

SECTION 01100 – SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 0 and Division 1 Specification Sections, apply to the Work of this Section.

1.2 SUMMARY

- A. This Section includes the following:
  - 1. Project Information
  - 2. Schedule
  - 3. Minority Business Enterprise
  - 4. Contractor Responsibilities
  - 5. State Sign
  - 6. General Installation Provisions
  - 7. Cleaning and Protecting
  - 8. Use of Premises and Temporary Facilities
  - 9. Owner's Occupancy Requirements
  - 10. Work Restrictions
  - 11. Specification Formats and Conventions
  - 12. Work Scope

1.3 PROJECT INFORMATION

- A. Exterior Door & Window Replacement at Boonsboro Middle School
- B. Location: Boonsboro Middle School  
1 J-H Wade Drive  
Boonsboro, Maryland 21713
- C. Owner: Washington County Board of Education  
820 Commonwealth Avenue  
Hagerstown, Maryland 21740
- D. Architect: King, Asbury & Associates, pc  
6 North East Street, Suite 300  
Frederick, Maryland 21701
- E. Bid No. 2014-54
- F. PSC No. 21.010.14 SR
- G. The work consists of the demolition of existing exterior doors and windows and their replacement in the same locations with new materials. Work shall include the installation of electrified door hardware and the reinstallation of existing card readers.

1.4 SCHEDULE

- A. The Contract Award is anticipated to occur on **March 4, 2014** and the “Notice of Award” letter will be issued immediately.
- B. **The Total Project Substantial Completion Date is August 15, 2014.**
- C. The field work is to occur when school is not in session during Summer 2014. The tentative last day of school is **June 12, 2014** (pending weather days).
- D. The Contractor shall provide all required submittals to the Owner and Architect within thirty (30) days after the “Notice of Award” is issued, or sooner if necessary to avoid delay of work.
- E. The Contractor shall order materials as soon as submittals are approved by the Architect so that the materials are in possession upon commencement of field work. If any materials can be delivered prior to the last day of school, the Contractor is responsible for proper offsite storage.
- F. The Contractor shall make every endeavor to install new materials as existing materials are removed each work day. All exterior openings are to be securely covered at the end of each work day. If new installations do not securely cover exterior openings at the end of each work day, the Contractor shall provide temporary exterior enclosures as work progresses. Contractor shall provide temporary insulated weather tight closures of exterior openings to accommodate acceptable working conditions, protection of new products, protection of the interior building from environmental exposure, and to prevent entry of unauthorized persons. Installation of temporary enclosures shall not damage materials that are existing to remain; Contractor is responsible for repairing/replacing material if damage occurs. Temporary enclosure of any single exterior opening shall not exceed five (5) days.
- G. The Contractor shall prepare and submit for the Owner’s and Architect’s approval a Construction Schedule for the Work within ten (10) days after the “Notice of Award” is issued.
- H. Contractor shall maintain at all times sufficient manpower levels to meet scheduling requirements and avoid delay to completion of work.
- I. Liquidated Damages:
  - 1. Total Project: Should the Work not be performed on or before the times stated, there will be deducted from the Contract Balance the sum of one thousand dollars (\$1,000.00) per consecutive calendar days, as Liquidated Damages, but not as a penalty, for each day's delay after expiration of such period, and until final completion of the Work and its acceptance by the Owner. Plus the contractor will be held responsible for additional extended general conditions, consumables, and direct labor costs to the Third Party Inspectors and the Architect for work and re-inspections required until the “Contract Work” is determined to be acceptable by the Owner.
  - 2. Completion of Punchlist Items: Should the Contractor fail to correct punchlist items within the 15 day period (beginning the date of the receipt of the list) there will be deducted from the Contract Balance the sum of fifty dollars (\$50.00) per item per consecutive calendar days, as Liquidated Damages, but not as a penalty, for each day's delay after expiration of such period, and until final completion of the Work and its acceptance by the Owner.

