officer; and, if one is not issued, the bidder must timely file a protest or be bound to the State's interpretation of contract requirements. Failure of the bidder to act as required by this section will bind the bidder to the Procurement Officer's interpretation of the contract documents. Any addenda resulting from these requests will be mailed to all listed holders of the Bid Documents within a reasonable time prior to the bid opening. The bidder must acknowledge the receipt of all addenda in the space provided on the Construction Bid Form.

8. MODIFICATIONS AND WITHDRAWAL OF BIDS:

- A. Withdrawal or modification of bids will be allowed only as provided in COMAR 21.05.02.09 and .10.
- B. Mistakes in bids may be corrected only as provided in COMAR 21.05.02.12. Mistakes in bids may be corrected only as provided in COMAR 21.05.02. 12.

9. PREPARATION OF CONSTRUCTION BID FORM:

- A. The bidder shall submit his bid upon the blank form(s) furnished by the Department for this particular contract. The bidder shall state prices in dollars and cents, in both words and numerals. If there is any conflict between the written words and the numerals, the written words shall govern unless circumstances apparent on the face of the bid make it clear that the contractor intended the bid to be based in the amount stated by the numerals.
- B. The bid form(s) shall be filled out in ink or typed. Any erasures and/or alterations shall be initialed in ink by the signer.
- C. The bid form, if submitted by an individual, shall be signed by the individual; if submitted by a partnership, it shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation, it shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer, as aforesaid, there must be attached a copy of that portion of the By-Laws or a copy of a Board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

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- D. Any contractor calling itself a "joint venture" shall be, as between the contractor and the State, an ordinary partnership, whose partners are liable to the State as provided in Corporations and Associations Article §9-3 07 of the Annotated Code of Maryland.
- E. A bidder or contractor which is a partnership or joint venture must furnish the Department with a copy of the partnership or joint venture agreement prior to award.

10. BID/PROPOSAL AFFIDAVIT AND CONTRACT AFFIDAVIT:

Bidders must read, and truthfully execute the Bid/Proposal Affidavit included in the construction bid package and should submit it with the bid. The Contract Affidavit included in the construction bid package must be executed and submitted by the contractor prior to final award of the contract. If these affidavits are not included in the construction bid package, they can be obtained from the Department of Natural Resources.

II. PUBLIC INFORMATION ACT:

Bidders must identify those portions of their bids which they deem to be confidential or proprietary information or trade secrets and must provide, upon demand by the Department, justification for why such materials should not be disclosed by the State upon request under the Maryland Public Information Act, §~ 10-611, et seq., of the State Government Article of the Annotated Code of Maryland.

12. AWARD AND EXECUTION OF CONTRACT:

A. AWARD OF CONTRACT:

- (1) Unless otherwise stated in the contract documents, the award of the contract, if it be awarded, will be to the responsible bidder submitting the lowest responsive bid or evaluated bid. The successful bidder will be given a notice of intent to award stating that its bid (including applicable add or deduct alternates) has been accepted and that it has been selected for award of the contract. The basis for award of alternates is set forth in the subsection B below, "Award of Alternates."
- (2) Award of this contract by DNR will not be final and complete until after (a) a proposed award is approved by the appropriate public authorities, (b) the contractor submits complete and satisfactory documentation required under the contract, such as insurance certificates, affidavits, MBE compliance documents, bonds, etc., and (c) DNR executes a contract and forwards it to contractor.
- (3) The State reserves the right to apply, before or after award of the contract, any reciprocal preference for Resident Bidders as set forth in § 14-401 of the State Finance and Procurement Article of the Annotated Code of Maryland, at no additional cost to the State. As required by § 14-401(c), a non-resident bidder or offeror submitting a bid or proposal shall attach to its bid or proposal a copy of the current statute, resolution, policy, procedure, or executive order of the resident State of the non-resident bidder or offeror that pertains to that state's treatment of non-resident bidders or offerors. The Reciprocal Preference is a percentage of bid price applied to a nonresident business bidder over a resident business bidder. The State of Maryland does not have an in-state preference but imposes a reciprocal preference in-kind, at the option of the State, against bidders from those states that give in-state bidders a preference against Maryland bidders. COMAR 21.05.01.04 explains the treatment of this preference.

B. AWARD OF ALTERNATES:

If alternates are solicited by the Construction Bid Form, one or more alternates may be awarded in the discretion of the Department in the order in which the alternates are listed in the Construction Bid Form; provided that in the event the State lacks funds for award of the base bid and any succeeding alternate, the State in its discretion may forego the award of the alternate for which funds are not available but may award one or more succeeding alternates for which funds are available.

C. EXECUTION OF CONTRACT:

- (1) After the evaluation of bids and selection of a recommended contractor by the Procurement Officer, the Department may notify the recommended bidder or offeror to submit certain documents such as Payment and Performance Bonds and MBE information. Time is of the essence when documents are requested. Failure to respond with the requested information in a timely manner may result in the Department rescinding the award recommendation. Should this become necessary for any reason, including failure to attain the specified MBE Goal, the Department will not be responsible for bonding costs incurred by the bidder or offer. An award is not

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final until all conditions of Section 12A(2) of the Instructions To Bidders are met. The basis of the award shall be in accordance with Section 12A of the Instructions to Bidders.

- a.) This provision applies to all procurement contracts procured by the Department of Natural Resources except contracts for the procurement of Architectural and Engineering services.
- b.) As used in this provision, bid~ refers to a bid submitted under competitive sealed bidding and to an offer submitted under competitive sealed proposals.
- c.) As used in this provision, bidder~ refers to a bidder under competitive sealed bidding and to an offeror under competitive sealed proposals.
- d.) As used in this provision, "solicitation" means an invitation to bid, a request for proposals, or any other document requesting bids or proposals for procurement by the Department.
- e.) The bidder's execution and submission of a responsive bid constitutes a promise by the bidder to perform the contract solicited by the Department in accordance with the terms and conditions stated in the solicitation. The bid shall be irrevocable for the period stated in the solicitation or for such longer period as the bidder and the Department may agree.
- f.) Upon acceptance of a bid, the Procurement Officer may issue a Contractual Agreement, in a form to be determined by the Department, to the bidder accepting the bid and binding the bidder to a contract. The execution and issuance of a Contractual Agreement by the Procurement Officer, subject to all necessary approvals, shall constitute acceptance of the bid and final award of the contract. The contract of the parties will be embodied in the contract documents, which shall consist of the executed Contractual Agreement of the Procurement Officer, including all documents, terms, and conditions incorporated into those documents by the terms of the solicitation, the Contractual Agreement, the bid, or by operation of law, and the executed bid of the bidder.
- g.) In the event of a conflict between provisions of the contract documents, the controlling provisions shall be, in the following order, those of:

the Contractual Agreement; then
the solicitation; and then the bid.

- (2) As a prerequisite to execution of the contract, the bidder shall have furnished the following in the form and content required by these General Conditions: (a) Performance and Payment Bonds (if required); (b) Certificates of Insurance; (c) Contract Affidavit; and (d) all other documents required by the contract documents to be furnished by the contractor as a condition of award.
- (3) After receipt of these properly executed documents, the Department will execute the contract within 90 days following receipt and approval by DNR of all documents and receipt of all approvals of the proposed award required by law, and the Department will then forward the contractor a signed copy of the contract. In the event the State fails to execute the contract and forward it to contractor within the 90 day period, the contractor will have, as its only remedy, the option (a) to declare the contract void without any liability or obligation by the State to the contractor, or (b) to accept an extended period for execution by the State at no additional cost to the State.

13. FAILURE TO EXECUTE CONTRACT:

Failure of the contractor to execute and submit acceptable documents required under Section 12C within the time provided shall be just cause for the payment of the penal sum of the bid bond or other security. In the event that the damages sustained by the State exceed the amount of the bid security, the State reserves the right to proceed against the contractor for the balance of its damages, which shall include any and all costs of obtaining the work from another source, including additional administrative costs, architects fees, and other costs and expenses. In the alternative, if the contractor executes the contract but fails to furnish other required documents, the State may at its sole option treat the contractor's failure to furnish the required documents as a default of the contract and may terminate the contract for default under the General Conditions and avail itself of any other remedy provided by the contract.

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14 PERFORMANCE AND PAYMENT BONDS:

- A. Performance and Payment Bonds are required when the amount of the initial contract award, including base bid and any alternates awarded, is in excess of \$100,000.
- B. Performance and payment security shall be in the form of bonds **only**. No other form of performance or payment security will be permitted. (Performance security secures the State against failure of the contractor to honor its warranty obligations and against latent defects discovered in the future. Therefore, performance security will not be returned to the contractor upon apparent completion of the work.)
- C. The contractor may not split its performance or payment bonds among multiple sureties.
- D. Prior to the award of the contract, the State will provide the contractor with copies of the required Performance and Payment Bond forms. The bonds must be executed and returned to the Department. Premiums for the bonds shall be paid by the contractor. Performance and Payment Bonds must be submitted on the required DNR forms (see COMAR 21.07.02.10). Other forms are not acceptable.
- E. The Performance Bond and the Payment Bond shall each be in the full amount of the contract price. Performance and Payment Bonds are subject to the applicable provisions of COMAR 21.06.07.
- F. The Department may reject a bid on the ground that the bidder is not responsible if the bidder fails to furnish Performance and Payment Bonds from a surety which the Department determines has in the past responded diligently and in good faith to bond claims of the State or of subcontractors and suppliers.
- G. At the direction of the Department, the contractor may be required to increase the amount of the penal sum of Performance or Payment Bonds; for such increases, the contractor will be reimbursed by the State in the amount of the actual increased bond cost incurred by the contractor. Whenever the amount of the contractor's bonds is increased at the State's request, the State must receive proof of the increase in satisfactory form from the surety. The State will not be liable to the contractor for any increase in bonds not requested by the State.
- H. Performance Bonds:
 - (1) Performance Bonds secure, for the benefit of the State, proper performance of all obligations of the contractor to the State under the contract, provided that Performance Bonds do not secure subcontractors or suppliers at any tier against nonpayment or late payment by the contractor or others.
 - (2) The State may declare the contractor to be in default, so as to obligate the surety to perform as required by the Performance Bond, with or without terminating the contract for default.
 - (3) If the State declares the contractor to be in default, the surety has no right to require the State to contract with a contractor of the surety's choosing. The surety must either (a) complete the project or cure the default or (b) allow the State to complete the project or cure or remedy the default, with the surety to remain liable to the State for excess completion costs and other damages incurred.
 - (4) If the State terminates the contract for default, the State has the right, in its absolute discretion, to prohibit the surety from using the terminated contractor to complete the work or any part of it.

15. MINORITY BUSINESS ENTERPRISE REQUIREMENTS:

To satisfy the requirement of COMAR 21.11.03, Minority Business Enterprise Policies, Bidders are responsible for complying with the requirements of Section 10 of the General Conditions.

16. ARREARAGES TO STATE:

By submitting a response to this solicitation, a bidder represents that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract, if selected for award. Bidders are on notice of §7-222 of the State Finance and Procurement Article of the Annotated Code of Maryland prohibiting the issuance of a warrant for payment to any person indebted to the State for \$50 or more.

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17. CONTRACTOR'S ADDRESS:

The bid must state a street address (physical location as opposed to a post office box) of the contractor to which the State may send mail and deliver notices to contractor. A post office box without a street address is not acceptable. Contractor must inform the State in writing of any changes in the contractor's mailing address and street address during the term of the contract and all warranty periods under the contract.

18. COMPONENTS OF THE BID:

- A. Words not defined in these Instructions to Bidders but defined in the General Conditions shall have the meanings stated in the General Conditions.
- B. **Base Bid:** The Base Bid is the price submitted on the Bid Form and must include the total cost to complete all of the work specified in the solicitation documents which may include specifications, plans/drawings, reports, sketches and any other documents or materials provided with the solicitation package. The Base Bid is to **include** extended Unit Price calculations and Allowances but **exclude** Alternates (Add or Deduct).
- C. **Unit Price:** A Unit Price is a bid price per unit of measure specified for materials and or labor. The specified estimated quantity, shall **be included in the Base Bid** amount. Actual usage of Unit Price items will be verified by the Owner or Owner's representative. Adjustment to the contract **sum** based on actual verified usage will be made by Change Order as required by Section **2B** of the Instructions to Bidders.

Example:

Unit Price #1 Remove all below grade rock and replace with approved suitable fill
2000 Cu. Yds. Rock X $\frac{\text{Amount Base Bid}}{\text{Bid Price}}$

- D. **Allowance:** An Allowance is a specified dollar amount to be **included** in the Base Bid. Allowances are established in lieu of specific requirements and defer selection of materials and equipment to a later date when additional design and/or specifications can be developed. Further information regarding Allowances is in Section 8.03 of the General Conditions.

Example:

Allowance #1: Include in the Base Bid price the lump sum of \$10,000 for the purchase and installation of all on site signage.

- E. **Alternate:** An Alternate is for a specific scope of work or material **not included** in the Base Bid. The bid price for the Alternate is not included in the Base Bid amount. Alternates may be Add or Deduct. The bid price for the Alternate should only represent the amount for the Alternate over and above the Base Bid work. The specified completion schedule includes any Alternate work. Selection and award of Alternates is explained in Section 12B of the Instructions To Bidders.

Example:

Add Alternate #1: Provide concrete paving as specified and shown on drawing 202 in lieu of the specified asphalt paving.

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SECTION 1 - DEFINITIONS AND RESPONSIBILITIES:

1.01 DEFINITIONS AND CONDITIONS:

- A. The words and terms stated in subsection B have the meanings indicated.
- B. (1) Approved Equal - Those materials, supplies or services, or compatible items of construction whose quality, design or performance characteristics are functionally equal or superior to an item specified and which meet all salient characteristics and other requirements of the contract as determined by the Procurement Officer.
- (2) The Architect - The person commissioned by the State to design the project and/or provide construction-phase architectural or engineering services. If the design was performed by an engineer rather than an architect, "architect" shall refer to the engineer. If the design was performed by the State, "architect" shall refer to the State. The Procurement Officer may exercise any power or authority of the architect under the contract.
- (3) Breach - Means material breach of the contract. Synonymous with "default."
- (4) Change Order – A written order or directive signed by the Procurement Officer, directing a contractor to act as directed, which the Changes clause of the contract authorizes the Procurement Officer to issue with or without the consent of the contractor. An order of the Procurement Officer, by virtue of being called a "change order," does not necessarily constitute and shall not be construed to be a change in the scope of the contract or in the work required under the contract or to entitle the contractor to additional compensation for performing the work which is the subject of the order.
- (5) Claim - Means a complaint by the contractor or by the State relating to the contract. Also called a "dispute."
- (6) Contract and Contract Documents - The written agreement executed between the State and the contractor by which the contractor is bound to perform the work and furnish the labor, services, equipment and materials, and by which the State is obligated to compensate him therefore at the mutually established and accepted rate or price. The contract includes the construction bid form, contract forms and bonds, Instructions to Bidders, the executed Bid Proposal Affidavit and Contract Affidavit, General Conditions, specifications, addenda, supplemental conditions and specifications, all special conditions and provisions, all technical provisions, all plans, the notice to proceed, any written change orders and supplemental agreements that are required to complete the construction of the work in an acceptable manner, including authorized extensions thereof, all approved shop drawings (subject to Sections 3.021 and J and all other provisions of the contract) which are in accordance with the requirements of the other contract documents, and all other documents as provided in the contract. These documents which comprise the contract are sometimes referred to collectively as the "contract documents."
- (7) The contractor - The person or organization having a direct contractual relationship with the State for the execution of the work.
- (8) Contract Time and Completion Date - The number of calendar days (including weekends and holidays) shown in the contract documents as the time allowed for the completion of the work. In case a calendar date of completion is shown in the contract documents in lieu of the number of calendar days, the work shall be completed on or before that date.
- (9) Critical Path Method (CPM) - Critical Path Method (CPM) -A scheduling/management tool recognizing a network of work elements or activities and a critical path for completion of a construction project.
- (10) Day - Means calendar day unless otherwise designated.
- (11) The Department or DNR - Refers to the Department of Natural Resources, State of Maryland.
- (12) Dispute - Means a complaint by the contractor or the State relating to the contract. Also called a "claim."
- (13) Including - Means "including but not limited to."
- (14) Inspector - A representative of the Department assigned to review on-site construction activities for the State in accordance with Section 4.06.
- (15) Notice to Proceed - A written notice to the contractor of the date on which he shall begin the prosecution of the work. The contract time shall begin to run from the starting date established in the Notice to Proceed.

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- (16) Payment Bond - The security in the form approved by the Department and executed by the contractor and his surety, and paid for by the contractor, as a guarantee that the contractor will pay in full all his bills and accounts for materials and labor used in the construction of the work, as provided by law,
- (17) Performance Bond - The security in the form approved by the Department and executed by the contractor and his surety, and paid for by the contractor, guaranteeing for the benefit of the State complete performance of the contract in accordance with its terms.
- (18) Plans - The official design drawings issued or accepted by the State as part of the contract documents, including those incorporated into the contract documents by reference.
- (19) Procurement Officer - (a) Any person (i) authorized by the Department to formulate, enter into, or administer the contract or to make written determinations with respect to the contract and (ii) an authorized representative acting within the limits of the representative's authority; and (b) the Secretary or Deputy Secretary of the Department.
- (20) Repair - To restore after injury, deterioration, or wear; to mend; to renovate by such means as appropriate and to supply such materials and labor as necessary to render the item to be repaired sound, solid, true, plumb, square, even, smooth and fully serviceable; or to bring into conformity with contract requirements. Upon completion of such repair it must be, unless otherwise stated, rendered to such condition as to present a first-class finished work, or in instances where the repaired item serves as a base for additional finish, the repaired work must be such as to permit a first-class finish, to be applied without extra cost to the State. When the word "repair" is used in connection with machinery or mechanical equipment it shall mean, in addition to the above, rendering the equipment completely serviceable and efficient and ready for the normal use for which it was intended.
- (21) The Owner or State - The State of Maryland and/or the Department of Natural Resources.
- (22) The Secretary - The Secretary or Deputy Secretary of the Department of Natural Resources.
- (23) SF&P - The State Finance and Procurement Article of the Annotated Code of Maryland.
- (24) Solicitation documents - The State's Invitation to Bid or Request for Proposals.
- (25) Subcontractor - Except as is otherwise provided herein, "subcontractor" means an entity having a direct contract with the contractor to furnish a part of the work. It includes one who furnishes material worked to a special design according to the plans and specifications for the Work.
- (26) Surety - The corporate body bound as required by law for the full and complete performance of the contract by the contractor or for the payment by the contractor to subcontractors and suppliers.
- (27) Work - The furnishing of any and all labor, materials, equipment, services, utilities and other incidentals and the manufacture or fabrication of materials or equipment necessary to the successful completion of the project and the carrying out of all the duties and obligations imposed upon the contractor by the contract.
- (28) Written Notice - Written notice shall be deemed to have been duly served on the contractor if delivered in person to the individual or to the member of the firm or to an office of the corporation to whom it is directed, or if delivered or sent by regular or certified mail or by facsimile transmission to the last business address known to the State. Written notice shall be deemed to have been given to the State upon actual receipt of written notice.

1.02 CONTRACTOR'S RESPONSIBILITIES:

- A. The contractor shall supervise and direct the work, using his best skill and attention. He shall be solely responsible (1) for all construction means, methods, techniques, sequences and procedures, (2) for coordinating all portions of the work under the contract, and (3) to the extent he or his subcontractors or suppliers at any tier design or are required to design any portion of the work, for design. Contractor must aggressively and diligently pursue completion of the contract within the contract time,
- B. The contractor shall be responsible to the State for the acts and omissions of his employees, subcontractors and suppliers at any tier, and their agents and employees performing any of the work to or for the Project.

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- C. The contractor shall not be relieved from its obligations to perform the work in accordance with the contract performance or nonperformance of inspections, tests or approvals by the State or persons hired by the State.
- D. The contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the contract documents and shall not unreasonably encumber the site with any materials or equipment.
- E. Cutting And Patching of Work:
- (1) The contractor shall be responsible for all cutting, fitting or patching that maybe required to complete the work or to make its several parts *fit* together properly.
 - (2) The contractor shall not damage or endanger any portion of the work or the work of the owner or any separate contractors by cutting, patching or otherwise altering any work, or by excavation. The contractor shall not cut or otherwise alter the work of the owner or any separate contractor except with the written consent of the owner and of such separate contractor. The contractor shall not unreasonably withhold from the owner or any separate contractor his consent to cutting or otherwise altering the work.
- F. The contractor shall perform all work in accordance with the terms, provisions, conditions, lines, grades, typical cross-sections, dimensions, and other data in or required by the contract documents, including the furnishing of all materials, services, implements, machinery, equipment, tools, supplies, transportation, labor, and all other items necessary for the satisfactory prosecution and completion of the project in full compliance with the requirements of the contract documents.
- G. Indemnification.
- (1) To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the State and the architect and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to actual or threatened bodily injury, sickness, disease or death, or to actual or threatened injury to or destruction of tangible property including the loss of use resulting there from, and including but not limited to purely economic loss, and (2) is caused in whole or in part by any failure by the contractor or its subcontractors or suppliers at any tier to perform any requirement of the contract or by any negligent act or omission on the part of the contractor or its subcontractors or suppliers at any tier, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this subsection.
 - (2) In any and all claims against the State or the architect or any of their agents or employees by any employee of the contractor, any subcontractor or supplier at any tier, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor or supplier under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.
 - (3) Except to the extent that the contractor is also the architect, as provided in Section 1.018, the obligations of the contractor under this subsection shall not extend to the liability of the architect, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the architect, his agents or employees providing such giving or failure to give is the primary cause of the injury or damage.
- H. Performance Evaluations
- (1) The Department will perform for the benefit of itself and other State agencies evaluations (interim and/or final) of the performance of the contractor and subcontractors and suppliers.
 - (2) Performance evaluations may be used or reviewed by a procurement officer in the course of making a determination of responsibility under other procurements.
 - (3) Unsatisfactory performance of this contract (or any part of it), whether or not the contract is terminated for default and whether or not an unsatisfactory report (interim or final) is issued, may result in a determination that the contractor is not a responsible bidder or offeror under COMAR 21.06.01.01.

