

PROJECT MANUAL

#26-C-0015

BUS BARN
HVAC REPLACEMENT



100 W. 13th Avenue
Eugene, Oregon 97401

Contract Administrator:
Kat LaFerle
Ph: 541-682-2611
Email: klaferle@homesforgood.org

BUS BARN HVAC REPLACEMENT

PROJECT #26-C-0015

PRE-QUOTE MEETING:

**10:00 AM, TUESDAY, December 9, 2025
Oak Street Child Development Center
540 Oak St.,
Eugene, Oregon 97401**

QUOTES DUE:

TUESDAY, DECEMBER 30, 2025, 2:00 PM

Email quotes to: klaferle@homesforgood.org

REQUEST FOR QUOTES

#26-C-0015

BUS BARN HVAC REPLACEMENT

REQUEST FOR QUOTES

The Agency (Homes for Good Housing Agency) will be accepting Bids from licensed and bonded contractors for removal of the existing rooftop HVAC systems and installation of new HVAC units at the Agency owned Bus Barn, located at 540 Oak St. Eugene, Oregon. The contractor shall provide all labor, materials, some equipment, permits, inspections, and all necessary fees and costs in the performance of the project work. All work shall be accomplished in accordance with the incorporated Request for Quote, federal, state, and local codes and regulations, and to the highest industry standards.

Contractors, Sub-Contractors, Section 3 Certified Contractors, and all Minority Business Enterprises are encouraged to participate in this solicitation.

Work under these contracts is subject to BOLI Prevailing wage rates and requirements. You can access these wage rates and occupation definitions at <https://www.oregon.gov/boli/employers/pages/prevailing-wage.aspx>.

1. PRE-QUOTE MEETING:

The pre-quote meeting will be held on **Tuesday, December 9, 2025, at 10:00 AM**. The meeting will be held at the project site. The address is 540 Oak Street, Eugene Oregon. A site walk will immediately follow. **This is a secured childcare facility. Please wait outside the gate to be escorted in.**

All interested contractors are encouraged to attend.

2. QUOTES DUE:

All Quotes for the work must be received via e-mail at klaferle@homesforgood.org **by 2:00 PM, Tuesday, December 30, 2025.**

- Quotes must be provided on your own company form.
- The Quote shall be a firm, fixed, price for the work.

3. CONTRACT ADMINISTRATION

The Contract Administrator for this solicitation is Kat LaFerle. They may be contacted by calling (541) 682-2611 or by emailing klaferle@homesforgood.org

4. PROJECT DESCRIPTION

This work includes but is not limited to: removal of the existing rooftop HVAC system and installation of new HVAC system as outlined in Scope of Work.

Project Address:

540 Oak Street, Eugene Oregon, 97401

Schedule:

The Agency expects to issue the Notice to Proceed effective approximately **Monday, January 12, 2026**. The Contractor will have **Forty-Seven (47)** calendar days from that date to complete the work. Final completion is anticipated to be no later than **Friday, February 28, 2026**.

5. PLAN CHECK AND PERMITS

The Contractor will secure the basic building permit for the project; the Contractor is responsible for coordinating all inspections, and all other necessary fees, costs and additional permits required by governing authorities in the performance of the contract and shall be reimbursed by the Agency. The Contractor is responsible for coordinating all inspections.

6. OREGON CONSTRUCTION CONTRACTOR'S REGISTRATION AND ENDORSEMENT

All contractors shall be currently licensed with the Oregon Construction Contractor's Board (CCB). The license shall be properly endorsed for the work to be performed.

Bidders for this project will have either a Residential or Commercial GENERAL CONTRACTOR endorsement, whichever is required according to the structure classification defined in ORS830.070. Surety Bonds valued according to the endorsement are to be current and on file with the CCB.

Sub-contractors working for the General Contractor of this project, will be licensed through the CCB with the appropriate endorsement for the work to be performed. This information will be noted and certified on the Contractor/Subcontractor Agreement form.