1.5 MINORITY BUSINESS ENTERPRISE

- A. This bid /project is subject to Minority Business Enterprise Procedures for State Funded Public School Construction Projects. Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.
- B. The contractor or supplier who provides materials, supplies, equipment and/or services for this construction project shall achieve the specific **overall MBE goal of fourteen percent (14%) and there are no sub-goals** established for this project. All prime contractors, including certified MBE firms, when submitting bids as general or prime contractors, are required to attempt to achieve this goal from certified MBE firms.
- C. The bidder is required to submit with its bid a completed Attachment A – Certified MBE Utilization and Fair Solicitation Affidavit and Attachment B – MBE Participation Schedule, as described in the bid solicitation documents.
- D. Refer to Specification Section “00 43 39 – MBE Procedures” for further details.
- E. Notice to Bidders: In accordance with COMAR, a new MBE liquidated damages provision has been added to the AIA Document A101 – 2007 Standard Form of Agreement Between Owner and Contractor, as amended by Washington County Board of Education (Article 8.7 in Specification Section 00 52 13).

1.6 CONTRACTOR RESPONSIBILITIES includes but is not limited to the following:

- A. Shop Drawings, Product Data, and Samples.
- B. Receive and unload products at site. Inspect for completeness and damage. Repair or replace items damaged after receipt.
- C. Handle, store, install and finish products.
- D. Pay legally required sales, consumer and use taxes.
- E. When it is necessary to modify or interrupt existing utility service, the Contractor shall notify the Owner a minimum of 14 days prior to the planned work. Obtain the Owner’s written approval.
- F. All Labor, Materials, Equipment, and Other facilities and services necessary for proper execution and completion of work. This includes but is not limited to multiple mobilizations and any escalation in material and fuel costs throughout the duration of the project.
- G. Perform all work to comply with the rules and the regulations of the governing bodies and state and local laws.
- H. The Owner shall obtain and pay for the Building Permit. The Contractor shall obtain and pay for all other permits and inspections required by law for the execution of this Work. The Contractor is responsible for coordinating scheduling all inspections with the Washington County Permits and Inspections Department and Fire Marshal as necessary. Provide all permits and inspection certificates to the Owner for their records.
- J. All utility usage charges for permanent services during construction shall be by the Owner. All temporary services and usage charges required by the Contractor to perform their Work shall be arranged for and paid for by the Contractor.

K. Field Engineering:

1. Contractor shall be solely responsible for properly laying out the work and for all lines and measurements for all of the work executed under the Contract Documents.
2. All dimensions and grades shown on Drawings are believed to be correct, but the Contractor shall verify them at the site and notify the Owner and Architect in writing of any discrepancies found before proceeding with the work. In the absence of such notifications, extra work caused by discrepancies shall not entitle Contractor's to additional compensation.
3. Working from lines and levels established by property survey, and as shown in relation to the work. Calculate and measure required dimensions as shown (within recognized tolerances if not otherwise indicated); do not scale drawings to determine dimensions. Contractor shall be solely responsible for the proper location and level of all the work and for the maintenance of the reference lines and bench marks.

L. Work by Others:

1. The Owner will maintain use of its school building located on the premises.
2. The Owner will maintain the right to have additional trade contractors (at its discretion) working on site during the course of the project.