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- (4) Nothing in this contract shall be construed to limit or qualify the authority of a procurement officer under SF&P or COMAR Title 21.

SECTION 2- CONTRACT DOCUMENTS - SHOP DRAWINGS:

2.01 CONTRACT DOCUMENTS:

- A. The contract documents are complementary. That which is called for by any one shall be as binding as if called for by all.

(1) The intent of the contract documents is to include in the scope of the contract, at no additional cost to the State, all work necessary for proper completion of the project ready for continual efficient operation and not to include any work not properly inferable.

(2) Clarification: Prior to bidding, the contractor should obtain clarification of all questions which may have arisen as to intent of the contract documents, or any actual conflict between two or more items in the contract documents. Should the contractor have failed to obtain such clarification, then the Procurement Officer may direct that the work proceed by any method indicated, specified or required, in the judgment of the Procurement Officer, by the contract documents. Such direction by the Procurement Officer shall not constitute the basis for a claim for extra costs by the contractor. The contractor acknowledges that he had the opportunity to request clarification prior to submitting his bid to the State and that he is not entitled to claim extra costs as a result of failure to receive such clarification.

(3) Jargon: Work described in words that have a well-known technical or trade meaning shall be held to refer to such recognized standard use.

(4) Precedence: In case of conflict between the specifications and the drawings, the specifications will control. Typewritten or printed text shall govern over handwritten or drafted notes.

- B. Drawings: The contractor shall do no work without proper drawings and/or instructions. Drawings may or may not be drawn to scale, and symbols may be used to indicate materials and structural and mechanical requirements. When symbols are used, those parts of the drawings are of necessity diagrammatic or schematic and it is not possible to indicate all connections, fittings, fastenings, etc. which are required to be furnished for the proper execution of the work. Diagrammatic or schematic indications of piping, duct work and conduit and similar items in the work are subject to field adjustment in order to obtain proper grading, fitting passage over, under or past obstructions, to avoid exposure in finished rooms and unsightly and obstructing conditions. The contractor shall make these adjustments at no increased cost to the State.

(1) Copies Furnished: The State will furnish the contractor without cost, five (5) copies of drawings and specifications. Additional copies may be obtained by the contractor upon payment of the cost of reproduction of the drawings.

(2) Copies At the Site/As-built Drawings: The contractor shall keep in the job site office a complete set of all drawings, specifications, shop drawings, schedules, etc., in good order and available to the architect and the State. Additionally, one set of all contract drawings must be maintained as "as-built" drawings. These as-built drawings shall be marked up by the contractor in the field on a regular basis (at least monthly) to record all changes in the work as they occur, and the exact location of all work and equipment, including exposed and concealed pipe runs, valves, plugged outlets, cleanouts and other control points including electrical conduits and ducts, in such manner as will provide a complete, accurate "as-built" record. The location of pipes or control points concealed underground, under concrete, in chases or above hung ceiling shall be dimensioned. Contractor will not be entitled to receive progress payments unless the on-site as-built drawings are kept up to date as required by the Contract. "As-Built" drawings shall be delivered to the architect, in a condition satisfactory to him, as a condition precedent to final acceptance of work. Release of final retainage will be subject to receipt of the as-built drawings.

(3) Ownership: All drawings remain the property of the State. They must not be used by the contractor on other projects and they shall be returned to the State, if requested, upon completion of the work.

- C. Large Scale Detail Drawings: The architect shall furnish, when the State directs, additional instructions, in the form of large scale developments of the drawings used for bidding, or to amplify the specifications for the proper execution of the work. These shall be true developments of the bidding documents and reasonably inferable therefrom. The work shall be executed in conformity therewith.

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- D. Dimensions: The contractor shall carefully check all dimensions prior to execution of the particular work. Whenever inaccuracies or discrepancies are found, the contractor shall consult the Department prior to any construction or demolition. Should any dimensions be missing, the Department must be consulted and it will supply them prior to execution of the work. Dimensions for items to be fitted into constructed conditions at the job will be taken at the job and will be the responsibility of the contractor. The obvious intent of the documents or obvious requirement dictated by conditions existing or being constructed supersedes dimensions or notes which may conflict therewith. Whenever a stock size manufactured item or piece of equipment is specified or is proposed by the contractor to be furnished, it is the responsibility of the contractor to determine the actual space requirements for setting or entrance to the setting space. No extra will be allowed by reason of work requiring adjustments in order to accommodate the particular item of equipment furnished by the contractor.

2.02 SHOP DRAWINGS AND SUBMITTALS:

- A. After checking and verifying all field measurements and after complying with applicable procedures specified in the contract documents, contractor shall submit to the architect for review and approval, in accordance with the contractor's schedule, shop drawings and other submittals which will bear a stamp or specific written indication that the contractor has satisfied its responsibility under the contract documents with respect to the review of such submissions. The data on the shop drawing or submittal must be complete with respect to quantities, dimensions, specified performance and/or design criteria, materials and similar data to enable the architect to review the information as required. These documents shall be prepared in conformity with the best practice and standards for the trade concerned. Due regard shall be given to speed and economy of fabrication and erection.
- B. All shop drawings and submittals must show the name of the project and the Department's contract number.
- C. Size of Drawings: All shop drawings and details submitted to the architect for approval shall be printed on sheets of the same size as the contract drawings prepared by the architect. When a standard of a fabricator is of such size to print more than one drawing on a sheet of the size of the architect's drawings, this is acceptable. Sheets larger than the architect's drawings will not be accepted except when specifically permitted by the Department. Shop detail supplied on a sheet of letter size 8-1/2" x 11" is acceptable for schedules and small details.
- D. Items for which shop drawings will be required: Shop drawings shall be required for all items which are specifically fabricated for the work or when the assembly of several items is required for a working unit. Shop drawings are required for all concrete reinforcing and structural steel, specially made or cut masonry units, miscellaneous metal work, specially made millwork, plaster molds, moldings, marble and slate, special rough hardware and all heating, ventilating, plumbing and electrical items requiring special fabrication or detailed connections including refrigeration, elevators, dumb waiters, laboratory equipment, ducts, fuel storage tanks, fire sprinkler systems, etc., or as indicated in the submittal register, if provided in the specifications.
- E. Copies Required: Contractor shall supply two copies of shop drawings and submittals for the architect's file and two copies for the Department, in addition to such copies as the contractor may desire to be returned for his own use.
- F. Examination and Approval: The architect will examine and return shop drawings, submittals, and requests for information with reasonable promptness noting desired corrections, or approving them with or without conditions, or rejecting them. The contractor must allow the architect and DNR at least 14 calendar days following receipt of each submittal or resubmittal of shop drawings, submittals, and requests for information to review the documents and respond to the contractor. Items requiring longer than 14 calendar days of review time will be identified in the specifications. The minimum allowed time for architect and DNR review shall be increased to the extent that additional time for review is needed due to the fault or responsibility of the contractor or his subcontractors and suppliers. The contractor will be notified of the cause of the delay and advised of how long it will take to complete the review; provided however that mere failure to give the contractor such notice shall not entitle the contractor to compensation or a time extension.
- G. Field Dimensions and Conditions: The contractor is responsible for checking dimensions and existing conditions in the field. See also Section 3.04.
- H. Resubmission: When the architect notes desired corrections, or rejects the drawings, the contractor shall resubmit the drawings with proper corrective changes in a timely manner.
- I. Contractor's Responsibility: Unless the contractor has, in writing, expressly notified the architect and the Procurement Officer to the contrary at the time of the submission, the State and the architect may assume that shop drawings and other submittals from the contractor are in conformity with the contract documents and do not involve any change in the contract price, or any change which will alter the space within the structure, or alter the nature of the building or work from that contemplated by the contract documents, or constitute a substitution of materials or equipment or a change in the contract or the scope of work. If the contractor fails to give notice strictly in

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accordance with this subsection, approval of any shop drawing or submittal shall not be binding on the State. See also Sections 5.OIC and 5.03.

- J. Notations by State or Architect: Should the contractor consider any rejection or notation on the shop drawings or other submittals by the State or architect or any other action or inaction of the State or the architect to cause an increase or decrease in the scope of the work from that required by the contract documents, then the contractor shall desist from further action relative to the item he questions and shall in writing (1) immediately notify the architect and the Procurement Officer, and (2) furnish both, within fourteen days, with a statement of the increased or decreased cost involved. No work shall be executed until the entire matter is clarified and the contractor is ordered by the State to proceed. Failure of the contractor to serve written notice as above required shall constitute a waiver of any claim in relation thereto.

2.03 COST AND PRICE CERTIFICATION:

- A. Contractor by submitting cost or price information certifies that, to the best of its knowledge, the information submitted is accurate, complete, and current as of a mutually determined specified date prior to the conclusion of any price discussions or negotiations for:
- (1) A negotiated contract, if the total contract price is expected to exceed \$100,000, or a smaller amount set by the procurement officer, or
 - (2) A change order or contract modification, expected to exceed \$100,000, or smaller amount set by the procurement officer.
- B. The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because the contractor furnished cost or price information which, as of the date agreed upon between the parties, was inaccurate, incomplete, or not current.

SECTION 3- SCOPE OF THE WORK:

3.01 INTENT OF THE CONTRACT DOCUMENTS:

It is the intent of the contract documents to show all of the work necessary to complete the project.

3.02 GENERAL CONDITIONS CONTROLLING:

In the event of a conflict between these General Conditions and any other provision of the solicitation documents, these General Conditions shall prevail unless such other provision expressly provides to the contrary. Nothing in the bid, proposal, or other submissions from the contractor shall prevail over any solicitation documents unless expressly agreed to by the Procurement Officer in writing by a properly approved change order or contract modification.

3.03 DIFFERING SITE CONDITIONS:

- A. The contractor shall promptly, and before such conditions are disturbed, notify the Procurement Officer in writing of (1) subsurface or latent physical conditions at the site differing materially from those indicated in this contract, or (2) unknown physical conditions at the site of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. The Procurement Officer shall promptly investigate the conditions, and if he finds that such conditions do materially so differ and cause an increase or decrease in the contractor's cost of, or the time required for performance of any part of the work under this contract, whether or not changed as a result of such conditions, an equitable adjustment shall be made and the contract modified in writing accordingly.
- B. No claim of the contractor under this clause shall be allowed unless the contractor has given the notice required in A above; provided, however, the time prescribed therefore may be extended by the Procurement Officer in writing.
- C. No claim by the contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this contract.

3.04 SITE INVESTIGATION:

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The contractor acknowledges that he has investigated and satisfied himself as to the conditions affecting the work; including but not restricted to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, river stages, tides or similar physical conditions at the site, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during prosecution of the work. The contractor further acknowledges that he has satisfied himself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by the State, as well as from information presented by the drawings and specifications made a part of this contract. Any failure by the contractor to acquaint himself with the available information will not relieve him of responsibility for estimating properly the difficulty or cost of successfully performing the work. The State assumes no responsibility for any conclusions or interpretations made by the contractor on the basis of the information made available by the State.

3.05 CONDITIONS AFFECTING THE WORK:

The contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work and the general and local conditions which can affect the work or the cost thereof. Any failure by the contractor to do so will not relieve him from responsibility for successfully performing the work without additional expense to the State. The State is not responsible for any representation or purported agreement concerning conditions or contract requirements made by any State employee or representative prior to the execution of this contract, unless such understanding or representation is expressly stated in the contract.

3.06 CHANGES -- MISCELLANEOUS:

A. Changes

- (1) The Procurement Officer unilaterally may, at any time, without notice to the sureties, if any, by written order designated or indicated to be an order, make any change in the work within the general scope of the contract, including but not limited to changes:
 - (a) In the specifications (including drawings and designs);
 - (b) In the method or manner of performance of the work;
 - (c) In the State-furnished facilities, equipment, materials, services, or site; or
 - (d) Directing acceleration in the performance of the work.
- (2) Any other written order or an oral order, including a direction, instruction, interpretation, or determination from the Procurement Officer that causes or constitutes any such change shall be treated as a change order under this clause provided that the contractor gives the Procurement Officer written notice stating the date, circumstances, and source of the order and that the contractor regards the order as a change order.
- (3) Except as herein provided, no order, statement, or conduct of the Procurement Officer shall be treated as a change under this clause or entitle the contractor to an equitable adjustment hereunder.
- (4) Subject to paragraph (6) of this subsection, if any change under this clause causes an increase or decrease in the contractor's cost of; or the time required for, the performance of any part of the work under the contract, whether or not changed by an order, an equitable adjustment shall be made and the contract modified in writing accordingly; provided, however, except for claims based on defective specifications, that no claim for any order under (2) above shall be allowed for any costs incurred more than twenty (20) days before the contractor gives written notice as therein required; and provided further, that in the case of defective specifications for which the State is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the contractor in attempting to comply with such defective specifications.
- (5) If the contractor intends to assert a claim for an equitable adjustment under this Section 3.06, he shall, within 30 days after receipt of a written order under (1) above or the furnishing of written notice under (2) above, submit to the Procurement Officer a written statement setting forth the general nature and monetary extent of such claim, unless this period is expressly extended by the Procurement Officer in writing. The statement of claim hereunder may be included in the notice under (2) above.
- (6) Each contract modification or change order that affects contract price shall be subject to the prior written approval of the Procurement Officer and other appropriate authorities and to prior certification of the appropriate fiscal authority of fund availability and the effect of the modification or change order on the project budget or the total construction cost. If, according to the certification of the fiscal authority, the contract modification or change order will cause an increase in cost that will exceed budgeted and available funds, the modification or change order may not be made unless sufficient additional funds are made available or the scope of the project is

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adjusted to permit its completion within the project budget.

- (7) No claim by the contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment is made under this contract.

B. Miscellaneous

- (1) In the event of a dispute between the Department and the contractor as to whether any work is included in the scope of the contract such that the contractor would be obligated to provide that work at no additional cost to the State, the Procurement Officer may order the contractor under this Section 3.06 to perform the work (a "Work Order"). If the contractor considers such an order to be a change in the scope of the contract entitling the contractor to additional compensation, a time extension, or other relief, the contractor must provide the notice required by this section and initiate a claim therefore in accordance with contract requirements. An order of the Procurement Officer, by virtue of being called or referred to as a "change order," does not necessarily constitute a change in the scope of the contract or in the work required under the contract. The contractor shall not be entitled to additional compensation, a time extension, or other relief for complying with an order of the Procurement Officer if the contract otherwise requires the contractor to perform as stated in the order.
- (2) A request by the contractor for additional time or additional costs caused by the impact of an order of the Procurement Officer on the as-built critical path for completion must be accompanied by (a) a reasonably detailed description of the effect of the order on the adjusted as-planned/as-built critical path and (b) supporting documentation. The mere existence of a change order does not entitle contractor to an extension of time, compensation for delay, or damages or costs associated with delay. Contractor's entitlement thereto shall depend upon the effect of the change order on the adjusted as-planned/as-built critical path for completion, even if a schedule other than a CPM schedule is used on the project, and shall be subject to the requirements of Section 7.06. A change order granting a time extension may provide (a) that the contract completion date will be extended only for specific critical activities, (b) that the remaining contract completion date(s) for all other portions of the work will not be altered, and (c) for an equitable adjustment of liquidated damages under the new required completion dates.
- (3) Upon receipt of a signed written order of the Procurement Officer under this Section 3.06, the contractor shall comply with the order promptly, within the requirements of the completion schedule, whether or not the contractor signs or accepts the change order. Failure to comply with the order in a timely manner shall constitute a breach of the contract and grounds for termination for default or any other remedy available to the State.
- (4) The State may issue a unilateral order on the State's terms (including a promise to pay the contractor a "not to exceed" ("NTE") amount) which the contractor may then dispute in accordance with Sections 3.06A and 6.13. Pending resolution of such a dispute, contractor must proceed diligently with performance of the contract as ordered by the Procurement Officer.
- (5) The terms "not to exceed" and "NTE" when used in a change order mean that the amount of the change order (whether an increase or a decrease in the contract amount) will be a reasonable amount not to exceed the amount stated.
- (6) The Change Order/Work Order form attached hereto is the form which will be used by the State for all orders under this Section 3.06
- (7) Contractor shall use the attached PCO Cover Sheet when submitting all requests for change orders and contract modifications.

3.07 MODIFICATION OF CONTRACT PRICE:

When changes in the work require modification of the contract price, such modification shall be accomplished in accordance with the requirements of Section 3.06 and the following requirements:

- A. The contractor shall promptly submit to the State and to the architect a fully itemized breakdown of the quantities and prices used in computing the value of the requested change along with a detailed explanation and justification for the proposed change regardless of the nature of the change.

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- B. For all changes in the work to be performed by a subcontractor, the contractor shall furnish the subcontractor's fully itemized breakdown of quantities and prices which shall bear the original signature of a representative of the subcontractor authorized to act for the subcontractor. If requested by the State or the architect, proposals from suppliers or other supporting data required to substantiate costs shall be furnished.
- C. Modification of the contract price, when required, shall be determined as follows:
- (1) When applicable unit prices are stated in the contract or have been subsequently agreed upon: by application of such unit prices, as provided in Section 2B of the Instructions to Bidders.
 - (2) A lump sum price agreed upon by both the State and contractor.
 - (3) If job conditions or circumstances, or the extent or nature of the change, or failure of the State and the contractor to agree upon a lump sum price or the application of unit prices, prevent the determination of the cost of any proposed change, the work shall be done on the basis of a Force Account, as hereinafter stated under Section 8.02 FORCE ACCOUNT WORK, if so ordered by the State.
 - (4) If the change involves a credit to the State, unless the amount must be determined by the application of unit prices, then the amount of the credit shall be the greater of (a) the alternate or other itemized price for such work stated in contractor's bid, or (b) a reasonable price, including overhead and profit.
 - (5) If the change involves both a credit and a debit, both sums shall be shown and the two sums balanced to determine the adjusted total cost or credit.
 - (6) The mark-up allowable to the contractor for combined overhead and profit for work performed solely by the contractor with his own forces shall be a reasonable amount not to exceed fifteen percent (15%) of the contractor's costs (excluding items includable in overhead).
 - (7) (a) The mark-up allowable to a subcontractor for overhead and profit for work performed solely with his own forces shall be a reasonable amount not to exceed ten percent (10%) for the subcontractor's overhead and five percent (5%) for the subcontractor's profit, based upon the subcontractor's costs of labor, materials, and equipment.

(b) For work performed by a subcontractor solely with his own forces, the contractor is entitled to a reasonable mark-up for combined overhead and profit, not to exceed five percent (5%) of the cost of the subcontractor's materials, equipment, and labor.
 - (8) The cost of foremen may be added only when the modification makes necessary the hiring of additional supervisory personnel or makes necessary their employment for time additional to that required by the contract.
 - (9) The contractor shall be allowed the actual, reasonable additional cost for rental of machine power tools or special equipment, including fuel and lubricants which are necessary to execute the work required on the change, but no percentages shall be added to this cost.
 - (10) If the contractor and the State cannot agree as to the extent the contract time shall be increased for extra work or the extent the contract time shall be reduced for work omitted by the State, the increase or decrease, as the case may be, shall be determined by the Procurement Officer based on the impact of the change, if any, on the as-built critical path for completion of the work, whether or not a CPM schedule is used.
 - (11) The architect, with the written approval of the State, shall have authority to make minor changes in the work not involving extra cost, and not inconsistent with the purposes of the work. Otherwise, no extra work or changes to the work shall be done unless authorized by the Procurement Officer prior to any such work or changes to the work being done.
- C. The allowable percentages of cost for overhead and profit as provided in 3.07C(6) and (7), 7.06P(3), and 8.02A(9), and all other applicable provisions of the contract, are deemed to include but not be limited to all costs and expenses of the following kinds: project management, supervision and coordination; job supervision and field office expenses required by the contract; expenses for supervisors, superintendents, managers, timekeepers, clerks and watchmen; cost of correspondence of any kind; insurance not specifically mentioned herein; all expenses in connection with the maintenance and operation of the field office, use of small tools, costs of vehicles generally used for transporting either workmen, materials, tools or equipment to job location, and incidental job burdens; and all expenses of maintenance or operation of contractor's regularly established principal office, branch office, and similar facilities, and all other costs and expenses customarily classified as overhead.

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- D. Contractor's entitlement to compensation or additional time for delays for which the State is responsible or for which an extension is due the contractor is also subject to Sections 3.06 and 7.06.
- E. No allowance shall be made to the contractor for loss of anticipated profits on account of changes in the work.
- F. Execution of a written change order by contractor, or failure of the contractor to dispute the terms of a written order of the Procurement Officer strictly in accordance with contract requirements, shall be binding and conclusive and shall operate as an accord and satisfaction as to (a) all compensation payable to contractor for the work associated with the change order, and (b) contractor's right to an extension of the contract completion time. Contractor may not execute or accept a change order subject to any conditions or reservation of rights or claims which have not been agreed to in writing the Procurement Officer. Any attempt by the contractor to impose such conditions or reservations shall not be binding on the State. Contractor's sole remedy for disputing the terms of an order by the Procurement Officer or for making a claim therefore is to follow strictly the procedures stated in this Section 3.07 and Sections 3.06 and 6.13.
- G. Whenever the contractor is entitled to an increase in the contract price, the amount of the increase shall not include any amount for increased costs or premiums of bonds unless: (1) DNR requires an increase in the amount of the penal sum of the bond or bonds, (2) the contractor actually incurs such cost, (3) the surety actually increases the penal sum of the bonds, and (4) DNR receives proof in satisfactory form that the surety has increased the penal sum of the bonds.
- H. The contract is subject to all applicable provisions of COMAR 21.05.03.04 (Negotiated Overhead Rates) and 21.05.03.05 (Price Negotiation Policies and Techniques).