7. APPLICABLE WAGE RATES

Prevailing wage rates are required on this project. This is state funded work and therefore subject to **BOLI wage Rates**, payment and reporting requirements. The prevailing wage rates (including basic hourly rate and fringe benefits) determined to be prevailing wage with respect to an employee in any trade or position employed under this contract, are applicable to all employees engaged under the contract

When the contract exceeds \$50,000.00, State of Oregon Overtime payment rules apply.

Apprentice wage rates are to be based on an apprenticeship program registered with the Department of Labor or a BOLI-recognized State Apprenticeship Program, and any applicable trainee wage rate based thereon as specified in a BOLI-certified trainee program.

8. SECTION 3 CLAUSE

N/A

9. INSURANCE REQUIREMENTS

At the signing of the contract the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract:

A. GENERAL CONTRACTOR:

(1) WORKERS' COMPENSATION, in accordance with State Law. The general contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.

(2) AUTOMOBILE LIABILITY for owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than **\$500,000** per occurrence.

(3) COMMERCIAL GENERAL LIABILITY and Professional Liability: the minimum limit of liability shall be **\$1,000,000** per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency "Additional Insured" for this project, with an attached Endorsement Page, showing the additional insured as:

**Homes for Good Housing Agency
100 W. 13th Avenue
Eugene, Oregon 97401**

B. SUBCONTRACTOR are all subcontractor insurance certificates must be on file with the Agency prior to initiation of work (submitted to General Contractor who provides Agency a copy):

(1) WORKERS' COMPENSATION, in accordance with State Law.
All employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or must otherwise be exempt under ORS 656.126.

(2) Automobile liability for owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than **\$500,000** per occurrence.

(3) Commercial General Liability and Professional Liability: the minimum limit of liability shall be **\$500,000** per occurrence written, with a combined single limit for bodily injury and property damage.

10. FIRST TIER SUBCONTRACTOR DISCLOSURE (ORS 279.027(1.(3)))

A. Subcontractor disclosure is required on all public improvement contracts greater than \$100,000.

11. ENVIRONMENTAL CARE

Awarded Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources that affect the performance of the contract. A list of entities who have enacted such laws or regulations is found in the Oregon Attorney General's Model Public Contract Rules Manual, OAR 137-030-0010, Commentary 4. If new or amended statutes, ordinances, or regulations are adopted, or the contractor encounters a condition not referred to in the bid document not caused by the contractor and not discoverable by reasonable site inspection which requires compliance with federal, state, or local laws or regulations dealing with the prevention of environmental pollution or the preservation of natural resources, both Homes for Good Housing Agency and the contractor shall have all the rights and obligations specified in ORS 279C.525 to handle the situation.

12. DRUG-FREE WORKPLACE REQUIREMENT:

In order to meet the requirements of the Drug-Free Workplace Act, each contractor must certify and agree to the following provisions before contract award.

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the PHA's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing a drug-free awareness program to inform employees about the following:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Companies policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee of the Company be given a copy of the statement required by paragraph a.;
- d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment with the Company, the employee will–
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e. Notifying the Housing Authority within ten days after receiving notice under subparagraph d. (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees' must provide notice, including position title, to the Contract Administrator on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions within 30 days of receiving notice under subparagraph d. (2) with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination; consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. through f.

13. ADDENDA RECEIPT

N/A

14. AWARD OF CONTRACT

Homes for Good Housing Agency is prohibited from making any awards to contractors or accepting as subcontractors any individual or firms which are on lists of contractors' ineligible to receive awards from the United States.

A contract will be awarded to the responsible bidder submitting the lowest Bid, provided the bid is reasonable and affordable, and is in the interest of Homes for Good Housing Agency to accept it. The bidder to whom the award is made will be notified at the earliest practicable date. Homes for Good Housing Agency reserves the right to reject any and all bids not in compliance with all prescribed public bidding requirements and may reject for good cause or waive any informality in Bids received whenever such rejection or waiver is in the public interest to do so.