1.7 STATE SIGN

- A. The Contractor shall provide one sign of construction, design, and content shown on the drawing included at the end of this section as EXHIBIT A. Background color shall be white, text shall be black, accent bands shall be yellow, and flag shall be red, yellow and black with white background. The lettering shall be Series C of Standard Alphabet for Highway Signs, Public Roads Administration, Federal Works Agency.
- C. To obtain this construction sign that is compliant with the State of Maryland *IAC Administrative Procedures Guide* standard requirements, contact:  
Sign Shop  
Maryland Correctional Enterprises (MCE)  
Email: [cwbehnke@dpscs.state.md.us](mailto:cwbehnke@dpscs.state.md.us)  
Phone: 410-799-5102  
Fax: 410-799-7911
- D. Sign location shall be approved by the Owner and Architect.
- E. No other signs are allowed without Owner permission except those required by law.
- F. Submit shop drawing indicating content, layout, lettering, color, foundation, structure, sizes, and grades of members.
- G. Sign Materials:
  1. Structure and Framing: New, wood, structurally adequate.
  2. Sign Surfaces: Exterior grade plywood with medium density overlay, minimum 3/4 inches thick, standard large sizes to minimize joints.
  3. Rough Hardware: Galvanized or brass.
  4. Paint and Primers: Exterior quality, two coats; sign background of color as selected. Adequate to withstand weathering, fading, and chipping for duration of construction
  5. Contractor shall design sign and structure to withstand 60 miles/hr wind velocity.

- H. Installation:
  - 1. Install project identification sign within 14 days after receipt of Notice to Proceed.
  - 2. Erect at designated location with high public visibility adjacent to main entrance to site.
  - 3. Erect supports and framing on secure foundation, rigidly braced and framed to resist wind loadings.
  - 4. Install sign surface plumb and level, with butt joints. Anchor securely.
  - 5. Paint exposed surfaces of sign, supports, and framing.
- I. Maintenance: Maintain signs and supports clean, repair deterioration and damage.
- J. Removal: When directed, remove signs, framing, supports, and foundations at completion of project and restore area.

#### 1.8 GENERAL INSTALLATION PROVISIONS

- A. Installer's Inspection of Conditions: Each Installer is required to inspect substrate to receive work, and conditions under which work will be performed, and to report, in writing to the Owner and the Architect, unsatisfactory conditions.
- B. Manufacturer's Instructions: Where installations include manufactured products, comply with manufacturer's applicable instructions and recommendations for installation when they are more explicit or more stringent than the requirements indicated in Contract Documents.
- C. Inspect each item of material or equipment immediately prior to installation, and reject damaged and defective items.
- D. Provide attachment and connection devices and methods for securing work properly as it is installed; true to line and level, and within recognized industry tolerances if not otherwise indicated. Allow for expansions and movements. Provide uniform joint widths in exposed work, organized for best possible visual effect. Refer questionable visual-effect choices to the Architect for final decision.
- E. Recheck measurements and dimensions of the work, as an integral step of starting each installation.
- F. Install work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion which will ensure best possible results for each unit of work, in coordination with entire work.
- G. Concealed Work: Coordinate enclosure of work, with the Owner and the Architect and with required inspections and tests, so as to minimize necessity of uncovering work for that purpose. Record exact locations of utility work on Record Drawings.
- H. Mounting Heights: Where mounting heights are not indicated, mount individual units of work at industry-recognized standard mounting heights, or at heights specified by applicable codes, for applications indicated. Refer questionable mounting height choices to the Owner and Architect for final decision.
- I. Enclose and conceal from view wiring, conduit, ducts, heat piping, sprinkler piping, water piping and other utility lines in habitable rooms and spaces, unless otherwise shown or specified.
- J. Where not otherwise shown, match adjacent masonry, gypsum board or other finish construction to form the enclosing chase or furring.

- K. Locate sprinkler heads, ceiling diffusers, lighting fixtures, grilles, speakers and other similar items in ceiling lay-in panels centered in both directions or to fill a full ceiling grid module.
- L. Coordination: Do not fabricate or install ductwork, electric conduit, pull boxes, piping and other mechanical items above suspended ceilings until the coordination process has verified that there will be no interference and that the space for construction materials, equipment, fixtures and finishes specified by the design requirements can be maintained. Prior to fabrication and installation, promptly report to the Owner and Architect apparent interference or difficulties anticipated.