3.08 UNAUTHORIZED WORK:

The contractor shall not be paid for any work outside the scope of the contract not authorized in writing by the Procurement Officer.

SECTION 4- CONTROL OF THE WORK:

4.01 INTERPRETATION OF THE CONTRACT DOCUMENTS -- AUTHORITY OF THE ARCHITECT:

- A. The Procurement Officer shall be the final interpreter of the contract documents. He will furnish with reasonable promptness, through DNR or the architect, such clarifications as he may deem necessary for the proper execution of the work. Clarifications issued by the architect shall be consistent with the intent of the contract documents and, when in special instances the architect is authorized by the State so to act, the architect has authority to stop work whenever such stoppage may be necessary to ensure the proper execution of the contract.
- B. Except as otherwise expressly provided in the contract documents, all decisions of the architect are subject to approval by the Department. The architect has no authority to waive or change the requirements of the contract documents except as provided in Section 3.07C(11) above.

4.02 CONFORMITY WITH CONTRACT REQUIREMENTS:

- A. All work performed and all materials furnished shall be in conformity with the contract requirements.
- B. In the event the Procurement Officer finds the materials, or the finished product in which the materials are used or the work performed are not in complete conformity with the contract requirements and have resulted in an inferior or unsatisfactory product, the work or materials shall be removed and replaced or otherwise corrected by and at the expense of the contractor.
- C. In the event the Procurement Officer finds the materials or the finished product in which the materials are used are not in complete conformity with the contract requirements, but have resulted in a satisfactory product, he shall then make a determination if the work shall be accepted. In this event, the Procurement Officer will document the basis of acceptance by a Change Order which will provide for an appropriate adjustment, if any, in the contract price.

4.03 ADJACENT WORK:

The State shall have the right, at any time, to contract for and/or perform other work on, near, over or under the work covered by this contract. In addition, other work may be performed under the jurisdiction of another State agency. The contractor shall cooperate fully with such other contractors and carefully fit his own work to such other work as may be directed by the procurement officer.

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4.04 CONTROL BY THE CONTRACTOR:

The contractor shall constantly maintain efficient supervision of the work, using his best skill and coordinating ability. He shall carefully study and compare all drawings, specifications and other instructions and check them against conditions existing or being constructed on the project. He shall at once report to the Department any error, inconsistency or omission which he may discover.

4.05 COOPERATION WITH UTILITIES:

- A. It is understood and agreed that the contractor has considered in his bid all of the permanent and temporary utility appurtenances in their present or relocated positions and that no additional compensation will be allowed for normal delays, inconvenience, or damage sustained by him due to any interference from the said utility appurtenances, the operation of moving them, the making of new connections thereto if required by the contract documents, or by other requirements of the utility company.
- B. The contractor shall have responsibility for notifying all affected utility companies prior to performing any work on their utilities and shall cooperate with them in achieving the desired results. All damage to utility facilities caused by the contractor's operations shall be the responsibility of the contractor.
- C. At points where the contractor's operations are adjacent to properties of railway, telegraph, telephone, water and power companies, or are adjacent to other property, damage to which might result in expense, loss or inconvenience, work shall not be commenced until all arrangements necessary for the protection thereof have been made by the contractor.
- D. The contractor shall cooperate with the owners of any underground or overhead utility lines in their removal and rearrangement operations in order that these operations may progress in a reasonable manner, that duplication or rearrangement work may be reduced to a minimum and that services rendered by those parties will not be unnecessarily interrupted.
- E. In the event of interruption to utility services as a result of accidental breakage or as a result of being exposed or unsupported, the contractor shall promptly notify the proper authority and shall cooperate with the said authority in the restoration of service. No work shall be undertaken around fire hydrants until provisions for continued service have been approved by the local fire authority.

4.06 INSPECTIONS, TESTS, STATE INSPECTORS:

- A. As used in this section and elsewhere wherever the context calls for it, "inspection" includes testing and/or approval of work.
- B. The contractor shall, at his expense, maintain an adequate inspection system and perform such inspections as are required by the contract or as otherwise will ensure that the work conforms to contract requirements. The contractor shall maintain complete records of inspections and shall give the State copies of these records as they are made. All work shall be conducted under the general direction of the Department and is subject to State inspection at all places and at all reasonable times to ensure strict compliance with the contract.
- D. If the contract, or any applicable laws, ordinances, regulations, or order of any public authority or agency having jurisdiction require any work to be specially inspected, tested or approved, the contractor shall give the State, the architect, and any other public authority or agency which must be present or which otherwise should be notified, timely notice (at least 14 calendar days) of readiness for inspection and, if the inspection is by an authority or agency other than the Department, the date of the inspection.
- E. The State may charge the contractor any additional cost of inspection when work is not ready at the time specified by contractor, or when prior rejection makes reinspection necessary.
- E. All work, including fabrication and source of supply, is subject to inspection by the architect, the State, and the State inspector. Inspectors for the State are not authorized to revoke, alter, or waive any requirements of the contract. Inspectors are authorized to call the attention of the contractor to any failure of the work to conform to the contract, including but not limited to the existence of unsafe conditions, inadequate safeguards and exits, and nuisances. Inspectors are authorized to suspend the work or any portion of the work, at no additional charge to the State, until resolution of issues concerning compliance with contract requirements.
- F. Inspections by the State or the architect are for the sole benefit of the State. Inspections by the State or the architect, or the presence or absence of a State inspector or the architect at any inspection, or the failure of the State inspector or the architect to report any deviation by the contractor from contract requirements shall not: (1)

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relieve the contractor of responsibility for adequate quality control measures, compliance with contract requirements, or damage to or loss of material; (2) constitute or imply acceptance of any work; or (3) affect the continuing rights of the State to hold contractor responsible for failure to meet contract requirements.

- G. If the State determines that any work requires special inspection not required by the contract, the State may direct the contractor to obtain such inspection and the contractor shall do so. If the inspection reveals a failure of the work to comply with contract requirements, contractor shall bear all costs of the inspection, including any additional compensation paid or payable to the architect and any other costs incurred by the State. In all other cases, the State shall bear such costs and an equitable adjustment shall be made to the contract price.
- H. Required certificates or other documentation of inspection shall be obtained by the contractor and promptly delivered by him to the architect, DNR, and any other public authority or agency entitled thereto.

4.07 REMOVAL OF DEFECTIVE WORK:

- A. All work and materials which do not conform to the requirements of the contract will be considered unacceptable.
- B. Any unacceptable or defective work, whether the result of poor workmanship, use of defective materials, damage through carelessness, design error or omission by the contractor or his subcontractors and suppliers at any tier, or any other cause attributable to the contractor or his subcontractors or suppliers at any tier, shall be promptly removed and replaced by work and materials which shall conform to the contract requirements or shall be remedied otherwise in an acceptable manner authorized by the Procurement Officer.
- C. Upon failure of the contractor to comply promptly with the provisions of this section, the State shall have authority to cause defective or unacceptable work to be remedied or removed and replaced and unauthorized work to be removed at the contractor's expense.
- D. Any time lost by the contractor for correction of work not in accordance with the contract shall be made up by the contractor at his expense.

4.08 MAINTENANCE OF WORK DURING CONSTRUCTION:

- A. The contractor shall maintain the work during construction and until acceptance. This maintenance shall be continuous and effective, prosecuted with adequate equipment and forces to the end that all parts of the work he kept in satisfactory condition at all times and protected from damage of any kind from external sources.
- B. Particular attention shall be given to drainage, both permanent and temporary. The contractor shall use all reasonable precautionary measures to avoid damage or loss that might result from accumulations and concentrations of drainage water, and material carried by such waters and such drainage shall be diverted or dispensed when necessary to prevent damage to excavation, embankments, surfaces, structures or property. Suitable measures shall be taken by the contractor to prevent the erosion of soil in all construction areas where the existing ground cover has been removed. Such measures shall be in compliance with the requirements of any governmental entity having jurisdiction.
- C. All cost of maintenance work during construction and before final acceptance shall be included in the base bid and the contractor will not be paid any additional amount for such work.
- D. In the event that the contractor's work is halted by the State under the provisions of the contract, the contractor shall maintain the entire project as provided herein and provide such ingress and egress for local residents or tenants adjacent to the project site, for tenants of the project site, and for the general public as may be necessary during the period of suspended work or until the contractor has been declared in default.
- E. On projects where traffic flow is maintained, the contractor shall be responsible for repair and restoration of all traffic damage to the work, either partially or totally completed, until such time as the work is accepted by the State.

4.09 FAILURE TO MAINTAIN ENTIRE PROJECT:

Failure on the part of the contractor, at any time, to comply with the provisions of Section 4.08 may result in the State notifying the contractor to comply with the required maintenance provisions. In the event that the contractor fails to remedy unsatisfactory maintenance promptly after receipt of such notice, the State may immediately proceed to maintain the project and the entire cost of this maintenance will be charged against the contractor

4.10 STATE'S RIGHT TO DO WORK:

If the contractor fails to prosecute the work properly or diligently or fails to perform any provision of the contract, the State may make good such deficiencies at the contractor's expense or terminate the contract for default under Sections 7.07 and/or 7.08, or both.

4.11 PROGRESS MEETINGS--SCHEDULING MEETINGS:

A. General.

The contractor and his major subcontractors shall hold and attend progress meetings with the State and the architect (unless the architect's absence is excused by the State) at the site at least monthly. The State may require progress meetings to be held more frequently at no additional cost to the State. Minutes of progress meetings shall be prepared and circulated by the architect.

B. Subcontractor Progress Meetings.

The State and the architect must receive timely prior written notice of all progress meetings between the contractor and its subcontractors or suppliers at any tier. The State and the architect may attend all such meetings. Contractor must keep minutes of all such meetings and must promptly provide DNR and the architect with copies of the minutes.

C. Scheduling Meetings.

See Section 7.06T.

SECTIONS- MATERIALS

5.01 GENERAL:

- A. All materials shall meet all quality requirements of the contract. In order to expedite the inspection and testing of materials, the contractor shall notify the architect in writing, as soon as possible after receipt of notification award of the contract, of the sources from which he proposes to obtain all materials requiring approval, testing, inspection, or certification prior to incorporation into the work.
- B. Materials include all: equipment; parts; products; methods of construction or of performing the work which may be the subject of a patent, copyright or other right or restriction governing its use; and processed and unprocessed natural substances required for completion of the contract. The contractor, in accepting the contract, is assumed to be thoroughly familiar with the materials required and their limitation as to use and requirements for connection, setting, maintenance and operation. Whenever an article or material or equipment is specified and a fastening, furring, connection (including utility connections), access hole, flashing closure piece, bed or accessory is normally considered essential to its installation in good quality construction, such shall be included as if fully specified. Nothing in these specifications shall be interpreted as authorizing any work in any manner contrary to applicable laws, codes or regulations.
- C. Approval. All materials are subject to the architect's approval as to conformity with the specifications, quality, design, color, etc. No work for which approval is necessary shall be used until written approval is given by the architect. Approval of a subcontractor or supplier as such does not constitute approval of a material which is other than that included in the specifications. See also Sections 2.021 and 5.03.
- D. New Materials. Unless otherwise specified, all materials shall be new. Old or used materials must not be used as substitutes for new, regardless of condition or repair, unless approved in writing by the Procurement Officer.
- E. Quality. Unless otherwise specified, all materials shall be of the best quality of the respective kinds.
- F. Samples. The contractor shall furnish for approval all samples as directed. The materials used shall be the same as the approved samples.
- G. Proof of Quality. The contractor shall, if requested, furnish satisfactory evidence as to the kind and quality of materials either before or after installation. He shall pay for any tests or inspections called for in the specifications and such tests as may be deemed necessary for "substitutions," as set forth in Section 5.03 of these General Conditions.

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H. Standard Specifications. When no specification or code is cited or otherwise applicable and the quality, processing, composition or method of installation of an item is only generally referred to, then:

- (1) For items not otherwise specified below, the applicable specification shall be the latest edition of the applicable American Society for Testing Materials specification.
- (2) For items generally considered as plumbing and those items requiring plumbing connections, the applicable specification shall be the applicable portions of the latest edition of the State plumbing code.
- (3) For items generally considered as heating, refrigerating, air-conditioning or ventilation, the applicable specifications shall be the applicable portions of the latest edition of the A.S.H.R.A.E. Handbook published by the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.
- (4) For items generally considered as electrical, the applicable specifications shall be the applicable provisions of the latest edition of the BOCA Code and the National Electric Code.
- (5) For items generally considered as fire protection, the applicable specifications shall be the applicable sections of the latest edition of the State Fire Prevention Code and the National Fire Protection Association Code.

5.02 STORAGE AND HANDLING OF MATERIALS:

- A. Materials shall be stored so as to assure the preservation of their quality and acceptability for the work. Stored materials, even though approved before storage, may again be inspected prior to their use in the work. Stored materials shall be located so as to facilitate their prompt inspection. Approved portions of the project site may be used for storage purposes and for the placing of the contractor's plant and equipment. At completion of the project such storage areas must be restored to their original condition by the contractor at his expense.
- B. All mechanical and/or electrical equipment delivered to the job site shall be stored on pedestals, above ground and under roof or other approved covering. All enclosures for equipment shall be weatherproof. Any motors, which are not totally enclosed, and dry type transformers that are involved in the work, shall be stored in a heated area with a minimum temperature of fifty degrees Fahrenheit (50° F). All valves shall be stored under roof on wood pedestals, above ground. All insulation shall be stored under roof or in trailers, adequately protected from the weather. The contractor shall follow all written instructions and recommendations of the manufacturer and all requirements of the architect on oiling, protection and maintenance of equipment during storage. It shall be solely the contractor's responsibility to safely store and care for all equipment and materials. Materials not properly stored prior to installation shall not be considered for payment.
- C. Materials shall be handled in such a manner as to preserve their quality and acceptability for the work.
- D. Contractor shall confine his tools and equipment and the storage of materials to the area delineated in the contract documents as the "Limit of Contract."
- E. Contractor shall not load or permit any part of a structure to be loaded with a weight that will endanger the safety of the structure or any part thereof
- F. Explosives.
 - (1) Explosives shall not be stored upon any property belonging to the State.
 - (2) Should the contractor desire to use explosives on any project he shall first receive written approval of DNR and obtain all permits required by law, at the contractor's expense. The approval will stipulate the time, place and quantity to be used and manner of use.
 - (3) The contractor assumes all responsibility for injury to persons or property which may result from the use or transportation of explosives, as well as complying with any and all applicable statutes, ordinances, regulations and restrictions in relation to the use of explosives.
- G. Paints.
 - (1) Oil base paints and flammable liquids shall not be stored in large quantities on the project. Containers shall be limited to five gallon size. Any liquid with a flash point of less than one hundred (100) degrees Fahrenheit shall be contained in safety cans, UL approved. Liquid with a higher flash point shall be stored in rigid cans.

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(2) Oily rags, waste, etc., must be removed from the work site at the close of each working day.

5.03 SUBSTITUTIONS:

- A. Should the contractor desire to substitute another material for one or more specified by name, he shall apply in writing for such permission and state the credit or extra involved with the use of such material.
- B. The contractor shall not submit for approval materials other than those specified without a clear, express, written statement that such a substitution is proposed. Approval in any form or by any means of a substitute material by the architect or anyone else, when the contractor has not so designated such material as a "substitute," shall not be binding on the State nor release the contractor from any obligations of his contract, unless the Procurement Officer, in writing, expressly acknowledges the proposed substitution and approves it. See also Sections 2.021 and 5.01C.

5.04 APPROVED EQUALS:

- A. The terms "or equal," "equal," and "approved equal" are used as synonyms throughout the specifications. They are implied in reference to all manufacturers or products named in the specifications unless otherwise stated. The Department is the final judge as to equality. The Department does not represent or warrant under any circumstances that there exists an equal to any item specified or that an equal is readily available, even if the words "or equal" are used in the specifications.
- B. When several products or manufacturers are named in the specifications as acceptable for the same purpose or use, the contractor may select any of those so named. However, all of the units of a given type required for and used in the project must be the same in material and manufacture.

5.05 BUY AMERICAN STEEL:

The contractor must comply with the requirements of the Maryland Buy American Steel Act, Title 17, Subtitle 3 of SF&P and COMAR 21.11.02, which are incorporated into and made a part of the contract.

SECTION 6- LEGAL RELATIONS AND RESPONSIBILITIES:

6.01 LAWS TO BE OBSERVED:

- A. The contractor shall keep fully informed of all Federal, State, and local laws, ordinances, rules and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed on the work, or which in any way affect the conduct of the work. He shall at all times observe and comply with all such laws, rules, ordinances, regulations, orders and decrees; he shall protect and indemnify the State and its representatives against any such claim or liability arising from or based on the violation of any law, ordinance, regulation, order, or decree, whether by himself or his employees, subcontractors or suppliers at any tier. Whenever the contract documents require the contractor to comply with provisions of Federal, State, or local laws, regulations, ordinances or codes, contractor must comply whether such laws, regulations, ordinances or codes are expressly incorporated into the contract or not.
- B. The contractor must comply with the provisions of the Workers' Compensation Act and Federal, State and local laws relating to hours of labor.
- C. The provisions of this contract shall be governed by the laws of the State of Maryland.
- D. If the contractor observes that the contract documents are at variance with any applicable law, ordinance or regulation, he shall promptly notify the Procurement Officer and the architect, and, except as provided in subsection F, any necessary changes shall be adjusted as provided in the contract for changes in the work. If the contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice, he shall bear all costs arising therefrom.
- E. The State is not responsible for the actions, orders or interpretations of Federal, county, municipal, or other local officials or representatives respecting the application to the work of Federal, State, or local laws, ordinances, regulations or codes. Contractor shall not be entitled to additional compensation for unanticipated costs of complying with any such actions, orders or interpretations.

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6.02 PERMITS AND LICENSES:

- A. When required by law or the contract, the State or its authorized representative will file with the appropriate local authority, drawings and specifications and any pertinent data reasonably proper for their information. The contractor will be required to pay all necessary fees to local authorities for inspection or for the privilege or right to execute the work as called for in the contract documents and he shall include the cost of said fees in his base bid. The State shall not be responsible for the actions or interpretations of county, municipal, or other local agencies or officials respecting the application of Federal, State or local laws, rules, ordinances, regulations, codes, or policies to the work.
- B. The contractor must be licensed as required by Title 17, Subtitle 6 or Title 8 of the Business Regulation Article, Annotated Code of Maryland, and must be qualified by submission and approval of a Contractor's Qualification Questionnaire to the Department.

6.03 PATENTS, COPYRIGHTS, TRADE SECRETS, AND PROTECTED MATTER:

- A. The contractor assumes the risk that any materials, equipment, processes, or other items required under the contract or furnished by the contractor (including the CPM software furnished to the State under Section 7.06J(2)(1)) are subject to any patent, copyright, trademark, trade secret or other property right of another. The contractor shall pay for all royalties and license fees and shall obtain all necessary licenses or permits to permit use of any such item by the State. Contractor shall defend all suits or claims of infringement of any patent, copyright, trademark, trade secret or other property right of another and shall save the State harmless from loss or expense on account thereof.
- B. When an item specified by the State or furnished by the contractor infringes or is alleged to infringe any patent, copyright, trademark, trade secret or other property right of another, the contractor will, at his option, and at no additional cost to the State, (1) procure for the State the right to use the item; (2) replace the item with an approved, non-infringing equal; or (3) modify the item so it becomes non-infringing and performs substantially the same as the original item.

6.04 LAND, AIR AND WATER POLLUTION, AND EROSION CONTROL:

- A. The contractor shall incorporate all permanent erosion control features into the work at the earliest practicable time and shall maintain them in proper condition during the course of the contract. Temporary pollution control measures will be used to correct conditions that develop during construction that were not foreseen during design, that are needed prior to installation of permanent pollution control features, or that are needed temporarily to control erosion that develops during normal construction practices, but are not associated with permanent control features on the project.
- B. Temporary pollution control may include measures outside the project site where such work is necessary as a direct result of project construction. The Department shall be kept advised of all such off-site control measures taken by the contractor. This shall not relieve the contractor of responsibility for such work.
- C. The contractor must submit evidence to the Department that the governing Federal, State and local air pollution criteria will be and were met. This evidence and related documents will be retained by the Department for on-site examination.
- D. If the performance of all or any part of the work is suspended, delayed, or interrupted due to an order of a court of competent jurisdiction as a result of environmental litigation, as defined below, or by the order of any State or Federal agency or official enforcing applicable laws, such suspension, delay, or interruption shall be considered as if ordered by the Procurement Officer under Section 7.09, Suspension of the Work. If it is determined that the suspension, delay, or interruption is due wholly or in part to acts or omissions of the contractor in breach or violation of the terms of this contract or acts of the contractor not required by this contract, contractor shall be responsible for all additional costs and delays resulting from such acts or omissions.
- E. The term "environmental litigation," as used herein, means a lawsuit alleging that the work will have an adverse effect on the environment or that the State has not duly considered, either substantively or procedurally, the effect of the work on the environment.