By execution of a contract with Homes for Good Housing Agency, the contractor certifies, under penalty of perjury that: (a) To the best of contractor's knowledge, contractor is not in violation of any tax laws described in ORS 305.380(4), and (b) Contractor has not discriminated against minority, women or small business enterprises in obtaining any required subcontracts

15. PAYMENT BOND AND PERFORMANCE BOND

Separate Assurance of completions.

For Contracts equal to or exceeding \$100,000.00 in value, the successful bidder will be required to furnish (prior to execution of the contract) assurance of completion which secures the

faithful performance of the contract, and for the payment of all persons, firms or corporations to whom the contractor may become legally indebted for labor, materials, tools, equipment, or services, of any nature, employed or used by the Contractor in performing the work. Such assurances shall bear the same date as, or a date subsequent to, the date of the Contract. The current power of attorney for the person who signs for any surety company shall be attached to the bonds.

PAYMENT BOND: all Contractors submitting a bid for \$100,000.00 or greater must be capable of providing a Payment Bond in the amount of 100 percent of the contract price, from a guarantee or surety company acceptable to the U.S. Government and licensed to doing business in the State of Oregon.

PERFORMANCE BOND: In addition to the Payment Bond, all Contractors submitting a bid for \$100,000.00 or greater must be capable of providing a Performance Bond in the amount of 100 percent of the contract price, from a guarantee or surety company acceptable to the U.S. Government and licensed to doing business in the State of Oregon.

PUBLIC WORKS BOND: For contracts exceeding \$100,000.00 where work is performed for a public entity, the State of Oregon requires a \$30,000.00 payment bond be on file with the Oregon Contractor's Board prior to execution of a contract.

16. EXECUTION OF CONTRACT

Subsequent to award and within ten (10) days after the prescribed forms are presented for signature, the successful bidder shall execute and deliver to Homes for Good Housing Agency a contract in the form furnished by Homes for Good Housing Agency.

In order to execute the contract, the bidder must submit the following forms along with the signed contract:

1. Certificates of Insurance
2. W-9 Form
3. Schedule of Values/Bid Breakdown

17. RETAINAGE:

- a. Retainage is 5 percent
- b. 5% retainage will be withheld on all progress payments of contract
- c. Retainage will be released upon final acceptance by the Agency of all contract work and receipt of all close-out documents.
- d. Interest will not accrue on retainage and,
- e. Bonds or securities may not be substituted as an alternate form of retainage.
- f. Retainage of 25% will be withheld on contract progress payments when labor/wage reporting is in arrears for work covered under the progress payment.

END OF SECTION

INDEX**SPECIAL CONDITIONS TO CONTRACT****#26-C-0015****Bus Barn HVAC Replacement**

	Page
1. PROJECT SITE	1
2. TIME FOR COMPLETION	1
3. FEES	1
4. LIQUIDATED DAMAGES	1
5. COMMUNICATIONS	1
6. MINIMUM RATE OF PAY	1
7. DRAWINGS INDEX	1
8. TIME SCHEDULE FOR SUBMITTALS	1-2
9. CONSTRUCTION SCHEDULE	2
10. SUBMISSION OF SUBCONTRACTORS LIST	2
11. SUBMISSION OF SUBCONTRACTORS AGREEMENTS	2
12. PRECONSTRUCTION MEETING	2
13. PROGRESS MEETINGS, AND PROJECT RECORD KEEPING	2-3
14. RECORD DRAWINGS	3
15. CONTRACTOR USE OF PREMISES	3-4
16. SAFETY OF PERSONS AND PROPERTY	4-5
17. CHANGE ORDER PROCESSING	5-6
18. SUPERVISION	6
19. WARRANTIES AND BONDS	6
20. EXISTING HAZARDOUS MATERIALS	6-7
21. PLANTS, TREES, GRASSES	7
22. EXTERIOR AREAS	7
23. DRUG FREE ENVIRONMENT	7

SPECIAL CONDITIONS

#26-C-0015 BUS BARN HVAC REPLACEMENT

1. PROJECT SITE:

The project site is located at the Bus Barn at 540 Oak Street, Eugene, OR 97401.