#### 1.9 CLEANING AND PROTECTION:

- A. During handling and installation of work at project site, clean and protect work in progress and adjoining work on a basis of perpetual maintenance. Apply suitable protective covering on newly installed work where reasonably required to ensure work is free from damage or deterioration at time of substantial completion; otherwise, clean and perform maintenance on newly installed work as frequently as necessary through remainder of construction period.
- B. Limiting Exposure of Work: To extent possible through reasonable control and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging, or otherwise deleterious exposures during construction period. Such exposures include where applicable (but not by way of limitation) static loading, dynamic loading, internal pressures, external pressures, high or low temperatures, thermal shock, high or low humidity, air contamination or pollution, water, ice, solvents, chemicals, light, radiation, puncture, abrasion, heavy traffic, soiling, bacteria, insect infestation, combustion, electrical current, high speed operation, improper lubrication, unusual wear, misuse, incompatible interface, destructive testing, misalignment, excessive weathering, unprotected storage, improper shipping/handling, theft and vandalism.
- C. Construct work in accordance with project schedule; coordinate the schedule and operations with the Owner.

#### 1.10 USE OF PREMISES AND TEMPORARY FACILITIES

General: During the construction period, the Contractor shall have limited use of the premises. Use of any areas other than those in which work is done is prohibited.

- A. Use of Site: Confine construction operations to areas within the limits indicated on the Contract Documents. Do not disturb the building and property beyond areas in which the Work is indicated.
- B. Owner Occupancy: Allow for Owner occupancy of facility and use by the Public during the entire construction period for the portions of the facility not being disturbed by construction. Maintain code compliant egress in Owner occupied spaces.
- C. Contractor has access to school's water supply for use during construction.
- D. Temporary toilet facilities are not required; a school restroom will be designated for contractor use.
- E. Contractor use of the school's phone or internet services is not permitted.

- F. Parking: During construction operations, contractor parking is limited to the discretion of the Owner.
- G. Contractor field office trailer(s) will not be permitted on school property for this project.
- H. Driveways and Entrances: Keep driveways, loading areas, and entrances serving the premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials without obtaining prior written authorization from the Owner.
  - 1. Schedule and coordinate deliveries to minimize use of driveways and entrances.
  - 2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
  - 3. Lay down and staging areas will be established jointly by the Contractor and the Owner within the Construction Limits of Disturbance.

#### 1.11 OWNER'S OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner will occupy the building and property for the duration of the project. Cooperate with the Owner during the construction operations to minimize conflicts and facilitate Owner and Public usage. Perform the Work so as not to interfere with the Public and the Owner's day-to-day operations. Maintain existing entrances and exits. Provide not less than 14 days' notice to the Owner of activities that will affect the Public and the Owner's operations.
- B. Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed areas before Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.
  - 1. The Architect will prepare a Punchlist for each specific portion or area(s) of the Work to be occupied before Owner occupancy.
  - 2. The Contractor is to obtain approval from Authorities Having Jurisdiction before Owner occupancy of completed spaces.
  - 3. Prior to Owner occupancy, all work shall be fully operational, and required tests and inspections shall be successfully completed. Upon final completion of the Project, the Owner and Architect will issue a Certificate of Substantial Completion indicating acceptance.
  - 4. Upon Project Substantial Completion, Owner will assume responsibility for maintenance and custodial service for occupied portions of work.

#### 1.12 WORK RESTRICTIONS

- A. The field work is to occur when school is not in session during Summer 2014. The tentative last day of school is June 12, 2014 (pending weather days) and the Substantial Completion Date is August 15, 2014.
- B. Washington County Public Schools operates on a 10-hour day, 4-day work week during the summer. Boonsboro Middle School will be closed on Fridays during the summer. Therefore, the Contractor's normal working hours during the summer are Monday through Thursday when the

school is open. If the Contractor chooses to work evenings and/or on a Friday, Saturday, or Sunday when the school is closed, the Contractor must request written approval from WCPS at least four (4) days in advance of needing access to the school and must pay the \$25.00 per hour rate at a minimum of four (4) hours for custodial coverage on these days. Work requiring inspections cannot be completed on the weekend.

