

**The Consolidated Borough
Of
Quil Ceda Village**



**Quil Ceda Village Retail Center Remodel: Suite N
RFP No. QCV-CPT-024-002**

**Contract Documents
October 2024**

NOTICE TO BIDDERS

Sealed bid proposals will be received by the Consolidated Borough of Quil Ceda Village Contract & Procurement Office located at 8802 27th Ave NE, Tulalip, WA 98271 for the following Project:

RFP SOLICITATION NUMBER: **QCV-CPT-024-002**

QCV Retail Center Remodel:

Suite N

8825 34th Ave

Tulalip, WA 98271

The Project Manager for the Project is:

Consolidated Borough of Quil Ceda Village

Attn. Casey Wren

8802 27th Avenue NE

Tulalip, WA 98271

Telephone: (360) 716-5022

Email: cwren@tulaliptribes-nsn.gov

Pre-Bid Meeting:

A **Mandatory (Walkthrough) pre-bid meeting** will be held on **November 4, 2024 at 10:00 AM** at:

QCV Retail Center

8825 34th Ave Suite N

Tulalip, WA 98271

All bidders are required to attend this pre-bid meeting to visit the project site to acquaint themselves with the local conditions under work to be performed, correlate personal observations with the requirements of Bid and Contract Documents.

Scope:

The work of this Bid Package consists of the work as shown and indicated on **SCOPE OF WORK**. The work is not restricted by division of drawing(s) or specification(s). Unless otherwise specifically noted, ALL WORK to be performed shall consist of but not limited to Labor, Materials, Tools, Equipment, Supervision, Insurance, Applicable Taxes, and all other associated provisions necessary to provide and install the complete Scope of Work of the Prime Contract in its entirety in strict accordance with the Contract Documents.

Contracting Terms:

The project is located on and within the boundaries of the Tulalip Reservation known as **Quil Ceda Village (QCV) Retail Center Suite N**. Completion time is limited to **30 Calendar Days** upon *Notice to Proceed*.

Questions:

Any questions regarding this bid shall be directed via email to the Project Manager no later than: **November 18, 2024.**

Qualification:

Since there is a reasonable expectation that two or more qualified Native American Owned Business (NAOB) enterprises or organizations are likely to submit responsive bids the Request for Bid Proposals will be **restricted to qualified Tulalip TERO Certified Native Owned Business' (NAOB)**. Bidders or persons and entities submitting bid proposals shall submit evidence of certification from the Tulalip Tribes' TERO office as being a certified, qualified NAOB enterprise or organization with their bid. Lower-tiered contractors and or material suppliers are encouraged to submit their bid quotations to a qualified NAOB enterprises and or organizations.

Disqualifications:

Incomplete submissions, statements known to be or subsequently found to be inaccurate or misleading, evidence of bidder collusion, or incorrect scope of work may cause the bidder to be disqualified from the evaluation process.

Tulalip Employment Rights Office (TERO):

Native American Preference related to contracting, subcontracting and suppliers in this project is required and must meet The Tulalip TERO Code, Chapter 9.05. For more information, contact the Tulalip Tribes' TERO Department at 6406 Marine Drive, Tulalip, WA 98271, Office (360) 716-4747. Tulalip TERO Code, chapter 9.05: <https://www.tulaliptero.com/>.

Bid Closing:

Sealed bids will be received for the Consolidated Borough of Quil Ceda Village: **QCV-CPT-024-002** until **November 28, 2024**, at **2:00 P.M.** local time, at which time all bids will be opened and read aloud. All required bid documentation shall be submitted to the front reception at the **Quil Ceda Village Administration office located at: 8802 27th Ave NE, Tulalip WA 98271** by the scheduled bid date and times, VERBAL, FAXED, OR EMAILED BIDS WILL NOT BE ACCEPTED.

Bidding Documents:

Bid Documents:

- Request for Proposal
- Bid Proposal Form
- Sample Contract
- Confidentiality Agreement

Exhibits:

- A. Scope of Work

REQUEST FOR BIDS

QCV-Retail Center Remodel Suite N

RFP No. QCV-CPT-024-002

1.0 INTRODUCTION

The Consolidated Borough of Quil Ceda Village is soliciting proposals from qualified firms with experience in **commercial retail remodeling** who possess the staff, expertise, and resources to perform the work necessary for the renovation of Suite N, at the QCV Retail Center.

The Request for Bid is **Restricted to Certified** Tulalip Tribal Members **Small Business**' (i.e. Bidders) only. The Tulalip Tribes' TERO will verify Bidders who submit sealed bid proposals to validate certified Tulalip Tribal Member Small Businesses. Bidders shall include with their Bid Proposal (Form) evidence of certification from Tulalip Tribes' Employment Office (TERO).

Native American Preference related to contracting, subcontracting, and suppliers in the project is required. Bidders shall abide by the Tulalip Tribal Code Chapter 9.05 – TERO Code which provides Indian preference in contracting goods and services.

Native American Preference related to contracting, subcontracting and suppliers in the project is required. Proposers shall abide by The Tulalip Code, Chapter 9.05 – TERO Code which provides NAOB preference in contracting goods and services. Additionally, The Tulalip Tribes' Board of Directors has the authority to require those employers subject to The Tulalip Code, Chapter 9.05 – TERO Code and applicable federal laws and guidelines, to give preference to Indians in hiring, promotions, training, and all other aspects of employment. Bidders shall comply with The Tulalip Code and the rules, regulations, and orders of the TERO Commission. For more information about the [Tulalip Code](#), Chapter 9.05 – TERO Code, contact The Tulalip Tribes' TERO Department at 6406 Marine Drive, Tulalip, Washington 98271, Office (360) 716- 4747 or Facsimile (360) 7160249. The Tulalip TERO Code is available for review on the Tulalip TERO website: www.tulaliptero.com.

2.0- SUBMITTALS DEADLINE

Bid Proposals must be received at the Consolidated Borough of Quil Ceda Village (QCV) – Front Office NO LATER than 2:00 P.M. on November 28, 2024. Submittals sent by mail or courier shall be sent to the address below and delivered to the deadline indicated above. Fax or Email submittals will NOT be accepted.