2. TIME FOR COMPLETION:

The Agency expects to issue the **Notice to Proceed effective Monday, January 12, 2026**. After mobilization the Contractor will have forty-seven (47) calendar days to complete the contract. **Final completion is expected no later than Friday, February 27, 2026.**

3. The Agency will reimburse the Contractor for the basic Permit fee, the Contractor will be responsible for any/all inspections, and associated fees.

The Agency will reimburse the Contractor for all fees.

Do not include plan review, permitting, or inspection fees in your Bid.

4. LIQUIDATED DAMAGES:

If a contractor fails to complete the work within the time specified in the contract, or any extension, as specified in the clause entitled Default of Contract, the Contractor shall pay to the Agency as liquidated damages, the sum of \$50.00 per calendar day of delay.

5. COMMUNICATIONS:

All notices, demands, requests, instructions, approvals, proposals, and claims must be in writing and forwarded to the Contract Administrator.

6. MINIMUM RATE OF PAY:

Work under these contracts is subject to BOLI Prevailing wage rates and requirements. You can access these wage rates and occupation definitions at <https://www.oregon.gov/boli/employers/pages/prevailing-wage.aspx>.

7. DRAWINGS INDEX

N/A

8. TIME SCHEDULE FOR SUBMITTALS:

		ARCHITECT/ OWNER REVIEW IN	CONTRACTOR UPDATE & RESUBMIT
FIRST SUBMITTAL			
Construction Schedule	At time of Pre-construction Meeting	7 Days	3 Days
Schedule of Values (On Approved Form)	At time of Pre-construction Meeting	7 days	5 days
Subcontractor List & Major Products List	At time of Pre-construction Meeting	7 days	As Needed

Certificates, Product Data, etc.	10 days prior to ordering	5 days	2 days
-------------------------------------	---------------------------	--------	--------

9. CONSTRUCTION SCHEDULE:

At a mutually agreed upon schedule between the Contractor and Homes for Good, work will initiate. Once work initiates, all work shall be completed within forty-seven (47) calendar days.

At the Pre-construction Meeting, the Awarded Contractor shall submit to the Contract Administrator a scheduled work program. Updates should be submitted as necessary. The schedule shall include the starting and completion dates of the following:

- a. Work outline: With time for major work sequences detailed in a time schedule.
- b. Substantial Completion Date
- c. Final Completion Date

10. SUBMISSION OF SUBCONTRACTORS LIST

At the Pre-construction Meeting, the Contractor shall submit a complete list of proposed installing subcontractors. When requested by owner, Contractor shall provide written information on experience and list of previous projects by subcontractors, suppliers, and manufacturers. See Specifications Sections.

11. SUBMISSION OF SUBCONTRACTOR AGREEMENTS:

The awarded General Contractor shall provide a completed and signed Contractor/Subcontractor Contract Agreement form for each Subcontractor. The Contractor/Subcontractor Contract Agreement form can be found in the Sample Forms section of the Project Manual.

12. PRE-CONSTRUCTION MEETING:

Contract Administrator will schedule a Pre-construction Meeting, before Notice to Proceed, but no later than seven (7) calendar days after the Notice to Proceed date has been issued.

Attendance: Owner's Representative, Architect/Engineer, Contractor and major subcontractors.

Minimum Meeting Agenda: Distribute and discuss list of subcontractors, construction schedule, processing of field decisions, procedures for maintaining record documents, use of premises, storage areas, security, deliveries, safety, parking, housekeeping, and first aid requirements. The HUD procedures for compliance with Executive Orders concerning Equal Opportunity and Labor Provisions will be discussed.

13. PROGRESS MEETINGS, AND PROJECT RECORD KEEPING:

The Contract Administrator, in coordination with the General Contractor, may schedule meetings and firm dates with parties involved, as agreed. Contract Administrator will preside at meetings.