- C. The Contractor shall make every endeavor to install new materials as existing materials are removed each work day. All exterior openings are to be securely covered at the end of each work day. Temporary enclosure of any single exterior opening shall not exceed five (5) days.
- D. Contractor shall prioritize the safety of students and staff while working in the occupied building and shall take all necessary precautions to protect the wellbeing of all occupants at all times.
- E. The Contractor is responsible for conducting construction activities so as to minimize impact to spaces outside of the project area and so as to avoid any disruption to school activities.
- F. All work to comply with Washington County and the Town of Boonsboro Noise Restrictions and other laws governing.
- G. All workers on site are to wear hardhats, clean clothes (shirts & pants – no shorts), protective eyeglasses and protective footwear, and visible identification badges displayed at all times. The Contractor is responsible for providing identification badges for all workers.
- H. Do not interrupt existing utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify the Owner not less than 14 days in advance of proposed utility interruptions.
  - 2. Do not proceed with utility interruptions without receiving the Owner's written permission.

#### 1.13 SPECIFICATION FORMATS AND CONVENTIONS

- A. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
- C. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  - a. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by each Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by each Contractor or by others when so noted.



- b. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

D. Definitions

- a. The terms "Architect", "Engineer", "Architect/Engineer" and "A/E" are used interchangeably throughout the specifications.
- b. The terms "Owner", "Washington County Public Schools" and "WCPS" and the "Board of Education" and the "BOE" are used interchangeably throughout the specifications.

1.14 WORK SCOPE

The scope of work includes but is not limited to providing all labor, equipment, materials, and incidentals to complete all Work in accordance with the specifications, drawings and applicable codes. All Work is to be performed as shown on the Contract Drawings and Specifications in the Project Manual. In addition to the above, the scope includes but is not limited to the Division 0 Procurement and Contract Requirements, and Division 1 General Requirements of the Project Manual.

**THE SCOPE OF WORK IS TO INCLUDE, but is not limited to, the following items:**

1. Contractor shall provide all required submittals to the Architect within thirty (30) days after issuance of "Notice of Award"/"Notice to Proceed", or sooner if necessary to avoid delay of work.
2. Contractor shall be required to conduct his activities in a safe manner and shall be responsible for observing the safety regulations of MOSH, OSHA, and local life safety agencies. Contractor to provide all OSHA specified protection required, including fall protection.
3. Contractor shall maintain at all times sufficient manpower levels to meet scheduling requirements and avoid delay to completion of work.
4. Contractor shall provide as-built drawings and warranty of all work under this Contract. Provide copies of Operation and Maintenance Manuals in the format and quantity indicated in the documents. Provide instruction of Owner's personnel on maintenance of equipment and material installed by this Contract.
5. Contractor must be on site to receive and unload construction material deliveries. WCPS staff is not responsible for receiving any deliveries for this construction project. Contractor is responsible for own lifting and hoisting.
6. Contractor shall protect all existing finishes when receiving deliveries and removing trash through areas of the facility outside the limits of disturbance. Contractor shall protect all finished areas of work adjacent to area of new work as construction progresses within the project limits.
7. Provide dumpsters or trucking required to clean and remove daily from site all excess material and debris connected with this work. Should the Contractor's cleanup be unsatisfactory, the Owner shall perform the work at the Contractor's expense. If dumpsters are utilized, the Contractor shall coordinate with the Owner to identify a mutually agreeable location. The Contractor is responsible for preventing damage to property, such as by setting the dumpsters on plywood in paved areas, and is responsible for repairing any damage occurring as result of the dumpsters.
8. The Owner will remove loose furniture from the limits of disturbance prior to demolition.