Consolidated Borough of Quil Ceda Village
Attn.: Casey Wren
8802 27th Ave NE
Tulalip, WA 98271

3.0– SUBMISSION FORMAT

Bids must be submitted in a sealed envelope clearly marked on the outside that it contains a bid, with the bidder’s name and address, the project title, the project number, and the date and time of the submission due date. The sealed envelope shall contain the following:

1. Bid Proposal Form
2. TERO Certification
 - a. Certified NAOB
 - b. Certified Small Business if applicable
3. Proof of Insurance
4. Tulalip Business License
5. Washington State Contractors License

Bidders shall fill-in all relevant blank spaces in the Bid Form in black or blue ink, typewriter, or digital text. Bids using pencil, may result in disqualification. Any changes, alteration, or additions in the wording of the Bid Proposal Form may cause the Bidder to be disqualified and rejected as not responsible for award of a contract. **Contract Bonds are not required.**

4.0 MANDATORY PRE-BID MEETING

A Mandatory Pre-Bid Meeting and Site-Walk will be held on November 4, 2024 at 10:00 A.M. at this location:

Quil Ceda Village – Retail Center
8825 34th Ave NE, Suite N
Tulalip, WA 98271

All interested firms are required to attend this Pre-Bid Meeting to visit the project site in order to acquaint themselves with the local conditions under which the work will be performed and to obtain personal observations of the project site.

5.0 DESCRIPTION OF WORK

QCV Retail Center Suite N project intentions are to renovate the suite in preparation for a new tenant. The Work includes demo and removal of interior walls, the building of (2) new office spaces, and the building of a dedicated conference room. Other fixtures and existing structures will need to be updated. Painting of the walls, new interior doors, trimwork, and new flooring will also be included. See attached full Scope of Work in bid documents.

General Conditions of the Work includes, but not limited to:

1. Contractor shall protect existing property from damage during the performance of the Work. Any adjacent property, including structures, roads, walkways, light poles, signage, or other property or improvements that are damaged during the contract Work, shall be properly repaired or replaced at Contractor's expense.
2. Contractor assumes all responsibility for protection and safekeeping of equipment and materials stored on site.
3. Contractor shall be responsible for daily site cleanup, and the removal and disposal of all debris and rubbish generated by the contract Work.
4. Contractor shall take precautions and shall be responsible for the safety of individuals on the Project and shall comply with all applicable provisions of tribal and federal safety laws and codes to prevent injury to persons on or adjacent to the project.
5. Contractor shall provide continuous supervision at the Project by a competent superintendent when any work is being performed. The Contractor's superintendent shall have responsibility and authority to act on behalf of the Contractor.
6. Contractor will allow QCV project manager access to the site at any time, provided that QCV personnel follow the safety procedures established by the Contractor.
7. No changes in the scope of work will be allowed without the issuance of a written change order, and all requests for information (RFI's) will be submitted to QCV in writing.
8. Contractor will be responsible for any permits or inspections associated with the Project.

6.0 BID EVALUATION CRITERIA

The Contract will be awarded to the lowest responsive and responsible bidder as determined by the sole discretion of the Consolidated Borough of Quil Ceda Village. Quil Ceda Village reserves the right to waive, or to allow any bidder a reasonable opportunity to cure, a minor irregularity or mistake in a bid. While the intent of Quil Ceda Village is to award a Contract to the lowest responsive and responsible bidder, final selection could be determined by several factors, including a Contractor's past performance. Quil Ceda Village reserves the right to select any responsive and responsible bidder they determine is in the best interest of the Village.

7.0. RIGHT OF REJECTION

The Consolidated Borough of Quil Ceda Village reserves the right to reject any and all bid submissions and cancel or rebid the Project as necessary.

8.0. SCHEDULE

The anticipated schedule for this solicitation will be as follows:

| | |
|---|--------------------------|
| RFP Issue Date | October 28, 2024 |
| Mandatory Pre-Bid Meeting | November 4, 2024 |
| Deadline for Questions | November 18, 2024 |
| Deadline for Addenda | November 21, 2024 |
| Deadline for Submissions/ Opening Date | November 28, 2024 |

BID PROPOSAL FORM

Project Name: QCV Retail Center Remodel Suite N **Date of Bid:** _____

Location of Project: 8825 34th AVE NE Suite N, Tulalip, WA 98271

COMPANY NAME OF BIDDER: _____

CERTIFIED NATIVE AMERICAN OWNED BUSINESS:

YES _____ **If Yes, Percentage (%) of Indian Ownership:** _____ **% NO** _____

Having read and examined the Contract Documents, including without limitation the Drawings and Specifications, prepared by the Architect and The Tulalip Tribes of Washington for the above-referenced Project, and the following Addenda:

ADDENDA ACKNOWLEDGED (Enter Addenda Number and Date of Addenda below):

- 1. _____ 2. _____
- 3. _____ 4. _____

The undersigned Bidder proposes to perform all Work for the applicable Contract, in accordance with the Contract Documents, for the following sums:

BASE BID FOR PACKAGE Project # QCV-CPT-024-002

BASE BID AMOUNT: _____
(Write in Words Above)

DOLLAR AMOUNT: \$ _____
(Write in Number Form Above)

Bid Clarification: The Tulalip Tribes of Washington’s exemption of Washington State Sales Taxes related to Project.

BIDDER'S CERTIFICATION

The Bidder hereby acknowledges that the following representations in this bid are material and not mere recitals:

1. The Bidder has read and understands the Contract Documents and agrees to comply with all requirements of the Contract Documents, regardless of whether the Bidder has actual knowledge of the requirements and regardless of any statement or omission made by the Bidder which might indicate a contrary intention.
2. The Bidder represents that the bid is based upon the Standards specified by the Contract Documents.
3. The Bidder acknowledges that all Work shall be completed within the time established in the Contract Documents, and that each applicable portion of the Work shall be completed upon the respective milestone completion dates, unless an extension of time is granted in accordance with the Contract Documents. The Bidder understands that the award of separate contracts for the Project will require sequential, coordinated and interrelated operations which may involve interference, disruption, hindrance or delay in the progress of the Bidder's Work. The Bidder agrees that the Contract price, as amended from time to time by Change Order, shall cover all amounts due from the Consolidated Borough of Quil Ceda Village resulting from interference, disruption, hindrance or delay caused by or between Contractors or their agents and employees.
4. The Bidder has visited the Project site, become familiar with local conditions and has correlated personal observations with the requirements of the Contract Documents. The Bidder has no outstanding questions regarding the interpretation or clarification of the Contract Documents.
5. The Bidder agrees to comply with Tribal Employment Rights Ordinance No. 60 and give preference to Indians in hiring promotions, training and all other aspects of employment contracting and subcontracting.
6. The Bidder agrees to comply with Tribal Contracting Ordinance No. 89 and give preference to certified, qualified Indian-owned enterprises and organizations in the award of contracts and subcontracts.

The Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint or combined bid, each party thereto certifies as to such party's entity, under penalty of perjury, that to the best of the undersigned's knowledge and belief: (a) the Base Bid, any Unit Prices and any Alternate Bid in the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Prices or Alternate bid with any other Bidder; (b) unless otherwise required by law, the Base Bid, any Unit Prices and any Alternate bid in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Prices or Alternate bid; (c) no attempt has been made or will be made by the Bidder to induce any other individual, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

7. The Bidder will execute the Contract Form with the Consolidated Borough of Quil Ceda Village, if a Contract is awarded on the basis of this bid, and if the Bidder does not execute the Contract Form for any reason, other than as authorized by law, the Bidder will be excluded from participation in a rebid.
8. Bidder agrees to furnish any information requested by the Consolidated Borough of Quil Ceda Village to evaluate the responsibility of the Bidder.