- Frequency: Regular Meetings as required.
- Attendance: Owner's representative, Architect/Engineer, Contractor, subcontractors affected by agenda.

Minimum Agenda: Review decisions from previous meetings, progress since previous meeting, work to be executed following week, construction and delivery schedule, field observations, problems, proposed changes, and identify problems which impede scheduled progress.

The Contractor is to keep a Daily Log of the project. Contractor shall provide copy of contractor's daily log to owner for his files. Include the following information in the logs – *(continued)*

- | | |
|--------------------------------------|-------------------------------|
| 1. Work Completed | 5. Testing |
| 2. Sub-Contractors working | 6. Inspections |
| 3. Total number of employees working | 7. Products delivered to site |
| 4. Visitors to the site | 8. Weather conditions |

14. RECORD DRAWINGS:

Contractor to provide location on Drawings of underground utilities encountered during the project.

15. CONTRACTOR USE OF PREMISES:

A. Hours of Work:

Contractor is free to work between the hours of 8:00 am and 5:00 PM, Monday through Friday. Weekend work or extended hours of work will be allowed only with prior written authorization by the Contract Administrator.

B. Legal Holidays:

The Contractor is not to work on Federal legal holidays. For the purpose of this contract, the legal holidays are: All Federal Holidays

C. Temporary Water and Power:

Temporary water and electricity (120 volt low-amp circuit) are available at the site. The Contractor shall be responsible to provide safe and effective temporary power connections at locations approved with Owner. Electricity and water shall be paid by the Owner to the extent required to perform the work. Wasted utilities shall be paid by the Contractor.

D. Existing Utilities:

Each contractor shall become familiar with the existing utilities associated with the project work as to their locations and shall coordinate with the local utilities prior to any excavations.

All costs incurred by the contractor in locating and protecting existing utilities that are directly related to the construction activities shall be included in the lump sum indicated on the Bid Form.

E. Resident Notification:

Homes for Good will notify tenants of work being performed.

F. Toilet Facilities:

The Contractor shall provide and service temporary portable toilet facilities at no additional cost to the owner.

G. Contractor's On-Site Phone and Office:

The Contractor is responsible to provide a means of communication by which the Contract Administrator may reach him/her at all times during normal working hours by phone.

- a) There is no office space or phone service available on the site for the Contractor's use.
- b) The Contractor may erect, at his/her option, a temporary field office on the site,

within the construction limits of the job (the location to be coordinated with the Contract Administrator).

- c) The phone may be mobile - but must be available at the site during all times work is performed.

H. Demolition and Garbage Collection:

Contractor shall either provide a dumpster / drop box for debris or shall daily collect and haul demolition debris off site. No debris will be allowed to accumulate. All disposal fees shall be the responsibility of the contractor.

I. Site Access and Fire Egress:

The Contractor shall keep access roads, parking areas, and loading areas clear. The Contractor shall be responsible to provide barricades, warning signs, flagmen or other traffic regulators as necessary, and where required by local ordinance. Contractor shall assure that access and egress for neighboring properties is available at all times. Should disruption be unavoidable, contractor shall provide alternative access routes and directional signage. Contractor shall assure that fire escape (egress) for this property is clear of all material, equipment, debris, and work related items under their control, at all times.

J. Contractor Parking:

Contractor and Sub-contractor parking is available at the project work site. Coordinate with Contract Administrator.

K. Work Areas:

Contractor will confine operations to areas immediately adjacent to the work being constructed or performed and other areas as acceptable to the Owner.

L. Job Site Fence:

If a fence is considered necessary by the Contractor, coordinate location with the Contract Administrator.