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6.05 INSURANCE REQUIREMENTS:

A. Insurance During Construction

- (1) The contractor and his subcontractors shall purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed on the project. Further, the contractor shall be responsible for the maintenance of this insurance whether the work is performed directly by the contractor, by any subcontractor, by any person employed by the contractor or any subcontractor, or by anyone for whose acts the contractor may be liable. This insurance shall include protection for:
 - (a) Claims arising from Worker's Compensation statutes or similar employee benefit acts, or third-party legal liability claims arising from bodily injury, sickness and disease, or death of contractor's employees. The minimum limits of such coverage shall be as required by law.
 - (b) Third-party legal liability claims against the contractor arising from the operations of the contractor, subcontractors and suppliers with such protection extended to provide comprehensive coverage, including personal injury, completed operations, explosion and collapse hazard, and underground hazard. The minimum combined limit for personal injury and property damage liability shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate, unless other limits are stated elsewhere in the contract documents.
 - (c) Third-party legal liability claims arising from bodily injury and/or damage to property of others from the ownership, maintenance or use of any motor vehicle, both on-site and off site, owned by the contractor. The minimum combined limit for personal injury and property damage liability shall be: \$1,000,000 per occurrence and \$2,000,000 in the aggregate, unless other limits are stated elsewhere in the contract documents.
- (2) The contractor shall purchase and maintain property insurance (Builder's Risk) covering the project, including improvements to real property and goods and materials on the site to be incorporated into the project. Such property insurance shall be for the full insurable value of the property covered and shall be written on an "All Risk" basis covering physical loss and damage including theft, vandalism and malicious mischief, collapse, water damage, and such other perils as may be applicable to the project. Such insurance shall include the interest of the owner, the general contractor and all subcontractors as their interests may appear.

- B. General: All insurance required shall be purchased and maintained with a company or companies lawfully authorized to do business in the State of Maryland. Such insurance shall be for limits of liability as specified for the project or legally required, whichever is greater. All required insurance policies other than for Workers' Compensation insurance and motor vehicle insurance shall be endorsed to provide thirty (30) days prior written notice by certified mail, of any material change, cancellation, or non-renewal to:

Engineering & Construction
Department of Natural Resources
580 Taylor Avenue, D-3
Annapolis, Maryland 21401

Proof of the required insurance shall be made by submission to the Department, prior to award of the contract, of certificates of insurance satisfactory to the Department. All required insurance shall be maintained until the State has fully accepted the work required under the contract. Failure to obtain or to maintain the required insurance or to submit the required proof of insurance shall be grounds for termination of the contract for default.

6.06 ASSIGNMENT, NOVATION, CHANGE OF NAME:

The provisions of COMAR 21.05.02.24 respecting assignment, novation and change of name are incorporated into and made a part of the contract.

6.07 SEPARATE CONTRACTS:

- A. The State reserves the right to let other contracts in connection with or adjacent to this work. (See also Section 4.03.) The contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate his work with theirs. The contractor is entitled to no overhead, profit, or other compensation for work done for the State by other contractors.
- B. If any part of the contractor's work depends on proper execution or results of the work of any other contractor, the contractor shall inspect and promptly report to the Department and the Architect any defects in such work that render it unsuitable for such proper execution and results. His failure to so inspect and report shall constitute an acceptance of the other contractor's work as fit and proper for the reception of his work, except as to the defects

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which may develop in the other contractor's work after the execution of his work.

- C. To ensure the proper execution of his subsequent work, the contractor shall measure work already in place and shall at once report to the architect and the Procurement Officer any discrepancy between the executed work and the drawings.

6.08 RELATIONSHIP OF CONTRACTOR TO PUBLIC OFFICIALS AND EMPLOYEES:

- A. In carrying out any of the provisions of the contract, or in exercising any power or authority granted to them by or within the scope of the contract, there shall be no liability upon the Procurement Officer or other authorized representatives of the State, it being understood that in all such matters they act solely as agents and representatives of the State.
- B. The State may terminate the contract for default or hold the contractor liable for damages for breach of the contract as provided in subsection C if it is found by the Procurement Officer that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the contractor, or any agent or representative of the contractor, to any officer or employee of the State with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending of the contract, or the making of any determinations with respect to the performance of the contract.
- C. In the event this contract is terminated for default or the contractor is held liable for damages as provided in subsection B hereof, the State shall be entitled (1) to pursue the same remedies against the contractor as it could pursue in the event of a termination for default or a breach of the contract by the contractor, and (2) in addition to any other damages to which it may be entitled, to exemplary damages in an amount (as determined by the Procurement Officer) which shall be not less than three nor more than ten times the costs incurred by the contractor in providing any such gratuities to any such officer or employee.
- D. No official or employee of the State of Maryland whose duties as such official or employee include matters relating to or affecting the subject matter of this contract, shall during the pendency and term of this contract and while serving as an official or employee of the State become or be an employee of the contractor or any entity that is a subcontractor on this contract.

6.09 NO WAIVER OF RIGHTS -- STATE'S REMEDIES CUMULATIVE — STATE'S DAMAGES:

- A. The State shall not be precluded or estopped by any measurement, estimate, change order, contract modification, certificate of payment, or payment from showing the true amount and character of the work furnished by the contractor, or from showing that any measurement, estimate, change order, contract modification, certificate of payment, or payment is untrue or was incorrectly made, or from showing that the work does not in fact conform to the contract. The State may recover from the contractor or his sureties, or both, such damages, loss, or additional expense incurred as a result of any such error in measurement, estimate, change order, contract modification, certificate of payment, or payment as a result of such failure to conform to the contract. The State's rights in this respect shall not be waived or bared by any inspection, acceptance or approval of the work, or by payment therefore, or by granting an extension of time, or by taking possession, or by execution of a change order based on the erroneous measurement, estimate, or change order, contract modification, certificate of payment, or payment.
- B. The activities of the architect and State personnel respecting this contract, including inspection of the work, review of submittals, monitoring of progress, and so forth are for the benefit of the State only and are not for the benefit of the contractor. The State's failure to bring to the attention of the contractor deficiencies in the work or the contractor's performance will not constitute waiver or excuse of the contractor's failure to comply strictly with contract requirements.
- C. The waiver by the Procurement Officer of any breach of contract by the contractor shall not operate as a waiver of any other or subsequent breach.
- D. The rights and remedies of the State and the obligations of the contractor under various provisions of the contract documents and under provisions of applicable law are cumulative and not exclusive.
- E. For any claim or cause of action accruing to the State as a result of or arising out of this contract, the State may collect damages of any kind, including consequential damages and damages for purely economic loss.

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6.10 SOLICITATION WARRANTY-- CONTINGENT FEES:

The contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the contractor to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this agreement. Contractor must comply with the provisions of 13-223 of SF&P.

6.11 ASSIGNMENT OF ANTITRUST CLAIMS:

The contractor sells, transfers and assigns to the State of Maryland all rights, title and interest of, in and to any causes of action arising at any time before the date of this assignment or during the performance of this contract under the antitrust laws of the United States, including Section 1 of the Sherman Act, and the antitrust laws of Maryland relating to the purchase by contractor or the State of Maryland of any products from any supplier or source whatever that is incorporated in the structure built under the terms of this contract. The contractor hereby certifies that the above causes of action are lawfully owned and that no previous assignment of same has been made nor has the same heretofore been attached or pledged in any manner whatsoever.

6.12 FEDERAL PARTICIPATION:

When the United States government pays all or any portion of the cost of a project, the work may be subject to inspection by Federal agencies. Such inspection shall in no sense make the Federal government a party to this contract.

6.13 DISPUTES AND CONTRACT CLAIMS:

- A. This contract is subject to the provisions of State Finance and Procurement Article, Title 15, Subtitle 2 of the Annotated Code of Maryland and COMAR 21.10, Administrative and Civil Remedies, regarding resolution of contract claims (also called disputes).
- B. Except as otherwise provided in this contract or by law, all disputes arising under or as a result of a breach of this contract that are not disposed of by mutual agreement shall be resolved in accordance with this clause.
- C. As used herein, claim means a written demand or assertion by one of the parties seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief, arising under or relating to this contract. A voucher, invoice, or request for payment that is not in dispute when submitted is not a claim under this clause. However, if the submission subsequently is not acted upon in a reasonable time, or is disputed as to liability or amount, it may be converted into a claim for the purpose of this clause.
- D. Within 30 days after contractor knows or should have known of the basis for a claim relating to this contract, contractor shall file a written notice of claim with the Procurement Officer.
- E. Contemporaneously with, or within 90 days after, the filing of a notice of claim, contractor shall submit the written claim to the Procurement Officer. If contractor so requests, the Procurement Officer, on conditions the Procurement Officer deems satisfactory to the unit, may extend the time in which contractor must submit the claim. An example of when a Procurement Officer may grant an extension includes situations in which the Procurement Officer finds that a contemporaneous or timely cost quantification following the filing of the notice of claim is impossible or impractical.
- F. The claim shall set forth all the facts surrounding the controversy. Contractor, at the discretion of the Procurement Officer, may be afforded an opportunity to be heard and to offer evidence in support of the claim.
- G. The Procurement Officer shall mail or deliver written notification of the final decision within:
 - (1) 90 days after the Procurement Officer receives the claim if the claim is an amount for which the Appeals Board accelerated procedure, set forth in COMAR 21.10.06.12, may be used;
 - (2) 180 days after the Procurement Officer receives the claim for a claim not covered under G(1) of this section; or
 - (3) A longer period of time that the Procurement Officer and contractor agree to in writing.
- H. The final decision may award a contract claim only for those expenses incurred not more than 30 days before the contractor was initially required to have filed notice of claim.
- I. The Procurement Officer's decision is the final action of the agency. If the Procurement Officer fails to render a final decision within the time required, contractor may deem the failure to be a final decision not to pay the claim.

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- J. If the final decision grants the claim in part and denies the claim in part, the agency shall pay contractor the undisputed amount. Payment of the partial claim is not an admission of liability by the agency and does not preclude the agency from recovering the amount paid if a subsequent determination modifies the final decision.
- K. Contractor may file a written appeal with the Maryland State Board of Contract Appeals within 30 days of receipt of notice of the decision.
- L. Pending resolution of a claim, contractor shall proceed diligently with the performance of the contract in accordance with the Procurement Officer's decision.
- M. No claim for extra costs is allowable for delays resulting from the causes stated in Section 7.07D(1). Only noncompensable time extensions will be granted for such delays.
- N. As provided in Section 15-219(b) of SF&P and COMAR 21 .10.04.02B, a claim shall include the amount of the claim, the facts on which the claim is based, and all relevant data and correspondence that may substantiate the claim, and the claim must be certified by a senior official, officer, or general partner of the contractor or the subcontractor, as applicable, that, to the best of the person's knowledge and belief, the claim is made in good faith, supporting data accurate and complete, and the amount requested accurately reflects the contract adjustment for which the person believes the State is liable. The Procurement Officer may consider a claim as not being filed until contractor complies with this provision. The Procurement Officer is not required to notify the contractor of its failure to comply with this provision; the burden is on the contractor to comply with the contractor's obligations under the law and the contract.
- O. Contractor shall take all reasonable action to mitigate or to avoid costs or damages for which the State may be liable.
- P. A final decision of the Procurement Officer shall be prima facie evidence of the correctness of the decision. On any appeal from a decision of the Procurement Officer, the contractor will have the burden of proof and the burden of going forward with the evidence on all issues, including the propriety of a termination for default.
- Q. (1) As used in this subsection!, "subcontractor" includes subcontractors and suppliers of the contractor at any tier.
(2) The State shall have no liability to the contractor for any claim of a subcontractor against the contractor if the contractor has no liability therefore to the subcontractor or if the contractor has a valid defense against the claim of the subcontractor. Any agreement between the contractor and the subcontractor making liability on the part of the contractor to the subcontractor contingent upon a determination of liability on the part of the State to the contractor shall not make the State liable to the contractor for the claim of the subcontractor if the contractor would not otherwise be liable therefore. The purpose of this provision is to adopt the Severin doctrine, without exception, as a matter of contract between the State and the contractor.
- R. If contractor contends that any change order or proposal for a change order or other order issued under Section 3.06 will or may cause an increase in the time required for performance, or damages or additional overhead or costs to the contractor or his subcontractor and suppliers at any tier, contractor must include the additional time and compensation claimed to be due in contractor's change order proposal if one was requested by the State, or if no change order proposal was requested by the State, then in the claim submitted by the contractor. Contractor is entitled to no extensions of the completion time for which he has failed to file a timely notice of claim or the claim itself, in the proper form and supported by complete and proper documentation, as required by this Section and Sections 3.06, 3.07 and 7.06. Contractor may not unilaterally "reserve his rights" to file any claims or any requests for extensions of time. Contractor's rights to additional compensation or time extensions are contingent upon contractor strictly following the notice and filing requirements of the contract. All proposals or requests for additional time and time-related compensation are subject to this Section, Sections 3.06, 3.07 and 7.06, and all other applicable provisions of the contract documents.

6.14 MULTI-YEAR CONTRACTS CONTINGENT UPON APPROPRIATION:

The provisions of 13-217 of SF&P and COMAR 21.07.01.10 are incorporated into and made a part of the contract. These provisions state that multi-year contracts are contingent upon appropriation and provide for automatic termination for lack of appropriation.

6.15 PRE-EXISTING REGULATIONS:

In accordance with the provisions of 11-206 of SF&P, the regulations set forth in COMAR Title 21 in effect on the date of execution of this contract are applicable to the contract.

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6.16 STATE PROPERTY NOT SUBJECT TO LIEN:

Neither the contractor nor any subcontractor or supplier at any tier may have or acquire any lien against State property.

6.17 STATE NOT SUBJECT TO LIMITATIONS:

The State is not bound by laches or any statute of limitations or repose, and contractor may not assert laches, limitations, or a statute of repose as a defense against any claim or action brought by the State.

6.18 CONFLICT OF INTEREST:

The contract is subject to the provisions of Section 13-212 of SF&P and COMAR 21.05.08.08, Conflict of Interest.

6.19 CENTURY COMPLIANT SOFTWARE, ETC.:

A. "Century compliant" means that a product or item:

(1) Is able to process date data accurately including date data century recognition, calculations that accommodate same century and multi-century formulas and date values (including leap year factors), and date data interface values that reflect century when used either in a stand-alone configuration or in combination with other century compliant products used by the State; and

(2) Will not abnormally terminate its function or provide or cause invalid or incorrect results due to incompatibility with the calendar year.

B. The contractor warrants that the electronic products and components, including computers, software, and other devices and materials, provide or developed under this contract are century compliant. Contractor agrees to promptly repair or replace any product furnished under this contract that is not century compliant, provided the State give contractor notice of breach of the warranty within a reasonable time after discovery.

C. The warranty provided by this section is in addition to any other warranties provided by law or this contract.

SECTION 7- PROSECUTION, PROGRESS, AND QUALITY OF THE WORK:

7.01 NOTICE TO PROCEED:

After the contract has been executed, the State will issue to the contractor a "Notice to Proceed" and this notice will stipulate the date on or before which the contractor is expected to begin work. The specified contract time shall begin on the starting date stated in the "Notice to Proceed." Any work started or materials ordered before the starting date stated in the "Notice to Proceed" shall be at the risk of the contractor. The contractor is prohibited from doing any work on the site without the insurance required by this contract.

7.02 PROJECT SIGNS AND INSPECTOR'S FIELD OFFICE:

A. Project Sign: **(Not applicable for projects estimated under \$50,000)**

(1) The State will provide one project sign for each major entrance to the project. The contractor shall be responsible for transportation of the sign from its place of origin, placement and maintenance of the sign. The location of signs will be directed by the State Inspector.

(2) Posts for sign(s) shall be supplied by the contractor and made of 4 x 4 inch construction-grade lumber, pressure preservative treated, 10 feet long. The sign(s) shall be bolted to the posts using at least two inch bolts per post. Washers shall be used between the bolts and the sign faces and the posts and nuts. The posts shall be set into the ground to a depth of three feet, six inches with the bottom of the signs two feet six inches above the ground.

(3) The contractor shall be responsible for removing the sign(s) and correction or repair of the site after final acceptance of the work and shall dispose of the sign(s) as directed by the State's authorized representative.

B. Inspector's Field Office: **(Not applicable for projects estimated under \$50,000)**

If so specified, the contractor shall furnish and maintain, at his cost and for the State's exclusive use, an inspector's field office. Specific requirements will be described in the specifications.

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7.03 PUBLIC CONVENIENCE AND SAFETY:

The contractor at all times shall conduct the work in such a manner as to create the least practicable obstruction to all forms of traffic. The convenience of the general public, tenants, and of the residents along and/or adjacent to the improvement shall be respected. Material stored upon the project site shall be placed so as to cause a minimum of obstruction to the public. Sprinkling to inhibit dust shall be performed at the direction of the Procurement Officer at no additional cost to the State. The contractor shall, unless otherwise specified, provide and maintain in passable condition such temporary access, roads and bridges as may be necessary to accommodate traffic diverted from the project under construction, or using the project under construction and shall provide and maintain in a safe condition temporary approaches to, and crossings of; the project. Existing facilities planned to be removed, but which might be of service to the public during construction, are not to be disturbed until other and adequate provisions are made. Fire hydrants on or adjacent to the project shall be kept accessible to fire apparatus at all times, and no material or obstruction shall be placed within 15 feet of any such hydrant. Work closed down for the winter or at any other times shall be left entirely accessible at all points to fire apparatus. All footways, gutters, sewer inlets and portions of the project under construction shall not be obstructed more than is absolutely necessary.

7.04 BARRICADES AND WARNING SIGNS:

- A. The contractor shall provide, erect and maintain all necessary barricades, suitable and sufficient lights, danger signals, signs and other control devices, and shall take all necessary precautions for the protection of the work and safety of the public. All highways and other facilities closed to traffic shall be protected by effective barricades, and obstructions shall be illuminated during hours of darkness with electric lights.
- B. The contractor shall erect warning signs prior to any place on the project where operations may interfere with the use of the facility by vehicular or pedestrian traffic, and at all other points where the new work crosses or coincides with an existing roadway or traffic lane(s). Such warning signs shall be constructed and erected in accordance with the FHWA Manual on Uniform Traffic Control Devices, or as directed.
- C. In cases where the contractor's sequence of operations results in grade differentials which would be hazardous to vehicular or pedestrian traffic, the contractor will, at the direction of the Procurement Officer and at no additional cost to the State, provide suitable substantial guardrails to the extent determined by the Procurement Officer.

7.05 PRESERVATION, PROTECTION AND RESTORATION OF PROPERTY:

- A. The contractor shall continuously maintain adequate protection of all his work from damage and shall protect the State property from injury or loss arising in connection with this contract. He shall repair and indemnify the State against any such damage, injury or loss, except such as may be directly and solely due to errors in the contract documents or caused by agents or employees of the State. He shall adequately protect adjacent property as provided by law and the contract documents.
- B. The contractor shall box all trees which are liable to be injured by the moving, storing and working up of materials. He shall use no tree for any attachment or anchorage.
- C. The contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workmen and the public and shall post danger signs warning against the hazards created by such features of construction as protruding nails, hod hoists, well holes, elevator hatchways, scaffolding, window openings, stairways and falling materials.
- D. To the extent permitted by law, in any emergency affecting the safety of life, or of the work, or of the adjoining property, the contractor, without special instruction or authorization, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury.

7.06 PROGRESS SCHEDULE -- DELAYS:

- A. (1) All time limits in the contract documents are of the essence of the contract.
- (2) Contractor and the State agree that the time stated in the contract for the completion of the work is a reasonable time, considering the climatic range and the usual business conditions prevailing in the locality of the project. The contract time shall be the full time allowed or required for completion of every task involved incompletion of the work, including lead-time for ordering and fabrication of equipment and materials.
- (3) This project is subject to limited funding and tight budgeting. The State's budgeting, including budgeting for expenses of operation after completion and for payment to the architect and others working on the project, is

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based on the contract extending for the full time allowed by the contract for completion. The State is not obligated (a) to accept an early completion schedule from the contractor, or (b) to accept the project prior to the completion date stated in the contract. The State will not be liable for any claims based on the contractor's assertion of an intention to finish early.

B. Preliminary Network Diagram. : (Not applicable for projects estimated under \$50,000)

- (1) Unless the contract documents expressly state otherwise, the contractor is to furnish a preliminary network diagram.
- (2) Within 14 days of the execution of the contract, contractor must submit a preliminary critical path network (CPM) diagram outlining activities for the first 90 days of construction. Include a skeleton diagram for the remainder of the work with the preliminary diagram. This preliminary diagram must be approved prior to the first requisition being process. Include each significant construction activity. Coordinate each activity in the network with other activities. Schedule each construction activity in proper sequence.
- (3) The diagram must be cost-loaded and will be used as the basis for approval of requisitions. Requisitions submitted must be accompanied by an updated, cost-loaded schedule. The requisition amount must agree with the amount shown by the cost-loaded CPM.
- (4) With submission of the preliminary network diagram, include a tabulation by date of submission of submittals required during the first 90 days of construction. List those required to maintain orderly progress of the work, and those required early because of long lead time for manufacture or fabrication.
- (5) Distribute the preliminary network diagram to all parties that need to know about construction activities that are scheduled early, including the Architect, DNR and the using agency.