Any modification made to either the bid form or exception taken to the defined scope of work outlined in this bid package may result in the bid proposal being considered non-responsive.

Each bid shall contain the name of every person interested therein. If the Bidder is a corporation, partnership, sole proprietorship, or limited liability corporation, an officer, partner or principal of the Bidder, as applicable, shall print or type the legal name of the Bidder on the line provided and sign the Bid Form. If the Bidder is a joint venture, an officer, partner or principal, as applicable, of each member of the joint venture shall print or type the legal name of the applicable member on the line provided and signs the Bid Form. An unsigned Bid Form will render the Bid as non-responsive.

**BIDDERS NAMES
(PRINT):**

Authorized Signature:

Title:

Company Name:

Mailing Address:

Telephone Number:

Fax Number:

Where Incorporated:

| | | | | |
|-------------------------------|-------------|-------------|------------------------|----------------------------------|
| Type of Business (Circle One) | Corporation | Partnership | Sole Proprietorship | Limited Liability Corporation |
|-------------------------------|-------------|-------------|------------------------|----------------------------------|

Tulalip Business License #:

State of Washington Contractor's License Number:

Federal ID Number:

Contact Person for Contract Processing:



**THE CONSOLIDATED BOROUGH OF QUIL CEDA
VILLAGE
CONTRACT AGREEMENT**

For

QCV Retail Center Suite N

Bid Solicitation Project # QCV-CPT-024-002

This agreement entered into this _____ day of November, 2024, between The Consolidated Borough of Quil Ceda Village, 8802 27th Avenue NE, Tulalip, WA 98271, hereinafter referred to as “the Village”, and (_____ Contractor name and address _____) hereinafter referred to as “Contractor”.

WITNESSETH, that the Contractor and The Village for the consideration stated herein mutually agree as follows:

SECTION ONE: DESCRIPTION OF WORK

This Contract consists of this written agreement and all appurtenant “contract documents” described in Section Six of this agreement. Contractor shall perform the following described work in accordance with this contract and the Scope of Work, incorporated as Bid Solicitation # **QCV-CPT-024-002**:

The Contractor shall remove and properly dispose of debris, and comply with all terms described in the Scope of Work for Suite N.

The project is located on the Tulalip Tribes Reservation.

SECTION TWO: CONTRACT PRICE

The Village agrees to pay Contractor for the Work described a total contract price of \$ _____ (the “Contract Price”). Payment of this amount is subject to additions or deductions in accordance with the bid unit price amounts listed in the bid proposal, provisions of this contract and of any other documents to which this contract is subject. Contractor shall be entitled to full payment when contract work is completed and approved by the Village. Progress payments shall be made to the Contractor in accordance with the provisions of Section Three of this Contract.



SECTION THREE: PAYMENTS

The Village shall make payment for a portion of the work to the Contractor no later than thirty (30) days after the Village accounting department begins processing Contractor's invoice for that work. Such processing shall begin after Contractor presents the invoices and deliverables to the Village Contract Officer and Construction Director and the Contract Officer and Construction Director submits written approval to the accounting department for payment based on an inspection of the work. Payment by the Village does not constitute a waiver of any claims by the Village against Contractor concerning or arising out of this agreement. Acceptance of final payment by Contractor constitutes a waiver of all claims by Contractor.

Contractor agrees to maintain for inspection by the Village for three years after final payment all books, records, documents, and other evidence pertaining to the costs and expenses of this agreement, hereinafter collectively called, "records", to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, supplies, and services, and other costs of whatever nature for which reimbursement is claimed under the provisions of this agreement.

In the event payment for work performed under this agreement is made from federal or state funds, Contractor shall abide by all applicable federal and state laws and regulations governing such funds which laws and regulations are hereby incorporated by reference. Any rights of the Contractor are subject to the limitations on and availability of such funds to the Village.

Contractor shall not be entitled to any interest on any amount found due and owing hereunder, whether before or after judgment, but shall, at most, only be entitled to the amount specified in Section Two: CONTRACT PRICE.

SECTION FOUR: STARTING AND COMPLETION DATES

The date of commencement of the work shall be the date of this agreement unless a different date is made for the date to be fixed in a notice to proceed issued by the Village. This agreement shall become effective upon its signing by the Quil Ceda Village Council, Contract Officer and Contractor.

The contract time (the "Contract Time") shall be measured from the date of commencement.

The Contractor shall diligently prosecute the Work and shall complete all Work so that Contract Completion can occur on or before **Thirty (30) Calendar Days from the date of Notice to Proceed**, unless the Contractor timely requests and the Village grants an extension of time in accordance with the Contract Documents.

It is understood and agreed that all Work shall be completed within the established time for Contract Completion, and that each applicable portion of the Work shall be completed upon the respective milestone completion date(s), unless the Contractor timely requests and the Village grants an extension of time in accordance with the Contract Documents.



SECTION FIVE: LIQUIDATED DAMAGES

Upon failure to have all Work completed within the period of time above specified, or failure to have the applicable portion of the Work completed upon any milestone completion date, the Village shall be entitled to retain or recover from the Contractor, as Liquidated Damages, and not as a penalty, the applicable amount set forth in the **2021 WSDOT Standard Specifications** and the Special Provisions for each and every day or portion of a day thereafter until Contract Completion, unless the Contractor timely requests and the Village grants an extension of time in accordance with the Contract Documents.

The amount of Liquidated Damages is agreed upon by and between the Contractor and the Village because of the impracticality and extreme difficulty of ascertaining the actual amount of damage the Village would sustain.

SECTION SIX: CONTRACT DOCUMENTS

The contract documents includes the following, which are incorporated by reference as if fully set forth herein (not in order of precedence), on which the agreement between the Village and Contractor is based, in accordance with which the work is to be done, are as follows:

This agreement, together with such supplementary agreements and conditions as are attached hereto;

- a. Scope of Work;
- b. Bid Proposal

These contract documents together form the contract for the work herein described. The parties intend that the documents include provisions for all labor, materials, equipment, supplies, and other items necessary for the execution and completion of the work and all terms and conditions of payment. The documents also include all work and procedures not expressly indicated therein which are necessary for the proper execution of the project.

This agreement, including its referenced appendices, represents the entire and complete agreement between the parties and supersedes all prior negotiations, representations, or agreements either written or oral and may be amended or modified only in writing signed by both parties. Nothing whatsoever in this agreement constitutes or shall be construed as a waiver of the Consolidated Borough of Quil Ceda Village or the Tulalip Tribes of Washington's sovereign immunity. This agreement shall not be valid unless each and every signature designated below is affixed.