N. Materials Storage Area: Coordinate with Contract Administrator

O. Off-Site Materials Storage:

Contractor shall obtain and pay for the use of additional storage or work areas needed for operation. Off-site storage of products under this contract shall be held at a bonded facility in the Eugene/Springfield Metro area or other location approved by the Contract Administrator if payment for materials, prior to installation, is requested. The Contract Administrator shall be informed of the location in writing, and shall be provided access to the off-site storage to determine the protection and safekeeping of said products prior to payment for the products, and at times prior to their installation.

16. SAFETY OF PERSONS AND PROPERTY

- A.** The Contractor shall be solely responsible for conditions of the job site, including safety of all persons and property during the performance of the Work. This requirement shall apply continuously, at all times, and not be limited to normal working hours.

The duty of the Owner's representatives and agents are to conduct review of the Contractor's construction product and not intended to include review of the adequacy of the Contractor's safety measure in, on, or near the construction site.

- B.** Storage or use of explosives or other hazardous materials or unusual methods of construction are forbidden on Agency property without written request from the Contractor

sent by certified mail, 30 days prior to their proposed use, and are forbidden without written approval from the Contract Administrator.

- C. The Contractor shall provide temporary fencing, barricades, and other items necessary to provide safe and secure worksite areas. Contractor shall provide barricades, warning signs, flagmen, or other traffic regulators as required by local ordinance and governing agencies.
- D. The Contractor shall provide ABC type emergency fire extinguishers of adequate quantity, readily available and properly maintained. Each contractor shall take precautions to prevent the possibility of fire resulting from construction operations, hazardous accumulations of rubbish and unsecured flammable materials.
- E. The Contractor shall provide first aid facilities for construction personnel.
- F. The Contractor shall cover and protect construction materials stored at the site.

Contractor shall assume full responsibility for the protection and safekeeping of products under this contract, stored on the site; coordinate on-site storage locations and security with the Contract Administrator.

- G. Contractor shall assume full responsibility against theft or damage of products and materials under this contract.

17. CHANGE ORDER PROCESSING PROCEDURES:

The Contractor shall provide a complete cost accounting, and indicate new date of Substantial Completion if required due to the Change Order.

Contractor shall submit a written itemized list of labor and materials, and separate itemization for overhead and profit, with each Construction Change Order of all increases and decreases to the Contract.

The itemized breakdown shall include;

- a) A detailed list of labor (hours and labor rates),
- b) Actual costs for materials (each item and quantity), with invoices or written quotes,
- c) Other actual costs required due to the change (shipping, equipment rental, etc.),
- d) Itemization of any sub-contractor costs. All Sub-contractor costs shall have the same, complete, itemized cost breakdowns, in written form, and shall be included in the proposed Change Order cost.
- e) Plus a maximum of twenty percent (20%) allowable indirect costs (overhead) and profit. The Contractor's overhead and profit shall be limited to a combined twenty percent (20%) of the allowable costs.
- f) The Contractor shall not be allowed a profit on the profit received by any subcontractor.

Contractor shall submit additional copies of invoices, written quotes, and estimating sheets upon request of owner.

Contractor shall submit two signed copies of each Construction Change Order to the owner.

The Owner's Representative will authorize, **in writing**, all changes to the work and contract value. No change to the work is to progress until written approval is received by the Contractor and

signed by the Contract Administrator. *No verbal communications will authorize changes to the Specifications, Drawings, Work, Values, Time, or Contract.*

An approved Change Order, signed by the Contract Administrator means that the work may proceed and payment for accepted work shall be made upon inclusion in a Contract Modification and proper billing.

The Owner will combine Approved Change Orders into a formal Contract Modification approximately once a month. The Contract Modification shall adjust the Contract Sum or Contract Time as applicable. The Contract Modification shall be signed by the Contractor and the Executive Director of Homes for Good Housing Agency, prior to billing.

18. SUPERVISION:

A Contractor's representative shall be present or be duly represented at the site at all times when work is actually in progress by the Contractor's own employees, or any subcontractor or subcontractor's employees.

The Contractor's representative shall not be withdrawn from the work without due notice being given in writing. A competent replacement shall be named in writing and a timely change over accomplished so as not to impede the progress of the work.