C. Completion Schedule.

- (1) Within 30 days after contract execution and at such other times as required by subsections E and H on next page, the contractor shall submit a schedule indicating the time allocated by the contractor for the performance of each portion of the work, the submittal information required by subsection D, the dollar value of each work item (dollar loading) properly and reasonably sequenced, and the contractor's labor requirements (labor loading) for achieving each task shown on the schedule. The schedule shall show completion of the work within the contract time. The State may decline to issue a Notice to Proceed until contractor has submitted the required schedule and it is approved by DNR. Nothing in this section shall be construed to require the State to issue Notice to Proceed when the required schedule has been submitted and approved.
- (2) (a) Contractor shall also submit, with the schedule required under (1) above,
 - (i) a written narrative explaining the bases of contractor's determinations of durations and prices for major work activities and describing contractor's approach for meeting the interim and final completion dates;
 - (ii) a listing of the major items of construction equipment planned for use on the project (including type, number of units, unit capacities, and a schedule showing the proposed time each piece of equipment will be on the job, keyed to the activities on which the equipment will be used);
 - (iii) identification of activities which may be expedited by use of overtime or additional shifts;
 - (iv) identification of sequencing and other restraints such as manpower, material, and equipment;
 - (v) a listing of the proposed work days, holidays and any special non-work days being used for the computer reports (schedules and updates).
- (b) If required by DNR, such explanation shall include (at no additional cost to the State) estimated quantities and production rates, hours per shift which are proposed, unit prices of materials, and prices of installed equipment.

D. The contractor's schedule shall include as separate work activities, all necessary activities relating to submittals, including but not limited to the work or materials covered by the submittal, the subcontractor involved, the submittal required, the activity or event number as shown in the CPM schedule (if required), and all necessary dates for submittal, review and response, resubmittal (if necessary), and final approval by the architect and/or DNR.

E. Subject to the requirements of subsection J, contractor shall submit with each application for payment a revised schedule accurately updated to reflect all: (1) revisions to the schedule; (2) changes made or planned in the construction sequence; (3) actual construction activities to date including (i) commencement and completion dates for activities started or completed during the reporting period, (ii) current progress of activities started in prior reporting periods including completion dates for activities completed during the reporting period; (4) delays and

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their effects on the critical path (whether or not a CPM schedule is required); (5) extensions of time granted by the State; (6) the contractor's planned schedule for completing remaining activities; and (7) adjustments to the dollar loading and labor loading associated with items (1) through (5) above. This required schedule update shall be furnished monthly whether or not contractor submits an application for payment in that month.

- F. All of contractor's schedules, including monthly schedule updates and recovery schedules under subsection I-I, shall be reviewed by the architect and DNR and shall be approved or disapproved by DNR. Approval by DNR of any schedule submitted under this Section 7.06 shall constitute approval of the schedule only for general conformity with contract requirements and shall not constitute approval, acceptance, or admission of the reasonableness, accuracy, achievability, or feasibility of the schedule or of the contractor's ability to meet the schedule, or waiver or excuse of default or delay by the contractor, extension of the time for completion, waiver or modification of contract requirements, admission of fault or responsibility for delay on the part of the State or the architect, or acceptance or admission on the part of the State of any liability or responsibility for the schedule or for acceleration or other costs or delay damages of the contractor which are inferable from the contractor's schedule or update.
- G. Contractor agrees that accurate schedules and updates are critical to the State's ability to complete the project efficiently and economically; to judge the impact of alleged delays, differing site conditions, change orders and other events; and to deal fairly with the contractor. If the contractor fails to submit reasonable and accurate preliminary network diagrams, schedules, or revisions, including recovery schedules under subsection H, as required by the contract: (1) the State is not obligated to pay the contractor for work completed until proper, accurate diagrams, schedules, and updates are furnished as required; and (2) the State is not liable for and contractor is not entitled to damages, compensation, or time extensions for delays starting, occurring or continuing during the period when an accurate and reasonable schedule or update was due but not furnished by the contractor.
- H. Whenever the project shall be behind schedule or alleged by either party to be behind schedule, the Procurement Officer may require the contractor to furnish, at no additional cost to the State, a revised schedule (hereinafter called a "recovery schedule") showing how the contractor will finish the project by the contract completion date. This revised schedule shall include all of the information required under subsection E above, subject to the requirements of subsection J.
- I. The contractor's construction schedule shall begin with the date of issuance of Notice to Proceed and conclude with the required date of final completion of the project as stated in the contract documents. Except as provided in Section 7.06B(2), float or slack time available in the schedule at any time shall not be for the exclusive use or benefit of either the contractor or the State, but is jointly owned. Delay for which the State is responsible in any portion of the work shall not automatically mean that the extension of the completion date is warranted or due the contractor. Contractor agrees that a delay in any given activity at any given time may not necessarily affect critical activities and may not necessarily cause noncritical activities to become critical. The effect of any given delay may be only to absorb float and may not necessarily delay critical activities. Subject to Section 7.06B(2), extensions of time for delays for which the State is responsible will be granted only to the extent that affected activities exceed the total float along their paths on the current approved CPM schedule.
- J. CPM Scheduling.
- (1) Unless the contract documents expressly permit the contractor to use a schedule other than a CPM schedule, the schedules to be furnished by the contractor under this Section 7.06 shall be CPM schedules. Contractor's CPM schedule must be submitted within 30 days after the contract is executed. Following rejection by DNR or conditional approval subject to connection, contractor shall make the necessary corrections, and resubmit proper schedules within 14 calendar days. Contractor may use only CPM schedule software approved by the State.
- (2) (a) Scheduling of construction is the responsibility of the Contractor. CPM scheduling is required to assure adequate planning and execution of the work and to assist DNR, the architect and the contractor in evaluating the progress of the work and the impact on the schedule of events which could affect the completion date.
- (b) Logic or network diagrams shall show the order and interdependence of activities and the sequence in which the work is to be accomplished as planned by the contractor. These diagrams must show how the start of a given activity is dependent on preceding activities and how its completion restricts the start of following activities.
- (c) Detailed logic or network activities shall include, in addition to construction activities, the submittal and approval of samples of materials and shop drawings, the procurement of critical materials and equipment and their installation and testing. All activities of DNR and the architect that affect progress, and contract required dates for completion of all or part of the work will be shown.

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- (d) The selection and number of activities shall be subject to DNR approval. Logic or network diagrams need not be time scaled but shall be drafted to show continuous flow from left to right with no arrows from right to left. The following information shall be shown on the diagrams for each activity: preceding and following event number, description of the activity, cost loading, labor loading, and activity duration in calendar days. Schedules shall be plotted so they can be displayed on a wall eight feet high. A summary schedule, plotted on a single sheet, shall be provided also.
- (e) The mathematical analysis of the network shall include a tabulation of each activity. The following information will be furnished, at a minimum, for each activity:
- (i) I, J numbers if Arrow Diagramming Method (ADM) is used.
 - (ii) Activity and Precedence relationships if Precedence Diagramming Method (PDM) is used.
 - (iii) Activity Description.
 - (iv) Estimated duration of activity (in calendar days).
 - (v) Percent of activity completed.
 - (vi) Earliest start date (by calendar date).
 - (vii) Earliest finish date (by calendar date).
 - (viii) Actual start date (by calendar date).
 - (ix) Actual finish date (by calendar date).
 - (x) Latest start date (by calendar date).
 - (xi) Latest finish date (by calendar date).
 - (xii) Float or slack (in calendar days).
 - (xiii) A monetary value of each activity.
 - (xiv) Subcontractor responsible for each activity.
 - (xv) Labor requirements for each activity.
- (f) Work elements should be broken down into activities of durations of from 1 to 21 calendar days. No activity should ever represent more work than can be accomplished in 21 calendar days.
- (g) The analysis shall list the activities in sorts or groups as follows:
- (i) By the preceding event number from lowest to highest and then in order of the following event number;
 - (ii) By the amount of float, then in order of preceding event number;
 - (iii) In order of latest allowable start dates, then in order of preceding event numbers; and
 - (iv) In order of latest allowable finish dates, then in order of preceding event numbers.
- (h) In addition to the requirements of subsection E, updates shall show the activities or portions of activities completed during the reporting period and their total value as basis for the contractor's periodic request for payment. Payments made to the contractor will be based on the total value of such activities completed or partially completed after verification by DNR and the architect, and this updated schedule analysis shall be used as a basis for partial payment. The update will state the percentage of the work actually completed and scheduled as of the report date and the progress along the critical path in terms of days ahead or behind the allowable dates. If the project is behind schedule, progress along other paths with negative float shall also be reported. The contractor also shall submit a narrative report with the updated analysis which shall include but not be limited to a description of the problem areas, current and anticipated, delaying factors and their impact, and an explanation of corrective actions taken or proposed.
- (i) Sheet size of diagrams shall be 30 by 42 inches. Each updated copy shall show a date of the latest revision, and the date of the latest updating.
- (j) All schedules, including the initial schedule, recovery schedules, and monthly updates, shall be submitted in three (3) paper copies and one (1) copy on diskette.
- (k) The contractor shall be prepared to effect schedule revisions in the network in response to changes to the contract under the terms thereof, at the direction of DNR. In the event that change orders are experienced, they shall be reflected as new activities in the network, or as changes in logic and/or time framing of existing activities. They shall be introduced at the next updating after receipt of a change order, and shall be subject to the approval of DNR. Change order logic shall affect only those intermediate activities and performance dates directly concerned. Adjustments required in completion dates for those intermediate dates, or for the contract as a whole, will be considered only to the extent that there is not sufficient remaining float to absorb the additional time which may be authorized for completion of individual activities.

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- (l) When the first schedule is furnished, contractor shall also furnish to DNR, for the State's permanent use and retention, the CPM scheduling software used by the contractor for scheduling the project and one copy of an operating or user's manual for using the software.
- (3) (a) CPM schedules and updates, including recovery schedules, shall include the following: (a) lists of activities showing early and late start and finish dates; (b) a brief time-impact comparison in graph form (preferably on one page) comparing the critical path as-built to date and as-planned for the remainder of the work (as shown on contractor's last schedule or update) with the critical path as-built and as-planned as of the time of the schedule or update currently being submitted; and (c) all other information normally provided in a reasonable CPM schedule or update.
 - (b) Logic or network diagrams must be furnished (1) with the first schedule submitted under this subsection J, (2) with recovery schedules submitted under subsection H, (3) if requested by DNR with each monthly update submitted under subsection E, and (4) whenever the contractor changes the sequence of work, whether diagrams are requested by DNR or not.
- K. Delays set forth in Section 7.07D(1) shall be noncompensable even if an extension of time is granted.
- L. Except as may be expressly agreed otherwise by the Procurement Officer in writing, no action or inaction by the State or its representatives shall constitute a grant of an extension of the completion date or the waiver of a delay or other default by the contractor or agreement of the State to pay for alleged delays or acceleration of construction, including: (1) a request for a revised schedule, a recovery schedule, or an anticipated completion date from contractor; (2) allowance, approval or acceptance of any schedule; (3) failure to terminate for default at an earlier date; or (4) demand that the contractor finish the project by the required completion date or by any subsequent date promised by the contractor.
- M. Contractor must take all reasonable action to avoid or to mitigate the effects of delays, including but not limited to: (1) rescheduling or re-sequencing the work, (2) accepting other work and (3) reassigning personnel. When the contractor is responsible for any delay, the State may order the contractor to accelerate construction, work overtime, add additional shifts or manpower, work on weekends, or to do anything else reasonably necessary in order to finish on time, at no additional cost to the State. The contractor does not have the unilateral right to complete the work late and pay liquidated or other damages.
- N. Failure of the contractor to request, as required by Section 3.06B and this Section 7.06, a time extension to which he might otherwise be entitled, shall constitute a waiver of contractor's right to an extension of the required completion date.
- O. For each day that the work shall be uncompleted after the contract completion date, as extended by the Procurement Officer, the contractor shall be liable for liquidated damages in the amount specified in the contract documents. Prior to and after expiration of the contract completion time, the State may withhold an amount equal to liquidated damages whenever the progress of construction is such that, due to the fault or responsibility of the contractor, the contractor, in the judgment of the State, is behind schedule so as not reasonably to be able to complete the contract on time. Due account shall be taken of excusable delays, any extensions of time reasonably due the contractor for completion of additional work under change orders, and for delays for which the State is responsible, provided that the contractor has properly requested time extensions therefore. After submission of a bid, the contractor may not contest the reasonableness of the amount of liquidated damages stated in the contract.
- P. (1) The term "delay" shall mean any act, omission, occurrence, event, or other factor which necessarily extends the time reasonably required for completion of the contract. This Section 7.06 covers every such act, omission, occurrence, event, or other factor, whether called delay, disruption, interference, impedance, hindrance, suspension, constructive suspension, extension or otherwise.
 - (2) Whenever the State shall be liable to the contractor for an equitable adjustment for delay, the amount of the equitable adjustment shall be determined in accordance with this subsection P and other applicable provisions of this Section 7.06.
 - (3) Only the following items may be recoverable by the contractor as compensation or damages for delay: (a) direct costs, consisting of (i) actual additional salaried and non-salaried on-site labor expenses; (ii) actual additional costs of materials; (iii) actual additional equipment costs, based solely on actual ownership costs of owned equipment or actual reasonable costs of rented or leased equipment; (iv) actual additional extended field office expenses, excluding those which are to be included in overhead; (v) actual additional reasonable costs of subcontractors and suppliers at any tier for which the contractor is liable, subject to 3.07C(7)(a); (b) actual additional costs, proven by clear and convincing evidence, resulting from labor or other inefficiencies proven by clear and convincing evidence; and (c) an additional percentage, determined in accordance with Section

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3.07C(6) and (7)(b), of the total of items (a)(i) through (v) above, for overhead and profit.

- (4) No other compensation or damages are recoverable by contractor for compensable delays or extensions of the completion time except as expressly stated in this subsection P. In particular, the State will not be liable for the following (by way of example and not of limitation) whether claimed by the contractor or by a subcontractor or supplier at any tier: (a) profit in excess of that provided herein; (b) loss of profit; (c) home office or other overhead in excess of that provided herein; (d) overhead calculated by use of the Eichleay formula or similar formulae; (e) consequential damages of any kind, including loss of additional bonding capacity, loss of bidding opportunities, and insolvency; (f) indirect costs or expenses of any nature except those expressly provided for herein; and (g) attorneys fees, costs of claims preparation and presentation, and costs of litigation.
 - (5) There shall be deducted from the compensation payable to the contractor under this section for delay any and all costs, expenses, and overhead recovered or recoverable by the contractor under change orders issued to the contractor or otherwise recovered or recoverable by the contractor.
 - (6) Contractor shall be entitled to no compensation or damages for delay unless, within ten (10) calendar days of the act, omission, occurrence, event or other factor alleged to have caused the delay, the contractor notifies the Procurement Officer in writing of (a) the alleged delay and its anticipated duration, and (b) the act, omission, occurrence, event or other factor allegedly causing the delay. Knowledge on the part of the State of the act, omission, occurrence, event, or other factor, or of the delay allegedly resulting there from, shall not excuse contractor's failure to give the State the notice required by this subsection P(6).
- Q. (1) Except as provided in paragraph 2 below, if the Department fails to issue a Notice to Proceed within 90 days following completion of the award or by such date later than 90 days following completion of award as may be contemplated by the solicitation documents, the contractor will have as its sole remedy the option of (a) declaring the contract void without any liability or obligation on the part of the State, or (b) accepting an extended period, at no additional cost to the State, for issuance of a Notice to Proceed.
- (2) If the failure of the State to issue a Notice to Proceed within 90 days following completion of award or by such date later than 90 days following completion of award as may be contemplated by the solicitation documents, is caused, wholly or in part, by breach or default of the contractor or other fault of the contractor or his subcontractors or suppliers at any tier, the contractor shall be entitled to no relief under paragraph (1) above based on delay in issuance of the Notice to Proceed. In such a case, the contractor shall be bound to perform the contract within the time allowed following actual issuance of the Notice to Proceed, at no additional cost to the State.
- R. Requests for time extensions must be filed and supported as provided in Section 3.06 and other applicable provisions of the contract.
- S. Weather
- (1) Definition of rain days and drying days.
 - (a) Rainfall sufficient to result in a workday being potentially lost due to rain (rain day) shall be defined as liquid precipitation greater than .10 inch.
 - (b) It shall be considered normal for the workday immediately following a rain day of precipitation greater than 1.00 inch to potentially be lost due to wet ground conditions (drying day). The Procurement Officer may allow additional drying days if deemed reasonable, in his discretion.
 - (2) Unusually severe weather.
 - (a) Rain. To qualify as unusually severe weather due to rain, the number of actual weekdays lost due to rain days and drying days must be greater than that calculated for the month in question using the following procedure:
 - (i) Using the last ten (10) years of weather data from the weather station at Baltimore-Washington International Airport, contractor shall compute the average number of weekdays lost due to rain days and drying days for the month in question and the standard deviation from the average.
 - (ii) Contractor shall then add the average number of weekdays lost to the standard deviation. The sum (the average plus the standard deviation) shall be considered normal for the month in question.
 - (iii) Actual weather impact shall be calculated by first determining the actual lost rain weekdays during each month in question. If any of the following conditions existed on a given weekday, the day will be deducted from the total actual rain days for the month to determine the net number of weekdays lost to rain:
 - rainfall occurred on a non-work weekday such as a holiday;

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- rainfall occurred at a time when no weather-dependent work was in progress or occurred during planned or unplanned shutdowns due to other (non-weather) circumstances such as equipment failure, strikes, delays, etc.; or
- contractor was still working or able to work on all weather dependent activities to the extent that production was or could have been within actual normal levels established on the project (average plus or minus the standard deviation).

(b) Time adjustments for rain. If the net number of weekdays lost to rain is less than the normal number in question (average rain days and drying days plus one standard deviation), no time adjustment will be made. If the net number of weekdays lost to rain are more than the normal number for the month in question, an excusable and noncompensable time extension will be granted. No adjustments will be made for the time between the starting date stated in the Notice to Proceed and the first day of the following month or for the last partial month.

(3) Other weather conditions. Time extensions for delays due to unusual weather conditions other than rain (such as snow, extreme cold or heat, high winds, etc.) will be considered only to the extent contractor can prove (a) conditions were unusually severe, and (b) they caused actual delay to the adjusted as-planned/as-built critical path.

T. Scheduling Meetings

The contractor shall meet with the State and the architect (unless the architect's absence is excused by the State) at least monthly to discuss in detail the contractor's updating of the schedule, the necessity for revisions or corrections in the schedule or updates, and all other issues or matters relating to the scheduling of the project and the contractor's obligations under the project respecting scheduling. This meeting shall be in addition to the progress meetings required by 4.11.

7.07 TERMINATION FOR DEFAULT, DAMAGES FOR DELAY, TIME EXTENSIONS:

- A. If the contractor refuses or fails to prosecute the work, or any separable part thereof, with such diligence as shall ensure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the State may, by written notice to the contractor, terminate his right to proceed with the work or the part of the work as to which there has been delay. In this event the State may take over the work and prosecute the same to completion, by contract or otherwise, and may take possession of and utilize in completing the work the materials, appliances, and plant as may be on the site of the work and necessary therefore. Whether or not the contractor's right to proceed with the work is terminated, he and his sureties shall be liable for any damage to the State resulting from his refusal or failure to complete the work within the specified time.
- B. If fixed and agreed liquidated damages are provided in the contract and if the State so terminates the contractor's right to proceed, the resulting damage shall consist of such liquidated damages until a reasonable time as may be required for final completion of the work together with any increased costs occasioned the State in completing the work.
- C. If fixed and agreed liquidated damages are provided in the contract and if the State does not so terminate the contractor's right to proceed, the resulting damage shall consist of these liquidated damages until the work is completed or accepted.
- D. The contractor's right to proceed may not be so terminated nor the contractor charged with resulting damages if:
- (1) The delay in the completion of the work arises from unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not restricted to, acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another contractor in the performance of a contract with the State, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both the contractor and the subcontractors or suppliers, and
 - (2) The contractor, within ten (10) days from the beginning of any such delay (unless the Procurement Officer grants a further period of time before the date of final payment under the contract), notifies the Procurement Officer in writing of the causes of delay. The Procurement Officer shall ascertain the facts and the extent of the delay and extend the time for completing the work when, in his judgment, the findings of fact justify such an extension, and his findings of fact shall be final and conclusive on the parties, subject only to appeal as provided in the "Disputes" clause of this contract.

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- E. If, after notice of termination of the contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contractor was not in default under the provisions of this clause, or that the delay was excusable under the provisions of this clause, the termination shall be deemed to be a termination for convenience and the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the termination for convenience clause.
- F. The rights and remedies of the State provided in this clause are in addition to any other rights and remedies provided by law or under this contract.
- G. As used in paragraph (D)(1) of this clause, the term "subcontractors or suppliers" means subcontractors or suppliers at any tier.
- H. The State may terminate for default under this Section 7.07 at any time when the contractor is in default or breach of any material obligation of the contract, including after substantial completion, such as for failure in a timely manner to complete a punch list, to perform warranty work, or to perform any other substantial requirement of the contract.

7.08 TERMINATION FOR DEFAULT - GROUNDS OTHER THAN FOR LACK OF DILIGENCE:

- A. If the contractor fails to perform any provisions of the contract not governed by Section 7.07 of these General Conditions, the State may terminate the whole or any part of the contract for default by written notice of default to the contractor. Termination for default in such a case shall be governed by subsections (2) through (7) of COMAR 21.07.01.11 B, which are incorporated into and made a part of the contract.
- B. Except as may be expressly agreed otherwise by the Procurement Officer in writing, no action or inaction by the State or its representatives or the architect shall constitute waiver of any default by the contractor.
- C. The State may terminate for default under this Section 7.08 at any time when the contractor is in default or breach of any material obligation of the contract, including after substantial completion.