SECTION SEVEN: AUTHORITY OF QUIL CEDA VILLAGE REPRESENTATIVE(S)

The Village representative designated as the Contract Officer and Construction Director authorized to administer and implement the terms and conditions of this agreement is,

Casey Wren
Quil Ceda Village Project management
8802 27th Ave NE
Tulalip, WA 98271

The Village representative designated as Inspector authorized to inspect Contract performance in detail is **Casey Wren**.

The Village's authorized representatives shall be allowed to observe any work done by the Contractor which is covered by this agreement.

SECTION EIGHT: RESPONSIBILITIES OF CONTRACTOR

Contractor's duties and rights in connection with the project herein are as follows:

- a.** Responsibility for and supervision of work. Contractor represents that he has inspected and is familiar with the work site and the local conditions under which the work is to be performed. Contractor shall be solely responsible for all construction and installation in accordance with the contract, including the techniques, sequences, procedures, and means for coordination of all work. Contractor shall properly supervise and direct the work of the employees and subcontractors, and shall give all attention necessary for such proper direction. Contractor represents that he is bonded in sufficient amount to cover Contractor's liability occasioned by Contractor's performance of this contract.
- b.** Discipline and employment. Contractor shall maintain at all times strict discipline among his workers and agrees not to employ for work on the project any person unfit or without sufficient skill to perform the job for which he was employed.
- c.** Furnishing of labor, materials, etc. Contractor shall provide and pay for all labor, materials and equipment, including but not limited to tools, construction equipment, machinery, utilities including water, transportation, and all other facilities and services necessary for the proper completion of the work on the project in accordance with the contract documents.
- d.** Manufacturer's instructions. Contractor shall comply with manufacturer's installation instructions and recommendations to the extent that those instruction and recommendations are more explicit or stringent than requirements contained within the Contract documents.



e. Payment of taxes, procurement of license and permits. Contractor shall pay any taxes required by law in connection with work on the project and shall secure all licenses and permits necessary for proper completion of the work, paying the fees therefore.

The Tulalip Tribes of Washington is a federally recognized Indian Tribal government with a constitution and bylaws approved by the [United States Secretary of the Interior. See: 65 Federal Register 13298, 13301 \(March 13, 2000\)](#). As a recognized tribal government, the Tulalip Tribes of Washington and all of its governmental agencies, is a tax exempt entity. See: [26 USC §7871](#), and Washington Administrative Code Excise Tax Rule 192 ([WAC 458-20-192](#)). Portions of this project are Tax Exempt from all Sales and/or Use Taxes for all materials and supplies incorporated in construction of the work that become a permanent part of the Project. Upon request a [Tax Exemption form](#) may be obtained from the Tulalip Tribes. [WAC 458-20-192\(5\)\(a\)\(ii\)](#) states that retail sales tax is not imposed if the retail service (e.g. construction services) is performed for the member or tribe in Indian country. In the case of retail service that is performed on and off Indian country, only the portion of the contract that relates to work done in Indian country is excluded from tax. The work done for a tribe or Indian outside of Indian country, for example a road work that extends outside of Indian country, is subject to retail sales tax.

f. Compliance with laws and regulations. Contractor shall comply with all applicable laws and ordinances, and rules, regulations, or orders of all public authorities relating to the performance of the work herein. If any of the contract documents are at variance therewith, he shall notify the Village, through the Construction Director, promptly on discovery of such variance.

g. Responsibility for negligence of employees and subcontractors. Contractor assumes full responsibility for acts, negligence, or omissions of all other persons doing work under a contract with him.

h. Warranty of fitness of equipment and materials. Contractor represents and warrants to the Village that all equipment and materials used in the work and made a part of any structure thereon, or placed permanently in connection therewith, will be new unless otherwise specified in the contract documents, of good quality, free of defects, and in conformity with the contract documents. It is understood between the parties that all equipment and materials that are not so in conformity are defective.

i. Cleaning and protection. Contractor shall during handling and installation clean and protect construction in progress and adjoining materials in place. Contractor shall apply protective covering where required ensuring protection from damage or deterioration.

j. Furnishing of design and engineering plans. Upon request Contractor shall furnish the Village or the Contract Officer and/or Construction Director all design and engineering plans for consideration and approval as to conformance with the specifications of the Contract documents.

k. Clean-up. Contractor agrees to keep the work premises and adjoining way free of waste materials and rubbish caused by his work or that of his subcontractors, and further shall remove all such waste materials and rubbish on termination of the project, together with all his tools, equipment and machinery.



- l.** Indemnity and hold harmless agreement. Contractor agrees to indemnify and hold harmless the Village, its employees, and their agents from and against all claims, damages, losses, and expenses including reasonable attorney fees in case it shall be necessary for the Village to commence or defend any action arising out of or associated in any way with performance of the work herein, which is:
1. For bodily injury, illness or death, property damage including loss of use, or other damage, and
 2. Caused in whole or part by Contractor's negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts Contractor or subcontractor may be liable.
- m.** Contractor shall defend, indemnify and hold harmless the Village, its employees, and their agents against all loss, damage, liability, claims, lawsuits demands, or costs arising in connection with this agreement. Contractor shall reimburse the Village for all costs reasonably incurred to defend the Village against such claims through attorneys of the Village's choice.
- n.** Contractor shall promptly notify the Village, through the Contract Officer and/or Construction Director, of any litigation arising from or affecting its operations under this agreement, including any bankruptcy or insolvency proceedings of Contractor or of its assignees or subcontractors. Contractor shall not assign its rights under this agreement without first obtaining the Village's written approval.
- o.** Payment of royalties and license fees; hold harmless agreements. Contractor agrees to pay all royalties and license fees necessary for the work and to defend all actions and settle all claims for infringement of copyright or patent rights, and to save the Village harmless therefrom.
- p.** The Contractor will be required as part of this contract to provide weekly certified payrolls and be in compliance with the Tribal Employment Rights Office (TERO) requirements. The Contractor shall be required to schedule a meeting with TERO prior to the start of work on this project and provide a signed approved copy of their Compliance Plan to the Contract Officer and/or Construction Director.
- q.** Archaeological and Historical Objects. Archaeological or historical objects, which may be encountered by the Contractor, shall not be further disturbed. The Contractor shall immediately notify the Contract Officer and/or Construction Director of any such finds. The Contract Officer and/or Construction Director will contact the Tribal Natural Resource and Cultural Resource Department who will determine the nature of the object(s). The Contractor may be required to stop work in the vicinity of the discovery until such determination is made. If the Tribal representative determines that the object(s) are to be surveyed, the Tribal representative may require the Contractor to stop work in the vicinity of the discovery until the survey is accomplished.
- r.** Excess material. All excess material shall become the property of the Village.
- s.** The Contractor shall, whether or not federal or state funds are involved, without additional expense to the Village, comply with all applicable laws and obtain all required licenses and permits necessary to execute the provisions of this agreement. Contractor shall file all required returns and notices.



t. When working within the exterior boundaries of the Tulalip Indian Reservation, Contractor shall comply with all Tribal laws. Before commencing work, Contractor shall obtain all required Tribal licenses and permits. Contractor shall indemnify and hold the Village, its employees, and their agents harmless from any and all costs, liabilities, or obligations by reason of the failure of Contractor or his or her employees, agents, subcontractors or assigns to comply with any applicable law.

u. Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, national origin, or handicap, with regard to employment “upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay, or other forms of compensation and selection for training. Notwithstanding the foregoing, Contractor shall provide preference in employment and subcontracting in accordance with The Tulalip Code, Chapter 9.05 – TERO Code as it now exists or may be hereafter amended.