The Contractor may authorize, in writing, a Subcontractor to work on the site as the Contractor's representative. In this case, the written authorization must be received prior to the original Contractor's representative being absent from the site. The Subcontractor is then representing the Contractor on the work site, and is the Contractor's representative.

All requirements, instructions and other communications given to the authorized representative by the Contract Administrator, shall be binding as if given to the Contractor.

The Contract Administrator may, in writing, require the Contractor to remove from the work any employee whom the Contract Administrator deems incompetent, careless, insubordinate, or otherwise objectionable or whose continued employment on the work is deemed by the Contract Administrator to be contrary to the Owner's interest.

19. WARRANTIES AND BONDS:

For equipment or component parts of equipment put into service during progress of construction, Contractor shall submit documents within 10 days after inspection and acceptance.

Other than the above item, Contractor shall make submittals within two days after date of substantial completion, prior to final request for payment.

For items of work, where acceptance is delayed materially beyond the date of Substantial Completion, Contractor shall provide updated submittal within ten days after acceptance listing the date of acceptance as the start of the warranty period.

Where items of the work require warranties, the final payment for that work will not be made until the warranty is submitted and approved.

20. EXISTING HAZARDOUS MATERIALS:

If during the project work, the Contractor discovers materials which the Contractor suspects are hazardous, the Contractor shall immediately clear and secure the worksite, and shall immediately contact the Architect and Contract Administrator in writing.

a) The Owner shall obtain the services of a licensed environmental testing service to verify

the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to verify that it has been rendered harmless. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor.

- b) If after testing the materials reported by the Contractor, hazardous materials are found, that were not identified in the Documents as hazardous, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Contractors' reasonable additional costs of shut-down, delay, and start-up which shall be documented as provided in Article 17 of the Special Conditions.
- c) If after testing the materials reported by the Contractor, hazardous materials are not found, that were not identified in the Documents as hazardous, the Contract Time shall not be extended and the Contract Sum shall not be increased due to Contractors' additional costs of shut-down, delay, and/or start-up.

21. PLANTS, TREES, AND GRASSES:

Work may require the displacement of plants and trees. Where displacement is necessary, the Contractor is to carefully remove, store and replace materials, according to highest industry standards. Work shall be verified and coordinated with the Contract Administrator, prior to removal.

22. EXTERIOR AREAS:

All areas of gravel, asphalt, mulch, flatwork, fences, sidewalks, curbs, lawns or landscaping disturbed or destroyed resulting from the contract work shall be returned to the original condition or better.

23. DRUG FREE WORK ENVIRONMENT

All contractors and employees of contractors will maintain a drug free environment when performing work on or at the Agency location under contract. Refer to Section 00020 for further instructions.

END OF SECTION



SCOPE OF WORK

#26-C-0015 BUS BARN HVAC REPLACEMENT

The project consists of the replacement of HVAC system within the Agency owned, Bus Barn, in Eugene, Oregon. Build as described in this section and the Specifications.

The work will include, but not limited to the following:

- Visually inspect building and provide a flat rate quote for HVAC replacement
- Demo 3 package units and 2 split systems
- Supply and install (1) 3 Ton, 3 phase heat pump package unit with 10K heat strip
- Supply and install (1) 4 Ton, 3 phase heat pump package unit with 10K heat strip
- Supply and install (1) 2.5 Ton single phase heat pump package unit with 10K heat strips
- Supply and install (2) 3 Ton split system heat pumps with 10K heat strips
- Duct transitions
- Supply and install (5) Honeywell 7-day programmable thermostats (or approved equal)
- Flush and reuse existing line sets on split systems
- Crane Service
- New curbs for the (2) 3 phase package units. (new unit is a significantly larger footprint)
Roofing may be required.
- Some electrical/disconnects appear to be in rough shape and may be in need of replacement.
- Provide Homes for Good with copies of Certified Payroll for all hours worked on the job.

END OF SECTION