7.09 SUSPENSION OF THE WORK:

- A. The Procurement Officer unilaterally may order the contractor in writing to suspend, delay, or interrupt all or any part of the work for a period of time as he may determine to be appropriate for the convenience of the State.
- B. If the performance of all or any part of the work is for an unreasonable period of time suspended, delayed, or interrupted by an act of the Procurement Officer in the administration of the contract, or by his failure to act within the time specified in this contract (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in the cost of performance of this contract (excluding profit) necessarily caused by an unreasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent (1) that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the contractor; or (2) for which an equitable adjustment is provided for or excluded under any other provision of this contract.
- C. No claim under this clause shall be allowed (1) for any costs incurred more than twenty (20) days before the contractor shall have notified the Procurement Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim, resulting from a suspension order), and (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of a suspension, delay, or interruption, but not later than the date of final payment under the contract.

7.10 STATE'S RIGHT TO TERMINATE FOR CONVENIENCE:

The provisions of COMAR 21.07.02.09 respecting the State's right to terminate the contract for convenience are incorporated into and made apart of this contract.

7.11 PARTIAL ACCEPTANCE:

- A. If, in its sole discretion, the State desires to occupy any portion of the project, the State shall have the right to occupy and use those portions of the project which in the opinion of the Procurement Officer can be used for their intended purpose; provided that the conditions of occupancy and use are established and the responsibilities of the contractor and the State for maintenance, heat, light, utilities, and insurance are mutually agreed to by the contractor and the State. The State has no obligation to accept the project in portions.

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- B. Partial occupancy shall in no way relieve the contractor of his responsibilities under the contract.
- C. When the State occupies the project in portions or accepts the work in portions, if the beneficial use of any accepted portion or of the project as a whole depends on substantial completion or beneficial use of any other portion, then:
(1) warranties on the accepted portions do not begin to run until substantial completion of all portions on which beneficial use of the whole project depends, and (2) substantial completion of the whole project shall not be deemed to be achieved until substantial completion of all portions on which beneficial use of the whole depends.

7.12 SUBSTANTIAL COMPLETION AND FINAL INSPECTION:

- A. When the work is substantially completed, the contractor shall notify the DNR Project Manager and the architect in writing that the work will be ready for final inspection and testing on a definite date. Reasonable notice shall be given by the contractor to permit the architect and the Chief to schedule the final inspection. The contractor shall not give notice that the work is substantially complete until the work is in fact substantially complete.
- B. On the basis of the inspection, if the State determines that the work appears to be substantially complete and the project appears to be occupiable and usable for its intended purpose, the State shall establish the date of substantial completion and shall fix the time(s) at which the warranties will begin. The work shall not be deemed substantially complete if, in the absolute discretion of DNR, completion of unfinished work, whether called punch list work or otherwise, would cause inconvenience to or interfere with the use of the premises by using agency personnel or others using the premises.
- C. If the State determines that substantial completion has been achieved, the State shall fix the time within which the contractor shall complete any remaining items of work which will be indicated on a list (the "punch list"). All punch list work shall be completed within thirty (30) days after the date of substantial completion determined by DGS, unless DGS establishes a different period for completion of the punch list work. If the contractor fails to complete the remaining items so listed in the time stipulated the State shall have the undisputed right to complete the work at the contractor's expense. The contractor may be required to complete multiple punch lists, which may be prepared by DGS, by the architect, or by the using agency, until the contract is performed in its entirety. Failure to complete punch list work in a timely manner shall constitute grounds for termination of the contract for default.
- D. Prior to the granting of substantial completion by DNR, the architect, DNR, and/or the using agency may prepare lists of work requiring completion or requiring completion as a prerequisite to the granting of substantial completion. These "work lists" shall not constitute punch lists and shall not be construed as indicating that the work has been completed to the extent that it is substantially complete.
- E. Final payment shall not be made until all contract work including all punch list work is complete to the satisfaction of the Department.
- F. Acceptance of the work as substantially complete shall not excuse or waive any failure of the contractor to complete the contract as required by the contract documents.
- G. The work shall not be considered substantially complete until (1) all electrical, mechanical, and life safety systems shall be completed and successfully tested and successfully inspected for conformity to all requirements of the contract documents and all applicable codes and standards, and (2) all other requirements for substantial completion are met.

7.13 CLEANING UP:

The contractor shall at all times keep the construction area, including storage areas used by him, free from accumulations of waste material or rubbish and prior to completion of the work shall remove any rubbish from the premises and all tools, scaffolding, equipment, and materials not the property of the State. Upon completion of the construction, the contractor shall leave the work and premises in a clean, neat and workmanlike condition satisfactory to the State.

7.14 WARRANTY:

- A. Except to the extent that the contract documents impose greater warranty obligations on the contractor for all or any part of the work, the contractor warrants for a two year period (unless another period is specified) commencing on the date of substantial completion of the project as a whole or on such other date agreed between the parties:

- (1) that the work contains no faulty or imperfect material or equipment or any imperfect, careless, or unskilled workmanship;

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- (2) that all mechanical and electrical equipment, machines, devices, etc., shall be adequate for the use to which they are intended, and shall operate with ordinary care and attention in a satisfactory and efficient manner;
 - (3) that he will re-execute, correct, repair and replace with proper work, without cost to the State anything found not to be as guaranteed by this section or otherwise not in conformity with the contract and that he will make good all damages caused to other work or materials in the process of complying with this section;
 - (4) that the entire work shall be water-tight and leak-proof in every particular.
- B. This Section 7.14 provides for a period during which the contractor is bound to replace work in addition to being liable for failure to perform the contract in accordance with its terms. Nothing herein releases or limits the contractor's liability for latent defects or for any substantial failure to perform the work in accordance with the contract, even if such defects or failure are discovered after the expiration of the warranty period provided by this section.

7.15 NOTICE TO STATE OF LABOR DISPUTES:

- A. Whenever the contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately give notice thereof, including all relevant information with respect thereto, to the Procurement Officer.
- B. The contractor must insert the substance of this clause, including this subsection B, in any subcontract hereunder as to which a labor dispute may delay the timely performance of this contract; except that each such subcontract shall provide that in the event its timely performance is delayed or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify his next higher tier subcontractor, or the prime contractor, as the case may be, of all relevant information with respect to such dispute.

SECTION 8- PAYMENTS:

8.01 SCOPE OF PAYMENT:

- A. Payments are made on the valuation of work accomplished and on account of materials delivered to the site for incorporation in the work which are suitably stored and protected.
- B. Payments shall also be made on account of materials or equipment for incorporation in the work but stored at some off-site location agreed upon by the State, such payment to be conditioned upon submission by the contractor of bills of sale or such other documentation satisfactory to the Department to establish the State's title to such materials or equipment or otherwise to protect the State's interest, including proof of applicable insurance, transportation to site, and freedom from liens and security interests.
- C. Prior to application for first payment, the contractor shall submit to the State and the architect a schedule of values of the various parts of the work, including quantities, aggregating the total sum of the contract, and based upon the dollar loadings of the approved schedule. This schedule shall be so divided as to facilitate payments to subcontractors. This submission shall be in the standard State form and shall be supported by such evidence as to its correctness as the State may direct. This schedule shall be used as a basis for certificates of payments unless at a later date the schedule is found to be in error, in which case the schedule will be corrected.
- D. Application for payment shall be submitted on or about the 25th day of each month but not before ten days of job operation.
- E. In applying for payments the contractor shall submit a requisition, based upon the dollar loadings of the approved schedule, itemized in such form and supported by such evidence as the State may require, showing the contractor's right to the payment claimed. Each requisition shall prominently display the contractor's Federal Employers Tax Identification Number or Social Security number.
 - (1) In applying for all payments, or final payment, the contractor shall submit in addition to the above a certificate that he has paid:
 - (a) All labor to date,
 - (b) All vendors and material suppliers in full for all items received, and
 - (c) All subcontractors in full, less the retained amount.

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- (2) In applying for the final payment, the contractor shall also submit the following:
- (a) Such evidence as the State may demand to establish the State's title to materials and to give reasonable assurance that liens and security interests of others do not exist. Nothing in this subsection shall be construed to allow anyone to obtain a lien on State property.
 - (b) An electrical certificate from an independent (non-governmental) electrical inspection agency approved or licensed required by law. The contractor must make application for the inspection, coordinate same, and pay the required inspection fees. The independent electrical inspection agencies are not considered local authorities.
 - (c) All other guarantees as called for by the contract.
 - (d) All required equipment, operation, training, maintenance, and other manuals and parts lists.
 - (e) A complete set of all drawings indicating as-built conditions, submitted to the architect.

8.02 FORCE ACCOUNT WORK:

- A. When the contractor is required to perform work as a result of or alleged by the contractor to be an addition or change to the contract for which there are no applicable unit prices in the contract, the Department and contractor shall attempt to agree upon a price for the performance of such work. If an agreement cannot be reached, the Department may require the contractor to do such work on a force account basis to be compensated as follows:
- (1) Labor. For all labor and for foremen in direct charge of the specific operations, the contractor shall receive the actual wages for each and every hour that said labor and foremen are actually engaged in such work. The contractor shall receive the actual costs paid to or on behalf of workmen by reason of subsistence and travel allowances, health and welfare benefits, pension fund benefits or other benefits, when such amounts are required by collective bargaining agreement or other employment contract generally applicable to the classes of labor employed on the work.
 - (2) Materials. For materials in accordance with the contract, accepted by the State and used, the contractor shall receive the actual cost of such materials delivered to the work, including transportation paid by him (exclusive of machinery rentals as hereinafter set forth).
 - (3) Equipment. For any machinery or special equipment (other than small tools, whether rented or owned), the contractor shall receive the rates agreed upon in writing before such work is begun, or those rates which may be specified elsewhere in the contract, or reasonable rates, whichever are less. For purpose of definition, equipment with a new cost of \$500 or less will be considered "small tools."
 - (4) Materials and Supplies Not Incorporated in the Work. For materials and supplies expended in the performance of the work (excluding those required for rented equipment), the contractor shall receive the actual cost of such materials and supplies used.
 - (5) Bond, Insurance, and Tax. For bond premiums (if an increase in the bonds is required by the State), property damage, liability, and worker's compensation insurance premiums, unemployment insurance contributions and social security taxes on the force account work, the contractor and Procurement Officer shall determine an equitable percentage to be applied against the labor cost (premium pay and fringes excluded).
 - (6) Superintendence. No additional allowance shall be made for general superintendence, the use of small tools, or other costs for which no specific allowance is herein provided. The cost of foremen may be added only when the modification makes necessary the hiring of additional supervisory personnel or makes necessary their employment for time additional to that required by the contract.
 - (7) The mark-up allowable to the contractor for combined overhead and profit for work performed solely by the contractor with his own forces shall be a reasonable amount not to exceed fifteen percent (15%) of the contractor's costs (excluding items includeable in overhead).
 - (8) Subcontractors. For work done solely by a subcontractor, the subcontractor's costs shall be determined as stated in subsections A(1) through (6) above.
 - (9) (a) The mark-up allowable to a subcontractor for overhead and profit for work performed solely with his own forces shall be a reasonable amount not to exceed ten percent (10%) for the subcontractor's overhead and five percent (5%) for the subcontractor's profit, based upon the subcontractor's costs of labor, materials, and

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equipment.

(b) For work performed by a subcontractor solely with his own forces, the contractor is entitled to a reasonable mark-up for combined overhead and profit, not to exceed five percent (5%) of the cost of the subcontractor's materials, equipment, and labor.

- B. Compensation. The compensation as set forth above shall be received by the contractor as payment in full for the work done on a force account basis. At the end of each day, the contractor's representative and the State shall compare records of the cost of work as ordered on a force account basis.
- C. Statements. No payment will be made for work performed on a force account basis until the contractor furnishes the State duplicate itemized statements of the cost of such force account work detailed as to the following:
- (1) Name, classification, date, daily hours, total hours, rate, and extension for such laborer, foreman.
 - (2) Designation, dates, daily hours, total hours, rental rate, and extension for each unit of machinery and equipment.
 - (3) Quantities of materials, prices, and extensions.
 - (4) Transportation of materials.
 - (5) Cost of property damage, liability and worker's compensation insurance premiums, unemployment insurance contributions, and social security tax.
 - (6) Payments of items under (3) and (4) above shall be accompanied by original receipted invoices for materials used and transportation charges. If, however, the materials used in the force account work are not specifically purchased for such work but are taken from the contractor's stock, then in lieu of the original invoices, the statements shall contain or be accompanied by an affidavit of the contractor which shall certify that such materials were taken from his stock, that the quantity claimed was actually used, and that the price and transportation of the material as claimed represent actual cost. The State may require additional proof as to costs, ownership, title, non-existence of liens, etc., to the same extent as provided in Section 8.01 E(2)(a).
- D. Any other claims of the contractor arising from work done on a force account basis that are not expressly addressed in this Section 8.02, including (but not limited to) requests for time extensions, are subject to other applicable provisions of the contract.

8.03 CASH ALLOWANCES:

Whenever an allowance is mentioned in the specifications, then the contractor shall include in his contract sum the entire amount of such specified allowances. The expenditure of these allowances is to be at the Procurement Officer's direction. However, the allowance expenditure is limited to items properly inferable from the title and description of the allowance. Unexpended balances are to be credited to the State. Compensation payable to the contractor for expenditure of allowances directed by the Procurement Officer shall be based on the cost to the contractor as shown by actual invoices or receipts, and no additional overhead or profit shall be payable to the contractor for such allowances.

8.04 CERTIFICATES OF PAYMENT; RETAINAGE:

- A. If the contractor has made application as above, the State shall, not later than the date when such payment falls due, issue to the contractor a certificate for such amount as it decides to be properly due. In approving such partial payments, there shall be retained five percent (5%) of the estimated amount due until completion and acceptance of all work covered by the contract.
- B. This contract is subject to the provisions of COMAR 21.06.06.02, Escrow of Retainage. If retainage is to be placed in an interest bearing account, the contractor shall be required to complete the Internal Revenue Service's Form W-9, "Payer's Request for Taxpayer Identification Number."
- C. No certificate issued nor payment made to the contractor, nor partial or entire use or occupancy of the work by the State, shall be an acceptance of any work or materials not in accordance with this contract.

8.05 DEDUCTIONS FOR UNCORRECTED WORK:

If the State deems it inexpedient to correct work not in accordance with the contract, an equitable deduction from the contract price shall be made therefore.

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8.06 PAYMENTS WITHHELD:

- A. The State may withhold payment or, on account of subsequently discovered evidence, nullify or reduce the whole or part of any certificate or payment on account of:
- (1) the cost (measured by the contract value or fair market value, whichever is greater) of completing unfinished or defective work not remedied or deductions or amounts due the State under the contract;
 - (2) failure of the contractor to perform any material contract requirement;
 - (3) claims filed or likely to be filed against the State for which the contractor may be liable to the State;
 - (4) failure of the contractor to make payments properly to subcontractors or suppliers for material or labor (see, however, Section 9.03C) or amounts claimed by the contractor's surety or insurer under any right of subrogation;
 - (5) a reasonable doubt that the contract can be completed for the balance then unpaid;
 - (6) damage to another contractor;
 - (7) liquidated damages or other damages or compensation due the State for claims of the State against the contractor;
 - (8) any claim of the State against the contractor or debt or obligation owed to the State or claimed by the State to be owed by the contractor to the State arising from any other cause or contract;
 - (9) retainage as provided in Section 8.04A;
 - (10) failure to maintain as-built drawings as required by Section 2.01 (B)(2);
 - (11) failure to update schedules properly as required by Section 7.06; and
 - (12) the cost of completing unfinished warranty work.
- B. The failure of contractor to complete the construction by the required completion date shall be prima facie evidence of the State's right to withhold liquidated damages after the expiration of the contract time for completion. Nothing in this subsection shall be construed to limit the State's right to withhold liquidated damages prior to the expiration of the completion time as provided in subsection 7.06 0.

8.07 CORRECTION OF WORK BEFORE FINAL PAYMENT:

- A. The contractor shall promptly remove from the premises all work failing to conform to the contract, whether or not incorporated in the structure or premises. The contractor shall promptly replace and re-execute such work in accordance with the contract and without expense to the State and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.
- B. If the contractor does not remove such condemned work within a reasonable time, the State may remove it and may store materials at the expense of the contractor. If the contractor does not pay the expense of such removal or storage within ten days time thereafter, the State may sell such materials and shall account for the net proceeds thereof, after deducting all the costs and expenses incurred by the State.

8.08 FINAL PAYMENT:

- A. (1) Upon completion of the work, the contractor shall prepare final payment forms and submit them. (2) The State will promptly proceed to make any necessary final surveys, to complete any necessary computations of quantities, and to complete other activities necessary to determine the contractor's right to final payment. The State will then reply to the contractor's request for final payment, informing the contractor of the amount of final payment considered to be due the contractor. Such reply shall inform the contractor of all deductions, damages, costs, back charges, and other charges assessed against the contractor by the State and the reasons therefore.
- B. Notwithstanding subsection A(1) above, prior to or in the absence of a request from contractor for final payment, the State may determine under subsection A(2) the amount of the final payment it considers to be due the contractor.

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the contractor disputes the amount determined by the State to be due him, he shall initiate a claim under the disputes procedures.

- D. Acceptance by the contractor of any payment identified by the State as being final payment shall operate as an accord and satisfaction and a general release of all claims of the contractor against the State arising out of or connected with the contract, except as may be expressly agreed otherwise in writing between the contractor and the Procurement Officer.
- E. No claims by the contractor may be asserted for the first time after application is made by the contractor for final payment or after final payment is made by the State.

8.09 PAYMENT AND INTEREST:

- A. The provisions of 15-101 through 15-105 of SF&P and COMAR 21.07.01.18, respecting payment to the contractor and interest on late payments, are incorporated into and made a part of the contract.
- B. A proper invoice or requisition shall include a description of items or services provided; the date the goods were received by the ordering agency/department; or the inclusive dates the services were rendered; the price agreed upon pursuant to the contract; the basis for the billing; the purchase order or contract identification number; the contractor's Federal Employers Identification Number or Social Security Number; and the name and address of the proper invoice recipient for the state agency, as specified in the contract.
- C. For purposes of this contract, an amount will not be deemed "due and payable" and interest payments will not be authorized for late payments unless the following conditions have been met:
 - (1) The amount invoiced is consistent with the amount agreed upon by the parties to the contract pursuant to the contractual agreement.
 - (2) The goods and/or services have been received by the State and the quantity received agrees with the quantity ordered.
 - (3) The goods and/or services meet the qualitative requirements of the contract and have been accepted by the State, subject to Section 6.09 hereof.
 - (4) The proper invoice has been received by the party or unit of government specified in the agreement.
 - (5) The invoice is not in dispute.
 - (6) If the contract provides for progress payments, the proper invoice for the progress payment has been submitted pursuant to the approved schedule of values.
 - (7) All conditions for release of retainage have been met.

8.10 RETENTION OF RECORDS —AUDITS BY THE STATE:

- A. The contractor and his subcontractors and suppliers at any tier shall retain and maintain all records and documents relating to this contract for three years after final payment by the State hereunder or any applicable statute of limitations whichever is longer, and shall make them available for inspection and audit by authorized representatives of the State, including the Procurement Officer or designee, at all reasonable times.
- B. If contractor or his subcontractors or suppliers at any tier fail to retain for the period of time required by this section original documents used, made, or relating to the preparation or calculation of contractor's bid to the State or of bids, quotes or estimates of subcontractors or suppliers at any tier, contractor shall be entitled to no damages, compensation, or equitable adjustments (including time extensions) for any claims based on calculations, assumptions, understandings, or beliefs allegedly made at the time of preparation of such bids, quotes, or estimates.
- C. In the event a claim is initiated by either party under Section 6.13, contractor and his subcontractors or suppliers at any tier shall retain such books, papers, records and other documents until expiration of the aforesaid three-year period or until final, unappealable resolution of the claim, whichever is later.

8.11 CONTRACT COST PRINCIPLES AND PROCEDURES:

The contract is subject to the applicable contract cost principles and procedures set forth in COMAR 21.09.

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SECTION 9- EMPLOYEES, SUBCONTRACTORS AND WORK CONDITIONS:

9.01 EMPLOYEES AND WORKMANSHIP:

- A. Qualification of Employees. Only personnel thoroughly trained and skilled in the tasks assigned them may be employed on any portion of the work. Any employee found to be unskilled or untrained in his work shall be removed from the work.
- B. Licensed Employees. When municipal, county, State or federal laws require that certain personnel (electricians, plumbers, etc.) be licensed, then all such personnel employed on the work shall be so licensed.
- C. Quantity of Labor. The contractor shall employ on the work, at all times, sufficient personnel to complete the work within the time stated in the contract.
- D. Work Areas. The contractor shall confine the operations of his employees to the limits as provided by law, ordinance, permits or directions of the Department. Generally, the work area will be the same as the "Limit of Contract" line indicated in the construction documents.

E. Methods and Quality.

- (1) Whenever the method of the work or manner of procedure is not specifically stated in the contract documents, the best practice shall be followed. Unless the contract documents expressly require stricter standards for application, installation, connection, erection, use, cleaning or conditioning, recommendations of the manufacturers of approved materials shall be considered as a part of these specifications and all materials shall be applied, installed, connected, erected, used, cleaned and conditioned as so called for thereby. If any such manufacturer's recommendations are defective, faulty, inaccurate, or negligently made, contractor shall be responsible for all loss resulting there from, including liability for loss incurred by the State.
- (2) All materials shall be accurately assembled, set, etc., and when so required in good construction, shall be true to line, even, square, plumb, level and regularly spaced, coursed, etc. Under no circumstances, either in new or old work shall any material be applied over another which has not been thoroughly cleaned, sanded, or otherwise treated so as not to impair the finish, adhesion, or efficiency of the next applied item.
- (3) All methods, procedure and results are subject to the approval of the architect and the Procurement Officer as to the quality of the finished result to be obtained; provided that this is not to be interpreted as placing upon the architect or the Procurement Officer any responsibility for management of the contractor or his work.