SECTION NINE: TIME OF ESSENCE – EXTENSION OF TIME

All times stated herein or in the contract documents are of the essence hereof. Contract Times may be extended by a change order from the Village, through the Contract Officer and/or Construction Director, for such reasonable time as the Village may determine when in their opinion Contractor is delayed in work progress by changes ordered, labor disputes, fire, prolonged transportation delays, injuries, or other causes beyond Contractor’s control or which justify delay. Contractor shall be entitled to an equitable adjustment in the Contract Time for changes made in the time of performance directly attributable to the Force Majeure Event, as defined below, provided it makes a notice of claim in accordance with this Section. However, Contractor shall not be entitled to any adjustment in the Contract Price resulting from a Force Majeure Event.

As used herein, a “Force Majeure Event” is an event, circumstance or condition that was unforeseeable and beyond the control of either party or their respective contractors, subcontractors, or suppliers at any tier below them. Force Majeure Events include but are not limited to:

- (i) Acts of God or public enemy;
- (ii) Acts or omissions of any government entity;
- (iii) Fire or other casualty for which Contractor or its subcontractors at any tier were not responsible;
- (iv) Quarantine or epidemic;
- (v) Strike or defensive lockout; and
- (vi) Unusually Severe Weather Conditions which could not have been reasonably anticipated.

"Unusually Severe Weather Condition" as used in this Section means weather that is more severe than the adverse weather anticipated for the project site during any given season. Unusually Severe Weather Condition as used in the prior sentence means the atmospheric conditions at the definite time and place, as measured by the National Climatic Data Center station closest to the project site, that are unfavorable to construction activities. Unusually Severe Weather Conditions must actually cause a delay to the completion of the Work and the critical path. The delay must be beyond the control and without the fault or negligence of the Contractor. For any Claims related to an Unusually Severe Weather Condition, the Contractor must comply with and make a notice of claim in accordance with this Section.



Any request by the Contractor for an extension of time shall be made in writing to the Village, through the Contract Officer and/or Construction Director, no more than ten (10) days after the initial occurrence of any condition which, in the Contractor's opinion, entitles the Contractor to an extension of time. Failure to timely provide such notice to the Village shall constitute a waiver by the Contractor of any claim for extension, damages or mitigation of Liquidated Damages, to the fullest extent permitted by law.

SECTION TEN: CORRECTING NON-CONFORMING WORK

If a portion of the work is covered contrary to the Contract Officer and/or Construction Director request or to requirements specifically expressed in the Contract documents, it must, if requested in writing by the Contract Officer and/or Construction Director, be uncovered for the Contract Officer and/or Construction Director's and or Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

If a portion of the Work has been covered which the Contract Officer and/or Construction Director has not specifically requested to examine prior to its being covered, the Contract Officer and/or Construction Director may request to see such work and it shall be uncovered by the Contractor. If it is determined that such work has been performed in accordance with the Contract documents all costs incurred by Contractor to uncover and replace the work shall, by appropriate change order, be reimbursed by the Village. If such work is found not to be in accordance with the Contract documents, any and all required corrections shall be assigned to the Contractor unless the condition was caused by the Village or a separate contractor in which event the Village shall be responsible for payment of such costs.

When it appears to any authorized representative of the Village or Contractor during the course of construction that any work does not conform to the provisions of the contract documents, Contractor shall make necessary corrections so that such work will so conform, and in addition Contractor will correct any defects caused by him or by a subcontractor, appearing within one year from the date of issuance of a certificate of Contract completion by the Village, or within such longer period as may be prescribed by law or as may be provided for by applicable special guarantees in the contract documents.

SECTION ELEVEN: CHANGES IN THE WORK

The Village reserves the right to order changes in the work in the nature of additions, deletions or modifications, without invalidating the Contract, and agrees to make corresponding adjustments in the Contract Price and time for completion, if justified. Any such changes will be authorized by a written change order signed by an authorized representative of the Village. The change order will include conforming changes in the Contract and completion time. Work shall be changed, and Contract Price and completion time shall be modified only as out in the written change order. Any adjustment in the Contract Price resulting in a deductive credit or a charge to the Village shall be determined by the mutual agreement of the parties to the Contract.



SECTION TWELVE: TERMINATION

The Village may terminate this agreement on ten (10) days written notice and in such case Contractor shall only be entitled to payment for work performed prior to receipt of said notice. Additionally, the Village may immediately suspend operations under this agreement by written notice of any breach. Suspension shall continue until the Village's authorized representative certifies in writing that the breach is remedied. If Contractor is still in breach after seven (7) days from the notice of suspension, the Village may, without further notice, terminate all rights of Contractor under this agreement.

Any failure by the Village to suspend or terminate this agreement in case of breach shall not waive Contractor's duty to perform strictly in accordance with this agreement. Failure by Contractor to perform on its part any duty, term or condition herein shall constitute a breach.

Any notice sent under this Section may either be sent by personally giving a copy thereof to Contractor or its agents, employer or contractors or mailing a copy to the address set forth herein.

SECTION THIRTEEN: DISPUTES

Tulalip Tribes' Limited Waiver of Sovereign Immunity; Consent to Jurisdiction. By signing this contract, The Tulalip Tribes neither waives, limits, nor modifies its sovereign immunity from any lawsuit, except as expressly provided in this Section Thirteen. The Tulalip Tribes hereby expressly and irrevocably waives its sovereign immunity (and any defense based thereon) for Claims arising out of or related to this contract, but only pursuant to subsections (b), (c), (d), (e) and (f) below, and to that extent, irrevocably consents to and submits itself to the jurisdiction of the tribal court of The Tulalip Tribes ("Tribal Court") for the purposes of resolving a Claim, confirming an award or collecting sums due and owing pursuant to an otherwise enforcing any award or judgment. This limited waiver and consent are expressly limited to the following limitations and qualifications:

- a.** If the parties do not resolve any dispute through direct negotiation, either party shall submit the matter to mediation with a professional mediation service mutually agreed upon by the parties, as a condition precedent to resolution in Tribal Court. Persons with authority to resolve the dispute shall be present at the mediation. If the parties do not otherwise agree on a mediation service to conduct the mediation, the mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. The parties shall share the mediator's fee, filing fees and associated costs equally.
- b.** If, within 30 days of any such submission by either party, the mediation has not resulted in a resolution of the dispute, either party may file to resolve the dispute in Tribal Court.