F. Scheduling and Coordination.

- (1) The contractor shall so schedule and coordinate the work as to ensure efficient and uninterrupted progress and to hold to an absolute minimum the cutting and patching of new work. All cutting, patching and digging necessary to the execution of the work is included.
- (2) The contractor shall so schedule the construction performed by each group or trade that each installation or portion of the construction shall member with and join with every other new or old work as required for a complete installation, all according to accepted good construction practice.

CI. Superintendent: The contractor shall keep full-time on the site, at all times during the progress of the work, a competent superintendent fluent in English and any necessary assistants, all approved by the Department prior to commencement of the work. The contractor shall submit in writing to the Department the name of the person it intends to employ as superintendent for the execution of this contract with a statement of the proposed superintendent's qualifications. This data will be reviewed by the Department and an approval or rejection given in writing. Persons who have previously proven unsatisfactory on work executed for the State of Maryland, or who are without proper qualifications, will not be approved. Should it be necessary to change the superintendent, this procedure will be repeated. A single superintendent will be permitted to superintend two or more jobs located at the same institution or close to each other only when approved by the Department in writing. The superintendent shall represent the contractor. All directions given to the superintendent shall be as binding as if given to the contractor. Important directions shall be confirmed in writing to the contractor. Other directions shall be so confirmed on written request in each case. Should the superintendent be complained of by the Department for cause (including but not limited to: inexperience; incompetence; negligence; failure to properly superintend, manage, or coordinate the work; threats to State personnel or others; failure to follow contract requirements; and failure to cooperate reasonably with the State), he shall be removed from the work and a new superintendent obtained and approved as described above, at no cost to

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the State.

- H. Discipline. The contractor shall at all times enforce strict discipline and good order among his employees and shall not employ or permit to remain on the work any unfit person. He shall enforce all instructions relative to use of water, heat, power, no smoking, and control and use of fires as required by law and the State. Employees must not be allowed to loiter on the premises before or after working hours.
- I. Employee Safety. The contractor shall designate a responsible member of his organization on the work site whose duty it shall be, in addition to his other duties, to prevent accidents and to enforce the standards of Section 9.06. The name and position of the person so designated shall be reported to the Department, with a copy to the architect, by the contractor prior to commencement of the work.
- J. The contractor, subcontractors, and agents of both insofar as possible, shall secure labor through the Maryland Job Service of the Maryland Department of Business and Economic Development, except where the contractor has entered into a collective bargaining agreement under which labor is to be provided by the union. In that case, the contractor is not required to conform to these provisions unless the contractor and the union arrange with the Maryland Job Service for referral of such labor as they may mutually agree shall be referred. The contractor shall be the sole judge of the competency or fitness and for satisfactory service of any laborer referred to him by the Maryland Job Service.
- K. This contract may be identified, in other parts of the solicitation documents, for inclusion in the hiring agreement program of the Department of Human Resources under Section 13-224 of the State Finance and Procurement Article of the Annotated Code of Maryland. If this contract is so identified, contractor shall comply with the hiring agreement requirements provide in the solicitation documents.

9.02 NON-DISCRIMINATION IN EMPLOYMENT -- AFFIRMATIVE ACTION:

A. Contractor agrees:

- (1) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment;
- (2) to include a provision similar to subsection (1) above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (3) to post and to cause subcontractors to post, inconspicuous places available to employees and applicants for employment, notices setting forth the substance of this subsection
- (3) to post and to cause subcontractors to post, in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this subsection A.

B. Contractor shall be subject to and shall comply with all other requirements of 13-219 of SF&P, which are incorporated into and made a part of the contract.

C. Contractor shall comply with all other applicable Federal, State, and local laws, regulations and ordinances respecting illegal discrimination and civil rights.

9.03 SUBCONTRACTS:

A. The contractor shall, as soon as practicable and before the execution of the contract, notify the architect and the Department in writing, of the names of subcontractors proposed for the principal parts of the work and for such others as the Construction Division or the architect may direct. Contractor shall not employ any subcontractor that the architect or the Department may object to as incompetent, unfit, or unsatisfactory.

B. The contractor is fully responsible to the State for the acts and omissions of its subcontractors and suppliers at any tier and persons either directly or indirectly employed by them, as well as for the acts and omissions of itself and persons directly employed by it.

C. Nothing contained in the contract documents shall create any contractual relation between any subcontractor or supplier at any tier and the State, and nothing in the contract documents is intended to make any such entity a beneficiary of the contract between the State and the contractor. No subcontractor or supplier at any tier shall have or make any claim or cause of action directly against the State.

D. The contractor shall not subcontract the contract as a whole or by trades or other portions in an amount of more

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than 75% of the monetary value of the contract. The remaining 25% shall be executed by the contractor with labor and materials directly purchased and paid for by the contractor. Costs of bonds, insurance, overhead, supervision, mobilization, etc., shall not be claimed as a portion of the 25% mentioned above. The execution of work by a subsidiary of the contractor will not be considered direct employment unless the Procurement Officer agrees otherwise.

9.04 RELATION OF CONTRACTOR TO SUBCONTRACTORS AND SUPPLIERS:

- A. The contractor must bind every subcontractor and supplier and will see that every subcontractor agrees to be bound by the terms of the contract, as far as applicable to his work, unless specifically noted to the contrary in a subcontract approved in writing by the Procurement Officer.
- B. The contractor must include the following provisions in all subcontracts and supply contracts applicable to the work:
- (1) Subcontractor or supplier agrees to be bound to the contractor by the terms of the contract between the contractor and the State, and to assume toward him all obligations and responsibilities that the contractor, by those documents, assumes toward the State.
 - (2) The subcontractor or supplier agrees to submit to the contractor applications for payment in such reasonable time as to enable the contractor to apply for payment under Section 8 of these General Conditions.
 - (3) The subcontractor or supplier agrees to make all claims for extras, for extensions of time, and for damages for delays or otherwise, to the contractor in the manner provided in the General Conditions for like claims by the contractor upon the State, except that the time for making claims by the subcontractor or supplier to the contractor for extra cost shall be five days.
 - (4) The subcontractor or supplier agrees, upon completion of his work, to promptly pay all labor, material suppliers, vendors, subcontractors and others, to permit simultaneous final payment by the contractor.
 - (5) The provisions required by 9.06A through D.
- C. (1) Except as provided in (2) below, contractor shall not be relieved of any obligation to the State under the contract by any action, inaction, delay, default, breach, omission, or neglect, on the part of contractor's subcontractors and suppliers at any tier or by any defect in their materials, whether the subcontractors, suppliers, or materials were selected or specified by the State or by the contractor.
- (2) If the contract or the Procurement Officer requires the contractor to furnish a certain product or material and no other, then and only then will the State be responsible for damages and delays caused by a design defect or other defect in the product; provided, however, that in such event the State shall be subrogated to all rights and claims of the contractor and his subcontractors and suppliers at any tier against the seller, the manufacturer, the designer of the product, and any other entity which may be liable for the defect.
- D. The contractor also agrees:
- (1) To pay the subcontractor or supplier promptly upon the payment of certificates, if issued under the schedule of values described in Section 8 of these General Conditions, the amount allowed to the contractor on account of the subcontractor's or supplier's work to the extent of the subcontractor's or supplier's interest therein.
 - (2) To pay the subcontractor or supplier, upon the payment by the State, so that at all times the subcontractor's or supplier's total payments shall be as large in proportion to the value of the work done by him as the total amount certified to the contractor is to the value of the work done by him.
 - (3) To pay the subcontractor or supplier promptly to such extent as may be provided by the contract documents or the contract between the contractor and the subcontractor or supplier, if either of these provides for earlier or larger payments than the above.
 - (4) To pay the subcontractor or supplier on demand for his work or materials as far as executed and fixed in place, less the retained percentage, at the time payment is due from the State, whether or not payment is made wholly or in part by the State, unless the State's failure to issue payment wholly or in part is due to the fault or unsatisfactory work or materials of the subcontractor or supplier.
 - (5) To pay the subcontractor or supplier an equitable share of any insurance money received by the contractor on account of damage to the work.

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- (6) To make no demand for liquidated damages or penalty for delay in any sum in excess of such amount as may be specifically named in the contract between the contractor and the subcontractor or supplier.
- (7) To give the subcontractor or supplier an opportunity to be present and to submit evidence in any matter involving his rights.
- (8) To fulfill contractor's obligations under 9-201 et seq., and 9-301 et seq. of the Real Property Article of the Annotated Code of Maryland.
- E. Every subcontractor, supplier, or other entity at any tier furnishing any work, labor, services, materials or supplies to or for use in the project, by virtue of furnishing same shall be bound to and does accept and agree to all terms and provisions of the contract between contractor and the State.
- F. The State will not be liable to the contractor for any loss or additional cost suffered as a result of the inability of any subcontractor or supplier at any tier to continue work on the contract as a result of debarment of the subcontractor or supplier under Title 16 or Title 17, Subtitle 2 of SF&P, or regulations adopted thereunder.
- G. Contractor may not withhold from any subcontractor or supplier, wholly or in part, any payment otherwise due and owing to the subcontractor or supplier for labor or material furnished for this contract, on account of any claim of the contractor against the subcontractor or supplier or any debt owed or claimed to be owed by the subcontractor or supplier to the contractor to the extent the claim or debt arose out of contracts, disputes, or other transactions between the contractor and the subcontractor or supplier which did not arise out of this contract between the State and the contractor.
- H. When the State withholds money from the contractor under Section 8.06 for delays or other causes, the Contractor may withhold payment from a subcontractor or supplier, on account of the amount withheld by the State from the contractor, only to the extent that the subcontractor or supplier contributed to the delay or other cause for which the State withheld payment from the contractor. For example, if the State withholds from the contractor liquidated damages for delay, the contractor may withhold payment only from those subcontractors and suppliers who caused or contributed to the delays; all other subcontractors and suppliers shall be paid promptly by the contractor notwithstanding the State's withholding from the contractor.
- I. This contract is subject to the provisions of COMAR 21.07.02.05-3, Retainage.

9.05 PREVAILING WAGE RATES:

- A. **All contracts in the amount of \$500,000 or more** shall be subject to the provisions of 17-201, et seq., of SF&P and COMAR 21.11.11, respecting prevailing wages. Where an original contract is in an amount less than \$500,000, this section shall not apply, even where subsequent change orders increase the total contract to be in excess of \$500,000. Wage rates applicable to projects of \$500,000 or more are attached to the specifications. Federal wage rates shall be in effect where applicable.
- B. When prevailing wage rates apply, the contractor shall submit a copy of his payroll records and the payroll records of each of his subcontractors to the Commissioner of Labor and Industry, 501 St. Paul Place, Baltimore, Maryland 21202, where they will be available for inspection during regular business hours. These payroll records must be submitted within two weeks after each payroll period, and shall contain the following employee information: name, address and social security number, work classifications, hours straight time and overtime worked each day, total hours worked, rate of pay and gross amount earned. The contractor shall be responsible for the submission of all subcontractors' payroll records covering work performed directly at the work site. Each copy of the payroll records shall be accompanied by a statement signed by the contractor or the subcontractor indicating that the payroll records are correct, that the wage rates contained therein are not less than those established by the Commissioner as set forth in the contract, that the classification set forth for each workman or apprentice conforms with the work he performed and that the contractor or the subcontractor has complied with the provisions of this section. In the event of any conflict between this Section and Title 17, Subtitle 2 of SF&P, or regulations adopted thereunder, the provisions of Title 17, Subtitle 2 or the regulations will prevail.

9.06 CONSTRUCTION SAFETY AND HEALTH STANDARDS:

- A. The contractor shall provide and maintain work environments and procedures which will:
 - (1) Safeguard the public, workers on the site, and State personnel, property, materials, supplies, and equipment exposed to contractor operations and activities;
 - (2) Avoid interruptions of State operations and delays in project completion dates; and

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- (3) Control costs in the performance of this contract.
- B. For these purposes, the contractor shall:
- (1) Provide appropriate safety barricades, signs, and signal lights;
 - (2) Comply with the provisions of the Maryland Occupational Safety and Health Act;
 - (3) Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and
 - (4) Comply with all requirements of the contract and any additional safety measures the Procurement Officer determines to be reasonably necessary.
- C. Whenever the Procurement Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public, workers on the site, or State personnel, the Procurement Officer shall notify the contractor orally, with written confirmation, and demand immediate initiation of corrective action. This notice, when delivered to the contractor or the contractor's representatives at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the Procurement Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.
- D. Contractor shall include in all subcontracts a provision imposing on all subcontractors the same obligations to the contractor as the contractor has to the State under subsections A through D of this Section 9.06.
- E. (1) This subsection E applies to all contracts in the amount of \$500,000 or greater and to all other contracts determined by the Procurement Officer to pose higher than normal safety or health risks.
- (2) Before commencing the work, the contractor shall:
- (a) Submit to the DNR Project Manager a written Employer Safety and Health Program for implementing this clause, following the MOSH "Suggested Employee Safety and Health Program" format and including an analysis of the significant hazards to life, limb, and property inherent in contract work performance and a plan for controlling these hazards; and
 - (b) Meet with the DNR Project Manager to discuss and develop a mutual understanding of the overall safety and health program for the project.

9.07 PROMPT PAYMENT OF SUBCONTRACTORS:

This contract is subject to the provisions of COMAR 21.07.02.05-2, Prompt Payment of Subcontractors, and COMAR 21.10.08, State Construction Projects, Prompt Payment of Subcontractors. The provisions of COMAR 21.10.08 are as follows:

.01 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) Undisputed Amount.

- (a) "Undisputed amount" means an amount owed by a contractor to a subcontractor for which there is no good faith dispute, including any retainage withheld.
- (b) "Undisputed amount" includes an amount withheld because of a dispute arising out of an agreement or occurrence unrelated to the agreement under which the amount is withheld.

(2) "Prime contractor" means a person or firm that has a State procurement contract for construction with a unit.

(3) Contractor.

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- (a) "Contractor" means a person or firm that:
 - (i) Has an agreement to perform all or some of the work required under a State construction contract; and
 - (ii) Subcontracts with another person or firm for performance of all or some of the work required under the contract.
- (b) "Contractor" includes a prime contractor and a subcontractor at any tier.
- (4) "Subcontractor" means a person or firm that has an agreement with a contractor to perform all or some of the contractor's work under a State construction contract.

.02 Policy.

It is the policy of the State that a contractor shall promptly pay to a subcontractor any undisputed amount to which the subcontractor is entitled for work under a State procurement contract for construction.

.03 Responsibilities.

- A. A contractor who receives a progress payment or a final payment shall pay a subcontractor an undisputed amount to which the subcontractor is entitled within 10 calendar days of receiving the payment.
- B. If a contractor withholds payment from a subcontractor within the time period in which the payment normally would be made, the contractor shall:
 - (1) Notify the subcontractor in writing and state the reason why payment is being withheld;
 - (2) Provide a copy of the notice to the prime contractor and, if different, to the person or firm that made the progress payment or final payment to the contractor: and
 - (3) Provide a copy of the notice to the procurement officer.
- C. Written Notice of Nonpayment.
 - (1) If a subcontractor does not receive a payment within the required time period, the subcontractor shall give written notice of the nonpayment to the procurement officer.
 - (2) The notice shall:
 - (a) Indicate the:
 - (i) Name of the contractor and, if different, of the prime contractor,
 - (ii) Project under which the dispute exists, and
 - (iii) Amount in dispute;
 - (b) Provide an itemized description on which the amount is based; and
 - (c) If known, provide an explanation for any dispute concerning the payment not received.

.04 Duties.

- A. Within 2 business days of receipt of written notice from a subcontractor, a representative of the unit designated by the procurement officer shall verbally contact the contractor that withheld payment to ascertain whether the amount withheld is an undisputed amount.
- B. If the representative of the unit determines that a part or all of the amount withheld is an undisputed amount, the representative of the unit shall instruct the contractor that withheld payment to pay the subcontractor the undisputed amount within 3 business days. The instruction shall be confirmed in writing.
- C. The representative of the unit shall verbally communicate to the subcontractor the results of discussions with the contractor that withheld payment.

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.05 Actions.

- A. If the contractor fails to pay the subcontractor the undisputed amount within the time instructed to do so under Regulation .04B of this chapter, the subcontractor may report the nonpayment in writing to the procurement officer.
- B. Meeting.
 - (1) If the subcontractor notifies the procurement officer in writing under °A of this regulation that payment has not been made, the representative of the unit shall schedule a meeting to discuss the dispute with the unit's project manager, the contractor, the subcontractor, and any other person or entity that the representative considers to have an interest in the matter:
 - (a) At a time and location designated by the representative of the unit; but
 - (b) Not later than 10 calendar days after receiving written notice from the subcontractor under °A of this regulation.
 - (2) The purpose of the meeting is to establish why the contractor has not paid the subcontractor in the required time period.
 - (3) The representative of the unit shall require the parties to provide at the meeting any information that the representative believes necessary to evaluate the dispute.
 - (4) The procurement officer may require the parties to submit documentation that the procurement officer deems appropriate.

.06 Remedies.

- A. If the representative of the unit determines that the contractor is delinquent in payment of an undisputed amount to the subcontractor, the representative may order that further progress payments to the contractor that withheld payment shall be withheld until the subcontractor is paid.
- B. If payment is not paid to the subcontractor within 7 business days after the representative of the unit determines that the contractor is delinquent in paying the subcontractor under °A of this regulation, the representative shall schedule a second meeting to address the dispute:
 - (1) At a time and location designated by the representative of the unit; but
 - (2) Not later than 5 business days after the close of the 7-day period.
- C. If, at the completion of the second meeting, the representative of the unit determines that the contractor continues to be delinquent in payments owed to the subcontractor, the representative:
 - (1) Shall order that further payments to the contractor not be processed until payment to the subcontractor is verified;
 - (2) May order that all or some of the work under the contract or subcontract be suspended without affecting the contractually required completion date for the work, based on the failure of the contractor to meet obligations under the contract;
 - (3) If the contractor is not a prime contractor, may order that the prime contractor act as a representative of the unit and:
 - (a) Pay or cause payment of an amount determined as undisputed, together with any penalty assessed against the contractor under °C (4) of this regulation, to be made to the subcontractor from monies otherwise due or that may become due under the State construction contract for the contractor's work;
 - (b) From monies otherwise due or that may become due under the State construction contract for the contractor's work, place a payment for an undisputed amount and any penalty in an interest-bearing escrow account rather than making the payment to the subcontractor; or
 - (c) Take other or further actions to resolve the dispute; and

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- (4) Subject to °D of this regulation, may order that the contractor pay a penalty to the subcontractor, in an amount not exceeding \$100 per day, from the date that payment was required under Regulation .04B of this chapter.
- D. A penalty may not be imposed under °C(3) of this regulation for any period that the representative of the unit determines the subcontractor was not diligent in reporting nonpayment to the procurement officer.
- E. A prime contractor and each contractor to whom an instruction or order is directed under this regulation shall comply with the instruction or order.

.07 Appeal.

- A. A contractor or a subcontractor may appeal a decision under Regulation .06C of this chapter to the procurement officer.
- B. The contractor shall comply with the procurement officer's decision.

.08 Decision.

- A. An act, failure to act, or decision of a procurement officer or a representative of a unit, concerning a payment dispute between a contractor and subcontractor under this chapter, may not:
- (1) Affect the rights of the contracting parties under any other provision of law;
 - (2) Be used as evidence on the merits of a dispute between the unit and the contractor or the contractor and the subcontractor in any other proceeding; or
 - (3) Result in liability or prejudice the rights of the unit or a prime contractor that acts as a representative of a unit under Regulation .06C(3) of this chapter.

SECTION 10- MINORITY BUSINESS ENTERPRISE UTILIZATION:

10.01 PURPOSE:

- A. Except as may be provided elsewhere in the solicitation documents, the contractor/vendor shall structure its performance of the contract to try to achieve the following results:
- (1) An overall minimum of 25% of the total dollar value of the contract is to be provided directly or indirectly from all certified minority business enterprises.
 - (2) A minimum of 7% of the total dollar value of the contract is to be provided directly or indirectly from certified minority business enterprises classified by the certification agency as African American-owned businesses;
 - (3) A minimum of 10% of the total dollar value of the contract is to be provided directly or indirectly from certified minority business enterprises classified by the certification agency as women-owned businesses; and
- B. Performance of the requirements of this Section 10 by the contractor and by certified minority business enterprises shall be in accordance with Title 14, Subtitle 3 of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21.11.03. The provisions of this section are applicable to construction, maintenance, and services contracts with a value of \$50,000 or more.

10.02 DEFINITIONS:

As used in this section, the following words have the following meanings (for additional definitions, see Title 14, Subtitle 3 of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21.11.03):

- A. "MBE Liaison Officer" means the employee designated by the Secretary to administer the Department's Minority Business Enterprise (MBE) Program.
- B. "MBE Administrator" means the DNR employee responsible for monitoring and reporting compliance with the State regulations regarding MBE participation.
- C. "Procurement Officer" means any person authorized by a procurement agency in accordance with law or regulations to formulate, enter into, or administer contracts or make written determinations and findings with respect to them.