- c. In the event mediation to resolve a dispute is necessary, the party seeking mediation shall send a written notice that shall contain a detailed written statement of the claim and the parties shall meet as soon as practicable but not less than thirty (30) days after receipt of the written notice and attempt to agree on a mediator to decide the matter at issue.
- d. Following the initiation of mediation, the parties shall cooperate in the exchange of information relating to the Claim, being guided by the scope of the applicable rules of discovery under the [Federal Rules of Civil Procedure for the Federal District Courts](#) including the local rules adopted by the [Western District of Washington. Discovery](#) shall not include interrogatories or requests for admission. The parties shall freely exchange documents relevant to the Claim and depositions shall be limited to those reasonably necessary for each party to prepare for or defend against the Claim. Disputes regarding discovery shall be resolved by the mediator.
- e. Mediation may include by consolidation, joinder or in any other matter, an additional person or entity who is, or may be involved in, the Claim, including but not limited to the Designer of Record, lower-tiered contractors and/or suppliers, and consultants retained by the Designer of Record or Contractor. In order to effectuate the purposes of this Section, the Contractor shall incorporate by reference the provisions of this Section in each lower-tiered contract.



- f.** In the event of mediation between the parties hereto, declaratory or otherwise relating to the Contract Documents, and notwithstanding any other provisions therein, each party shall bear its own costs and attorneys' fees if the aggregate value of the Claim and any counterclaim is less than \$200,000.
- g.** A demand for mediation shall be made within the time limits specified in this Section Thirteen as applicable, and in other cases within a reasonable time after the Claim has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations as determined pursuant to subsections (h.1), (h.2) and (h.3) below:

 - 1.** Before Substantial Completion. As to acts or failures to act occurring prior to the relevant date of Substantial Completion, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than such date of Substantial Completion;
 - 2.** Between Substantial Completion and Final Certificate for Payment. As to acts or failures to act occurring subsequent to the relevant date of Substantial Completion and prior to issuance of the final Certificate for Payment, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the date of issuance of the final Certificate for Payment; and
 - 3.** After Final Certificate for Payment. As to acts or failures to act occurring after the relevant date of issuance of the final Certificate for Payment, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the date of any act or failure to act by the Contractor pursuant to any Contract Warranty provisions, the date of any correction of the Work or failure to correct the Work by the Contractor under the Contract Corrections of the Work provisions, or the date of actual commission of any other act or failure to perform any duty or obligation by the Contractor or Tulalip Tribes, whichever occurs last.
- h.** Claims and Timely Assertion of Claims. The party filing a notice of demand for mediation must assert in the demand all Claims then known to that party on which mediation is permitted to be demanded.
- i.** Judgment on Final Award. The award rendered by the Tribal Court shall be final, and judgment may be entered upon it in accordance with applicable law in the Tribal Court.



SECTION FOURTEEN: EMPLOYMENT PREFERENCE

Contractor recognizes and agrees that Contractor and Contractor's subcontractors are bound by The Tulalip Code, Chapter 9.05 – TERO Code.

SECTION FIFTEEN: CONTRACTING PREFERENCE

Contractor recognizes and agrees that Contractor and Contractor's subcontractors are bound by The Tulalip Code, Chapter 9.05 – TERO Code.

SECTION SIXTEEN: CONTRACT INSURANCE

CONTRACTOR'S LIABILITY INSURANCE

Contractor shall purchase and maintain such liability and other insurance as will protect the Tulalip Tribes, WSDOT, and the Contractor from claims or losses which may arise out of or result from the Contractor's performance or obligations under the contract documents, whether due to action or inaction by the Contractor or any person for whom the Contractor is responsible. Contractor shall provide insurance coverage and limits as indicated in the [Special Provisions, Section 1-07.18 Public Liability and Property Damage Insurance](#)

CONTRACTOR'S WORKER'S COMPENSATION

All employees of Contractor and subcontractor(s) are to be insured, including qualified self-insured plans, under Washington State Industrial Insurance as well as in compliance with any Federal workers compensation regulations including USL&H and Jones Act Coverages. Employees not subject to the State Act are to be insured under Employer's Contingent Liability (Stop Gap) \$1,000,000 on accident and aggregate.

Such evidence of insurance shall be in the form of an Insurance Certificate issued by the State of Washington Department of Labor and Industries or an insurer satisfactory to the Tulalip Tribes and shall provide for not less than thirty (30) days prior written notice to the Contracting Agency of cancellation or reduction in coverage.



BUILDER'S RISK

The Tulalip Tribes shall provide and maintain, during the progress of the work and until the execution of the certificate of Contract Completion, a Builder's Risk Insurance policy to cover all on-site work in the course of construction including false work, temporary buildings and structures and materials used in the construction process. The amount of coverage is based upon the total completed value of the project (including the value of permanent fixtures and decorations.) Such insurance shall be on a special cause of loss form and may include such other coverage extension as the Tulalip Tribes deem appropriate. Unless otherwise provided for through agreement, the contractor experiencing any loss claimed under the Builder's Risk policy shall be responsible for up to \$10,000 of that loss. Contractor may provide its own builder's risk or installation insurance coverage for amounts up to the \$10,000 deductible. Contractor is responsible for insuring their property in transit, in temporary storage away from the site as well as their own tools, equipment and any employee tools.

Incidents related to pollution and contamination are specifically excluded from the Builders Risk Insurance policy.

To be eligible to make a claim under the Tulalip Tribes' Builders Risk Insurance policy, Contractor shall be responsible to secure all materials and or equipment stored on the project site in a secured fenced area.

SECTION SEVENTEEN: OTHER PROVISIONS

Any and all reports, data, findings or other materials or deliverables under this agreement shall become the property of and remain under the sole proprietorship of the Village. Contractor will keep all information learned under this agreement confidential and will not release any such information, either orally or in writing, to parties other than the Village, its agents, contractors or employees without the express written permission of the Village.

The Village and Contractor each binds themselves and their partners, agents, assigns, successors and legal representatives of such other party to this agreement and to the partners, successors and legal representatives of such other party with respect to all terms and conditions of this agreement.

Neither the Village nor Contractor shall delegate, assign, sublet or transfer their duties or interest in this agreement without the written consent of the other party. Any such assignment, sublet, delegation or transfer shall be subject to the same terms and conditions as this agreement.

The negotiation and execution of this agreement shall be deemed by the parties to have occurred within the exterior boundaries of the Tulalip Indian Reservation and any interpretation thereof shall be in accordance with the laws of the Tulalip Tribes of Washington.

The failure of the Tulalip Tribes to assert any claim or right at any time under this agreement shall not waive its right to assert any claim or right at a later time.



IN WITNESS WHEREOF, the parties have executed this agreement at the Tulalip Indian Reservation, Washington, on the date first above written.

APPROVED BY CONTRACTOR:

(Company Name)

(Print Name & Title)

By: _____
(Authorized Signature)

APPROVED BY THE CONSOLIDATED BOROUGH OF QUIL CEDA VILLAGE:

Quil Ceda Village General Manager:

(Print Name & Title)

By: _____
(Authorized Signature)

Contract Officer:

(Print Name & Title)

By: _____
(Authorized Signature)

CONFIDENTIALITY AGREEMENT

Upon award of a Contract the successful Bidder shall provide the Consolidated Borough of Quil Ceda Village with a completed and signed Confidentiality Agreement as set forth herein. Successful Bidder shall also provide the Consolidated Borough of Quil Ceda Village with a Confidentiality Agreement completed and signed by all lower tier contractors and or suppliers whom may perform Work on the Project.

I / we, the undersigned, have been provided certain confidential and proprietary information (“*Confidential Information*”) regarding the Consolidated Borough of Quil Ceda Village for the Project identified as **QCV Retail Center Suite N, QCV-CPT-024-002** “*Confidential Information*” shall include, without limitation, all financial information, data, materials, products, manuals, business plans, marketing plans, Project design documents, or other information disclosed or submitted orally, in writing, or by any other media.

The undersigned acknowledges that this Confidential Information is sensitive and confidential in nature, and that the disclosure of this information to anyone not part of this agreement would be damaging to the Consolidated Borough of Quil Ceda Village.

In consideration of the premises herein contained, I / we understand and agree that I / we will not disclose any “*Confidential Information*” regarding this “*Project*” to any person(s) not privy to this agreement. Furthermore, I / we will not disclose any of this information directly or indirectly to any competitor of the Consolidated Borough of Quil Ceda Village.

Agreed to and accepted:

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

SCOPE OF WORK

PART 1: GENERAL CONDITIONS

1.1. GENERAL NOTE

- 1.1.1. Where a specific item of Work is not defined, but is normally inherent to a trade it shall be the responsibility of the Prime Contractor to include the Work in its Bid Proposal.

1.2. CONTRACTOR USE OF SITE

- 1.2.1. Perform Work at site in areas permitted by law, permits, and Contract Documents.
- 1.2.2. Do not unreasonably encumber site with materials or equipment, and do not load structure with weight that will endanger structure. Storage of any materials or equipment shall be coordinated with the Project Manager prior to delivery on-site. Materials shall be delivered to site on an as needed basis.
- 1.2.3. Site access: Access to the site for deliveries and operations shall be coordinated with the Project Manager and shall be performed in accordance with all local, city, county, and/or Village requirements.
- 1.2.4. Contractor's normal working hours shall be 7:30 AM to 4:00 PM, Monday through Friday. Work performed outside these hours shall be subject to approval of the Project Manager.
 - 1.2.4.1 All requests for work outside normal working hours shall be submitted in Writing to the Project Manager a minimum of 72 hours prior to the requested period.
 - 1.2.4.2 If performance of Contractor's work results in the production of excessive fumes, the Project Manager may require said work to be performed after normal business hours.
- 1.2.5 Contractor shall provide and maintain an appropriate number of 20# ABC fire Extinguishers to be used for general use throughout the duration of the Project.

PART 2: BID PACKAGE DESCRIPTION

2.1. SUMMARY

- 2.1.1. Each Contractor shall supervise his Work, using his best skills and attention. Contractor shall be solely responsible for construction means, methods, techniques, sequences, dimensions and procedures and or coordinating all portions of their Work
- 2.1.2. The Tulalip Tribes of Washington is a federally recognized Indian Tribal government with a constitution and bylaws approved by the [United States Secretary of the Interior. See: 65 Federal Register 13298, 13301 \(March 13, 2000\)](#). As a recognized tribal government, the Tulalip Tribes of Washington and all of its governmental agencies, is a tax exempt entity. See: [26 USC §7871](#), and Washington Administrative Code Excise Tax Rule 192 ([WAC 458-20-192](#)). A citation of this code can be viewed at the Washington State Department of Revenue’s [“Doing business in Indian Country.”](#) This project is Tax Exempt from all Sales and/or Use Taxes for all materials and supplies incorporated in construction of the Work that become a permanent part of the Project. Upon request a [Tax Exemption form](#) may be obtained from the Construction Manager.
- 2.1.3. All parties agree that they are responsible for compliance with all tribal, local, and federal laws, regulations, and standards that pertain to safety, as those laws, regulations, and standards apply to their employees. All parties recognize that the responsibility for employee safety rests with each employer respectively. Each contractor (prime or sub) shall be responsible for the safety of its own employees. The Construction Manager accepts no responsibility for, nor will it provide any safety consultation, monitoring, or enforcement to any contractor on the site concerning the safety of contractor’s employees. Any safety equipment needed on the job, including but not limited to PPE, shall be furnished by each contractor for its employees.
- 2.1.4. Each contractor, AS A MINIMUM, shall follow all tribal, local, and federal laws regarding worker safety. This shall include all requirements of OSHA and referenced standards therein included.
- 2.1.5. All contractors shall follow OSHA requirements AS A MINIMUM, including but not limited to while on the Project site. As a minimum, all personnel shall wear a sleeved shirt, long pants, work boots, and a hardhat at all times inside the construction limits. This specifically includes delivery drivers and supplier unloading personnel.
 - 2.1.5.1. Horseplay and other unsafe conduct is strictly prohibited.
 - 2.1.5.2. Alcoholic beverages, non-prescription (illegal) drugs, firearms, fireworks, explosives, or weapons are not allowed on Project property.

- 2.1.5.3. No workers are to smoke in the building or within the confines of the site during any phase of construction. This policy also applies to all smokeless tobacco products.
- 2.1.5.4. Theft, abuse, or destruction of property, tools, equipment or materials will not be tolerated.
- 2.1.5.5. Contractors and all of their employees, including those of subcontractors and suppliers, shall abide by any and all rules the Project Manager or the Owner may have in effect or hereinafter put into effect at the site of the Work including those pertaining to worker and Owner personnel safety, use of cameras, and security procedures or requirements. Contractor shall remove from the Project site any employee violating these rules at the request of the Owner or Project Manager.
- 2.1.5.6. All Contractors shall distribute a copy of work rules and shall periodically review with tradesmen in weekly Safety meetings. All Contractors shall daily monitor the project to assure that all rules are complied with.
- 2.1.6. Indiscriminate accumulations of debris, waste, or scrap in work areas will not be permitted. (Areas must be designated for storage or disposal.) All materials, tools, and equipment must be stored in an orderly manner in designated areas.
- 2.1.7. Each Contractor shall be responsible for the protection and security of their equipment, tools, materials, and finished work until Contract Completion is achieved. Damage to or theft of any tools, equipment, or materials, whether incorporated into the work or not, prior to Contract Completion, shall be repaired and or replaced at Contractor's expense. Contractors shall provide protection and security of all Work at all times. Notify Project Manager immediately of any damage or theft incidents.
- 2.1.8. DAILY CLEANUP of each Contractor's trash & debris is mandatory for this Project and is included in the Contract. Contractor shall remove all debris created by the performance of their Work from the Project site.