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The term also includes an authorized representative acting within the limits of authority.

- D. "Office of Minority Affairs" means the Governor's Office of Minority Affairs.
- E. "Certification" means a determination by the Department of Transportation through the procedures outlined in COMAR Chapter 21.11.03 that a legal entity is a minority business enterprise for the purpose of the regulations. (Contractors seeking to be certified for procurement solicited by designated departments or procurement agencies will apply to the Department of Transportation.)
- F. "Minority Business Enterprise Advisory Committee" or "MBEAC" means the twelve member committee which makes recommendations to the Secretary of Transportation concerning certification, re-certification, and decertification of minority business enterprises.
- G. "Minority person" means a member of a socially or economically disadvantaged minority group, and includes African Americans (not of Hispanic origin), Hispanics, American Indians, Asians, women, and the physically or mentally disabled.
- H. "Affirmative Action" means specific steps taken to eliminate discrimination and its effects, to ensure nondiscriminatory results and practices in the future, and to involve minority business enterprises fully in contracts and programs administered by DNR.
- I. "Minority Business Enterprise" or "MBE" means any legal entity, except a joint venture, that is (1) organized to engage in commercial transactions, (2) at least 51 percent owned and controlled by one or more individuals who are and socially and economically disadvantaged, and (3) managed by, and the daily business operations of which are controlled by, one or more of the socially and economically disadvantaged individuals who own it. "Minority Business Enterprise" or "MBE" includes a not-for-profit entity organized to promote the interests of physically or mentally disabled individuals.
- J. "Control" means the exercise of the power to manage and operate a business enterprise.
- K. "Ownership" means:
- (1) "For a sole proprietorship, that the sole proprietor is a minority person. If the ownership interest held by a minority person is subject to formal or informal restrictions such as options, security interests, agreements, etc., held by a non-minority person or business entity, the options, security interests, agreements, etc., held by the non-minority person or business entity may not significantly impair the minority person's ownership interest.
 - (2) For a partnership, that at least 51 percent of the partnership's assets or interests are owned by a minority person or minority persons. If the ownership interest held by a minority person is subject to formal or informal restrictions such as options, security interests, agreements, etc., held by a non-minority person or business entity, the options, security interests, agreements, etc., held by a non-minority person or business entity may not significantly impair the minority person's ownership interest.
 - (3) For a corporation, that legal and equitable ownership of at least 51% of all classes of stock, bonds, or other securities issued by the corporation is owned by a minority person or minority persons. If an ownership interest held by a minority person is subject too formal to informal restrictions such as options, security interests, agreements, etc., held by anon-minority person or business entity, the options, security interests, agreements, etc., held by the non-minority person or business entity may not significantly impair the minority person's ownership interest.
- L. "Procurement agency" means any State agency, except a Department, that is authorized by law or regulations to procure or contract.
- M. "Solicitation notice" means public notices of a solicitation for bids, offers, or expressions of interest which contains the nature of the procurement, relevant dates, the availability of solicitation documents, if any, and other pertinent information. The notice may consist of but is not limited to:
- (1) Legal advertisement;
 - (2) Newspaper notice;
 - (3) Bid Board notice; or
 - (4) Bid or proposal documents including the invitation for bids or request for proposals.

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- N. "Joint Venture" means a legal entity consisting of two or more members brought together temporarily to form a joint venture. A joint venture itself can never be certified as a minority businesses. The money invested in a joint venture reflects the percentage of participation by the parties of the joint venture. Only the money paid to a certified MBE in a joint venture may be credited by a prime contractor toward reaching an MBE goal. The joint venture agreement must reveal the scope of the MBE's managerial and financial responsibilities.
- O. "Commercially Useful Function" means work performed by an MBE which in light of industry practices and other relevant considerations, has a necessary and useful role in the transaction of a kind for which there is a market outside the MBE Program, and is not a superfluous step added in an attempt to obtain credit toward achieving goals. Work performed by an MBE in a particular transaction can be counted toward MBE goals only if the Department determines that it involves a commercially useful function.
- P. "Third Tier Contracting" means the situation in which a prime contractor subcontracts a portion of an original contract to a subcontractor who in turn subcontracts a portion of a subcontract to a third party. A third tier contract must be approved by the MBE Officer before it may be given credit toward achievement of MBE goals.

10.03 CONTRACTOR RESPONSIBILITIES:

- A. An MBE subcontract participation goal of a minimum of 25 percent of the contract value has been established for this procurement. Of that 25% goal, a minimum of 7% is to be awarded to certified African American-owned MBEs and a minimum of 10% is to be awarded to certified women-owned MBEs. An MBE prime contractor responding to the solicitation will comply with the above goals in accordance with Title 14, Subtitle 3 of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21.11.03.
- B. Outreach Efforts.
- (1) Prior to bidding, the contractor shall:
- (a) Identify specific work categories appropriate for subcontracting;
 - (b) At least 10 days before bid opening, solicit minority business enterprises, through written notice that:
 - (i) Describes the categories of work appropriate for subcontracting; and
 - (ii) Provides information regarding the type of work being solicited and specific instruction on how to submit a bid;
 - (c) Attempt to make personal contact with the firms listed in (b) above;
 - (d) Assist MBEs to fulfill bonding requirements or to obtain a waiver of those requirements; and
 - (e) In order to publicize contracting opportunities to minority business enterprises, attend pre-bid meetings or other meetings scheduled by DGS.
- (2) (Form DGS-MBE-OOAA) - Outreach Efforts Compliance Statement. Each bid or offer submitted in response to this solicitation shall be accompanied by a completed Outreach Efforts Compliance Statement.
- (3) Each bidder agrees that upon acceptance of a bid, the bidder will provide DNR with a list of MBEs with whom the contractor negotiated, including price quotes from minority and non-minority firm. The Department will make a finding whether the contractor complied, in good faith, with its obligations respecting the MBE requirements of the contract. If the Department finds the contractor complied, it may not require the contractor to renegotiate any subcontract in order to achieve a different result.
- C. (Form DGS-MBE-O1A) - MBE Utilization Affidavit. Each bid or offer submitted in response to this solicitation will be accompanied by a completed MBE Utilization Affidavit whereby the contractor acknowledges the MBE participation goals and commits to make a good faith effort to achieve the goals. Whether or not the MBE Utilization Affidavit is filed with the bid, by submission of a bid each bidder acknowledges the MBE goals stated in the solicitation and promises to make a good faith effort to achieve the goals.
- D. Documentation. The following documentation will be part of the contract, and will be furnished by the apparent low bidder to the MBE Liaison Office within ten (10) working days from notification that the contractor is the apparent low bidder or within ten (10) working days following the award, whichever is earlier:
- (1) (Form DGS-MBE-02B) - Schedule for MBE Subcontract Participation. Name each certified MBE who will

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participate in the project, describe the contract items to be performed or furnished by the certified MBE, the prices agreed to be paid to each certified MBE for the work or supply, and furnish all other information required by the Schedule. This form must be signed by the prime contractor. Any change to the contractor's schedule of participation must be approved in advance by the MBE Liaison Officer.

- (2) (Form DGS-MBE-03C) - Minority Contractor Unavailability Certificate. If the apparent low bidder or offeror is unable to award subcontracts or procure supplies and services with a value that is equal to the minimum goals established in the contract solicitation, the apparent successful bidder or offeror will request in writing a waiver of the goals. The justification for the waiver will include, but not be limited to, the following:
 - (a) A detailed statement of the efforts made to select portions of the work proposed to be performed by MBEs in order to increase the likelihood of achieving the stated goals;
 - (b) A detailed statement of the efforts made to contact and negotiate with MBEs including the names, addresses, dates and telephone numbers of MBEs contacted, and a description of the information provided to MBEs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed;
 - (c) As to each MBE that placed a subcontract quotation which the apparent low bidder considers not to be acceptable, a detailed statement of the reasons for this conclusion; and
 - (d) A list of minority subcontractors found to be unavailable. This should be accompanied by a Minority Contractor Unavailability Certificate (Form DGS-MBE-03C) signed by each minority business enterprise contacted or a statement from the apparent low bidder that the minority business refused to give the written certification.
- (3) (Form DGS-MJ3E-04D) - Statement of Intent. An MBE subcontractor project participation statement (Statement of Intent) signed by both the bidder and each certified MBE listed in the schedule of participation which shall include:
 - (a) A Statement of Intent to enter into a contract between the prime contractor and each subcontractor if a contract is executed between the Department and the prime contractor, or, if the prime contract has been awarded, copies of the subcontract agreement or agreements; and
 - (b) The prices agreed to be paid to each MBE for the work or supply;
 - (c) The amount and type of bonds required of MBE contractors, if any, and;
 - (d) A description of work/services to be performed or furnished by the MBE.
- (4) (Form DGS-MBE-05E) – Solicitation Affidavit. The Solicitation Affidavit shall be completed and signed by the prime contractor and it shall state that, in the solicitation of subcontract quotations, certified MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors, and that the solicitation process was conducted in such a manner as to otherwise not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.
- (5) Any other documentation considered appropriate by the Department to ascertain bidder responsibility in connection with the contract MBE participation goal.
- (6) No award shall be made until all requirements relating to MBE participation have been met and documented by the contractor. If the contract has been awarded and the required documentation is not furnished, the award will be null and void.

10.04 ADDITIONAL RECORDS AND REPORTS:

- A. The contractor shall maintain such records as are necessary to confirm compliance with its MBE utilization obligations. These records shall indicate the identity of MBE and non-MBE subcontractors employed on the contract, the type of work performed by each, and the actual dollar value of work, services and procurement achieved by each contractor and subcontractor.
- B. For construction contracts, the contractor shall submit information with its monthly cost breakdown for progress payments which indicates the dollar value of contracts awarded to MBEs as the contract work occurs. This information will be submitted as a supplement to the Cost Breakdown for Progress Payments (Form DGS MBE-O6F). Failure of the contractor to submit the required supplementary MBE participation information may be grounds for withholding progress payments.

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- C. All records concerning MBE participation must be retained by the contractor and will be available for inspection by the State for a period of three years after final completion of the contract.

10.05 ENFORCEMENT:

- A. The Department is responsible for conducting administrative contract compliance and on-site investigations, to confirm compliance with the terms of this section.
- B. The MBE Administrator has the authority to conduct on-site compliance meetings and on-site inspection at any time without prior notification. When conducting a formal on-site contract compliance investigation, the MBE Administrator will provide written notification to the contractor/vendor of a pending compliance review at least fourteen (14) days prior to the formal compliance review. This notification will inform the contractor of the date, time and location of the review. The contractor will have the following available for inspection:
- (1) Copies of purchase orders and subcontracts (all must contain Equal Opportunity clauses);
 - (2) Records of MBE subcontractors contract agreement, indicating the project number, names, dollar values, dates, and the scheduled times for each certified business to be on the job site;
 - (3) Any other appropriate documents requested prior to the actual on-site visit.
- C. If the Department determines that the contractor or subcontractors are not in compliance with this section, except as provided in (1) below the Department will notify the contractor of those measures which the contractor must take to restore the contractor to a state of compliance and the time within which these measures must be taken. If the contractor or subcontractor fails to take corrective action, within the time required, the Department may report the noncompliance to the Board of Public Works for appropriate action and may take any and all other action permitted by law or the contract.
- (1) When in the judgment of DNR circumstances warrant such action, DNR may, without notice to the contractor and without giving the contractor any opportunity to cure, take action to enforce the contractor's obligations under the contract respecting MBE participation.
- D. The MBE Administrator has the authority to conduct an administrative contract compliance review without prior notification. The administrative compliance review will ensure that MBE participation was utilized on the contract as proposed in the approved Schedule of Participation. The prime contractor will be required to submit documentation as described in B(1) of this section and to complete the following forms:
- (1) (Form DGS-MBE-06F) - Minority Business Enterprise Monthly Cost Breakdown for Progress Payments. Shall be submitted monthly for each minority subcontractor listed or used. The contractor shall also submit copies of each invoice submitted by the MBEs for work completed. To assure that the MBE participation goal is being met, the general contractor's retainage (for any projects over \$50,000) may be held until the completion of the project and until proof is provided that the agreed MBE participation percentage is paid as agreed to MBEs described in the Statement of Intent (Form DGS-MBE-04D).
 - (2) (Form DGS-MBE-07G) - Contract Compliance Certification. This information should be completed, certified and submitted monthly to the MBE Liaison Officer. The certified documents will be made part of the contract file and will be subject to confirmation audits by the State. In addition, the contractor shall submit:
 - (a) The proposed timetable for performance and completion;
 - (b) The prices agreed to be paid to each MBE for the work/service;
 - (c) The percentage of work/service completed to date; and,
 - (d) The total dollar amount spent at completion of work/service.
- If during the confirmation audit the information given is found to be untrue, the signatories to the certification will be subject to termination of the contract for default, referral to the Office of the Attorney General or other authorities for appropriate action, or any and all other actions permitted by law.
- (3) (Form DGS-MBE-13K) The prime contractor is required to complete this form for any unpaid MBE invoice to their MBE subcontractors listed in the Schedule of Participation (Form DGS-MBE-028). Failure to submit the requested documentation by the assigned due date may adversely affect the right of the contractor or any

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subcontractor to participate in any future contracts awarded by the Department and withholding of future progress payments to the prime contractor.

- (4) (Form (DGS-MBEI4L) As a part of MBE contract compliance, the certified MBE subcontractor is required to complete this payment verification form acknowledging all payments received or not received within 30 days.
- E. If the documentary material submitted by the contractor or subcontractor to determine MBE status contains false, misleading information or other misrepresentations, the Department may refer the matter to the Attorney General or other authorities for appropriate action and may take any and all other action permitted by law or the contract.
- F. DNR may request any and all other documents and information and may take any and all other actions permitted or required by Title 14, Subtitle 3 of the State Finance and Procurement Article and by COMAR 21.11.03 to enforce and ensure compliance with the law and the contract.
- G. If for any reason a minority subcontractor is not performing in accordance with its contract, the prime contractor may request permission to remove or substitute that particular MBE. The prime contractor must first notify the inspector for that project of the prime contractor's intent to remove an MBE subcontractor during the course of the MBE's contract. Supporting information must be furnished by the prime contractor stating reasons why the MBE subcontractor should be removed to the MBE Officer. It will be the responsibility of the MBE Liaison Officer, to determine if the MBE subcontractor may be removed the from the project.
- F. The bidder, by submitting a bid or offer, agrees: (1) to provide documentation as requested by the Department pursuant to COMAR 21.11.03.13; (2) to provide the State's representatives the right of entry onto the project site at any reasonable time for purposes of verifying compliance with the MBE subcontractor requirements, and to (3) comply in all respects with Title 14, Subtitle 3 of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21.11 .03.

10.06 CONTRACTOR ASSISTANCE:

Contractors requiring assistance in locating certified Minority Business Enterprises are encouraged to obtain a certified MBE Directory. The Directory is a free publication and contains information about currently certified Minority Business Enterprises. The State of Maryland Minority Business Enterprise Directory is available to contractors at: Maryland Department of Transportation, Fair Practice Division, P.O. Box 8755, BWI Airport, Maryland 21240, or phone 410-865-1269 - 1-800-544-6056. You can also obtain a review and sort the MBE Directory at MDOT website at www.mdot.state.md.us.

Contractors requiring assistance in completing the DGS MBE Forms and Affirmative Action Plan should contact the Minority Business Enterprise Office, Department of General Services, 301 W. Preston Street, Suite, M-9, Baltimore, Maryland 21201, or phone 410-767-4270 - 1 -800-449-4947. You can also access the MBE Forms on the web at www.dgs.state.md.us

Contractors requiring assistance for bid results, should contact the Department of Natural Resources Engineering & Construction Office, Tawes State Office Building , 580 Taylor Avenue, Annapolis MD 21401, or phone 410/260-8930.

State of Maryland • Department of Natural Resources
Change Order/Work Order

CHANGE ORDER/WORK ORDER
STATE OF MARYLAND • DEPARTMENT OF NATURAL RESOURCES
SHORE EROSION CONTROL

Order Number: _____ To Contract No. _____

Date of Order: _____ Contract Date: _____

Between the State of Maryland (State) and _____

("Contractor")

for

1. DESCRIPTION OF WORK: Contractor is ordered under Section 3.06 of the General Conditions to furnish or delete the following work, labor, materials, equipment, services, tools, etc. ("Work") or to modify the contract terms in accordance with the terms and conditions of this order and the contract between the parties which, except as expressly modified herein, remains in full force and effect:

This order is further subject to the conditions stated in paragraphs 3A, B, and C on the reverse side of this order.

2. COMPENSATION, TIME EXTENSIONS, ETC. [check one]

A. _____ [Work/contract terms already required by the contract-see General Conditions Section 3.06Bff]

The State considers the Work or matters which are the subject of this order to be required by the contract. The State will not pay the Contractor any additional compensation and the contract time will not be extended.

B. _____ [Additional Work or contract terms partly or wholly outside the contract]

The State agrees to pay the Contractor the compensation shown below (see D) for the Work or change in contract terms which are the subject of this order.

The contract time _____ will not be extended!

_____ will be extended _____ days for the work or change which is the subject of this order.

C. _____ [Credit change order]

For the deleted Work or change in contract terms, the contract amount will be reduced by the amount shown in and the contract time

_____ will not be reduced.

_____ will be reduced _____ days.

D. AMOUNT OF THIS CHANGE ORDER: \$ _____
FORMER TOTAL CONTRACT AMOUNT: \$ _____
NEW TOTAL CONTRACT AMOUNT: \$ _____

DEPARTMENT OF NATURAL RESOURCES

By: _____
Procurement Officer

ACCEPTED BY CONTRACTOR ON THE TERMS AND CONDITIONS STATED

Witness/
Attest: _____

Contractor name
By: _____ (SEAL)
Signature

Date: _____

Title

Approved: Board of Public Works _____
DOS Procurement Review Board _____ Date: _____, Item _____

State of Maryland • Department of Natural Resources
Change Order/Work Order

3. TERMS AND CONDITIONS.

- A. Acceptance by the Contractor of the terms and conditions of this change order constitutes a full accord and satisfaction between the State and the Contractor for all costs, compensation, and time of performance related to or arising out of the Work which is the subject of this order, including but not limited to delay and impact costs. "NTE", if used in 2D on the front of this order, means the contract amount will be increased or reduced, as indicated in 2B or 2C, by a reasonable amount of compensation not to exceed the amount stated in 2D.
- B. If the contractor wishes to dispute the terms of this order ("dispute" includes filing a claim based on this order), Contractor must do so in strict accordance with the requirements of the contract. If Contractor wishes to dispute this order, Contractor may file notice of its claim (subject to C below) by signing below and returning an original of this order to DNR. Contractor may file notice of a claim or otherwise dispute the terms of this order by any other means meeting contract requirements. Whether this order is accepted or disputed, the Contractor must proceed diligently with the performance of the contract, including the terms of this order.
- C. The State reserves all rights, defenses, and counterclaims to any claim or dispute initiated by the Contractor as a result of or arising out of this order or the Work which is the subject of this order. Nothing in this order constitutes release or waiver by DNR of any failure of the Contractor to act prior to the date of this order, or prior to the date of actual filing by contractor of a notice of claim or dispute over the terms of this order, in strict accordance with requirements of the contract, including but not limited to requirements respecting the form and timeliness of filing (1) notice of conditions or events, (2) notice of a claim, and (3) the claim itself

DISPUTED BY CONTRACTOR:

Date: _____

Contractor Name

By:

Signature

Title

PROPOSED CHANGE ORDER (PCO)
COVER SHEET

PCO No.: _____

Date: _____

From: _____ (Contractor)

Project No.:

Project Title:

Facility:

1. PURPOSE OF PCO COVER SHEET; ISSUANCE OF ORDER BY PROCUREMENT OFFICER:

(a) The purpose of this Cover Sheet is to expedite payment to the contractor by making it unnecessary for DNR and the contractor to both sign a change order and send it through the mail after the contractor has submitted an acceptable Proposed Change Order ("PCO"). Contractor's submission of this PCO constitutes contractor's promise to perform the work or otherwise to adjust contract requirements in accordance with this PCO as it may be accepted by the Procurement Officer. As explained in (b) and (c) below, upon receipt of this PCO and all necessary approvals, the Procurement Officer may issue a change order to the Contractor in the form of a BPO Change Order (the "Change Order") to perform the work covered by this PCO subject to any modifications made by the Procurement Officer. No other signatures or documents will be required.

(b) If the Procurement Officer accepts the PCO without modification, the Procurement Officer may issue the Change Order accepting the PCO. The PCO signed by the contractor and the Change Order signed by the Procurement Officer then become the binding, bilateral change order between the parties under Section 3.06 of the General Conditions of the contract.

(c) If the PCO is not acceptable as submitted, the Procurement Officer may issue the Change Order modifying the PCO submitted by the contractor. Upon issuance of such a Change Order, it becomes a binding unilateral order of the Procurement Officer under Section 3.06 of the General Conditions of the contract.

2. CERTIFICATION:

(a) Contractor certifies that, to the best of its knowledge, the information submitted in this PCO is accurate, complete, and current as of the date of this PCO. The price, including profit or fee, under any change order issued in response to this PCO shall be adjusted to exclude any significant cost or price information which, as of the date of this PCO, was inaccurate, incomplete, or not current.

(b) Contractor further certifies that all calculations of amounts requested under this PCO have been calculated in strict accordance with the terms and conditions of the contract (including the General Conditions) and applicable law.

Contractor's address and
telephone number:

CONTRACTOR

(Name)

By:

(Name of individual signing for Contractor)

(Title/capacity of person signing)

Form date: 8/9/02