PART 3: SPECIAL CONDITIONS - SPECIFICATIONS

3.1. DEMOLITION:

- 3.1.1. Contractor shall demo and remove existing interior 8' x 8' office walls and doors.
- 3.1.2. Contractor shall demo and remove existing lobby partition wall and pass through window trim moulding.
- 3.1.3. Contractor shall demo and remove top wall cabinets from sink area, taking care not to damage, alter, or remove existing on-demand water heater contained within.
- 3.1.4. Contractor shall demo and remove existing epoxy baseboard material from restroom.
- 3.1.5. Contractor shall remove and dispose of existing vinyl base throughout Suite N

3.2 CARPENTRY:

- 3.2.1. Contractor shall design, frame, and build a dedicated conference room measuring at least eleven (11) feet wide at the interior walls. Length TBD by field measurements.
- 3.2.2. Contractor shall design, frame, and build two (2) dedicated office spaces measuring at least eleven (11) feet square each at the interior walls.
- 3.2.3. Contractor shall furnish and install ½" drywall to new conference room and office framework and use screws, joint tape, and joint compound to achieve a finished surface ready to paint.
- 3.2.4. Contractor shall patch any damaged areas of existing drywall and achieve a finished surface ready to paint.
- 3.2.5. Contractor shall replace top cabinets in sink area with shaker-style cabinets to match existing lower cabinets. New cabinets shall be installed to contain the existing on-demand hot water heater mounted to the wall.
- 3.2.6. Contractor shall install new solid wood 2-panel arch interior doors in conference room and offices. The doors should be prefinished clear coated knotty pine or alder wood and measure 36" w by 80" h (3/0 x 6/8). The door frames and trim should be of a similar material and finish. Door hinges and hardware TBD by Owner. If prefinished and/or prehung doors are not available, the doors, frames, and trim shall be either stained or clear-coated, color TBD by Owner.
- 3.2.7. Contractor shall replace any damaged or discolored drop-ceiling tiles and/or framework.

3.3 ELECTRICAL:

- 3.3.1. Contractor and its subcontractors shall be responsible for providing all permits and arranging for any necessary inspections for any and all electrical work for the Project.
- 3.3.2. Contractor shall furnish and install new 110v electrical outlets with matching cover plates on each wall in new conference room and offices.

- 3.3.3 Contractors shall furnish and install new light switches with matching cover plates in conference room and offices, capable of turning on overhead lighting.
- 3.3.4 Contractor shall repair or replace any broken, damaged, or malfunctioning existing light switches or electrical outlets throughout the Suite.
- 3.3.5 Contractor will furnish and install a separate switch to operate the restroom fan, to replace or bypass the current switch that operates solely from the panel box.
- 3.3.6 Contractor shall ensure that all existing lighting fixtures are brought to good working Condition throughout the Suite.
- 3.3.7 Contractor shall NOT COVER any wood framed walls with drywall until the all the electrical work contained within has been inspected.

3.4 FLOORING:

- 3.4.1 Contractor will furnish and install new waterproof Luxury Vinyl Plank (LVP) flooring over existing VCT flooring throughout the Suite, and over the existing epoxy flooring in the restroom.
- 3.4.2 The flooring shall be a click-and-lock floating system, with a plank width of 6” minimum. A 6 Mil plastic vapor barrier, and foam or cork underlayment should be installed to specs provided by the manufacturer. The flooring should be Bedford Oak or similar in color, and have a minimum thickness of 5mm. Contractor shall submit a technical data sheet and a material sample to Project Manager for approval prior to installation.

3.5 PLUMBING:

- 3.5.1 All existing plumbing fixtures are to remain in place to include sinks, water heater, toilet, and sprinkler heads/ fire suppression system.
- 3.5.2 In the event that Contractor finds that any part of the existing plumbing system to be deficient, or not in compliance with current codes, Contractor will immediately notify the Project Manager.
- 3.5.3 Contractor will be responsible for providing all necessary permits and inspections for any necessary repairs or alterations to the existing plumbing, and no Work shall be authorized without a written change order submitted to the Project Manager.

3.6 PAINT:

- 3.6.1 Contractor shall furnish all labor and materials to prep, prime, and paint interior walls. Paint shall be Sherwin Williams ProMar 200, or approved equal in Eggshell sheen. Material Data Safety Sheet to be provided for suggested substitutions, which shall be approved at the discretion of the Project Manager. Colors TBD by Owner. All painting shall have full coverage with a minimum of two (2) topcoats.

3.7 TRIMWORK:

- 3.7.1 All trimwork including base moulding, door frames, casings, etc. shall be solid or finger Jointed, stain-grade wood and should match new doors in color and finish. Base moulding is to be a 1” x 4” solid stain grade wood. Base should be fastened with finish nails and all inside and outside corners should be mitred for a tight fit throughout. Any gaps should be finished and sealed with appropriate caulking.

(End Of Scope of Work)

EXHIBIT “A”

SCOPE OF WORK SUPPLEMENT



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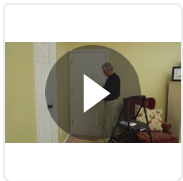
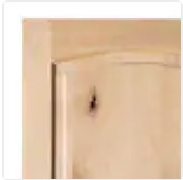
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| <ul style="list-style-type: none"> • Exceptional durability, easy application and excellent hide. | <ul style="list-style-type: none"> • Outstanding touchup reduces repaint costs. |
| <ul style="list-style-type: none"> • Anti-microbial agents inhibit the growth of mold and mildew on the paint surface. | <ul style="list-style-type: none"> • Zero VOCs meets the most stringent VOC requirements. Complies with LEED v4, GREENGUARD Environmental Institute (GEI) and other green guidelines and regulations. ProMar 200 Zero VOC Flat meets MPI 53 and 143. |
| <ul style="list-style-type: none"> • Available in flat, low sheen eg-shel, low gloss eg-shel, eg-shel, semi-gloss and gloss. | <ul style="list-style-type: none"> • Available in all colors — including deep, vivid accents. |

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Feedback