9. Contractor shall provide final cleaning of all new and existing surfaces within the project limits. Include cleaning all glazing. Prior to final cleaning, Contractor shall remove all miscellaneous labels, stickers, and shipping protection from all hardware and other finish products. Do NOT remove any fire rating labels.
10. Contractor is responsible for replacing any flooring affected by demolition. Prior to the installation of new flooring, the Contractor is responsible for properly preparing the existing concrete floor substrate and for applying leveling and patching compounds for a smooth and level floor finish. Contractor is responsible for grinding down existing concrete as necessary for a smooth and level floor finish. Contractor shall provide new flooring to match, and properly transition to, existing adjacent flooring.
11. Contractor shall patch and refinish existing walls and ceilings that are adjacent to, and affected by, work performed under this contract as necessary for a finished product in exposed areas. Contractor shall patch existing masonry walls and drywall partitions as necessary to maintain wall rating at the top of walls and at through-wall penetrations above the ceiling.
12. Contractor shall provide all priming, block filling, and finish painting of all drywall, CMU, door frames, and other interior surfaces as required and as indicated in the Contract Documents. Contractor is responsible for all required surface preparation prior to application of finishes, including, but not limited to scraping, sanding, puttying, etc. Provide interior caulking between surfaces of dissimilar materials such as at hollow metal frames in drywall or block walls, CMU block abutting drywall construction, interior joints of painted wood surfaces, etc.
13. Contractor shall turn over all keys, tagged and marked in an acceptable manner to the Owner.
14. Project Administration:
  - a. The Contractor is responsible for project budget, project construction schedule, project coordination, project administration and overall site management, including safety and security.
  - b. The Contractor shall be responsible for coordination of demolition and new construction work between various trades.
  - c. Contractor shall comply with the directives of the Owner, and respond to the comments from the Architect for this Project.
15. Contractor is responsible for testing costs resulting from negligence, poor workmanship, or failure of work to meet the requirement of the documents. Any work determined to have been performed in a negligent manner by the Contractor shall be corrected by the Contractor at no additional cost to the Owner.
16. Contractor shall provide temporary enclosures in accordance with paragraph 1.4 F of this specification section to protect all exterior openings where installation of new work is not complete at the end of each work day.

**END OF SCOPE**

Attachment IV

APPENDIX E  
CONSTRUCTION SIGN FOR STATE FUNDED  
SCHOOL CONSTRUCTION PROJECTS (6' X 8')

**Martin O'Malley**  
*Governor*

**Anthony Brown**  
*Lt. Governor*



**BUILDING FOR**

The **State of Maryland** and  
The \_\_\_\_\_ **County Board of Education**  
are  
**(Select from Page E-1A)**  
**(Enter School Name) School**

Michael E. Busch    THE MARYLAND    Thomas V. Mike Miller, Jr.  
*Speaker of the House*    GENERAL ASSEMBLY    *President of the Senate*

**BOARD OF PUBLIC WORKS**    **Peter Franchot**    **Martin O'Malley**    **Nancy Kopp**  
*Comptroller*    *Governor*    *Treasurer*

Public School Construction Program    Architect: XXXXXXXXXXXXXXXXXXXX    Contractor: XXXXXXXXXXXXXXXXXXXX

**MARYLAND'S FUTURE**

E-1

March, 2007

**Proposal Request Form**

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Proposal Request #: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Sub-Subcontractor: \_\_\_\_\_

Proposal Scope (Include a brief description of the work)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|   |  |               |
|---|--|---------------|
| <b>A. <u>Labor, Materials, Equipment</u></b>                                |  |               |
| A.1 Direct Payroll - wages less burden (no fringes, insurances, taxes, etc) |  | \$ -          |
| A.2 Material Cost   |  | \$ -          |
| A.3 Equipment Rental  |  | \$ -          |
| A.4 Direct Equipment Cost   |  | \$ -          |
| Subtotal A - Labor, Materials, Equipment:                                   |  | \$ - <b>A</b> |

|   |  |               |
|---|--|---------------|
| <b>B. <u>Overhead &amp; Profit</u></b>                        |  |               |
| Allowable Overhead & Profit = (Subtotal A) x (% listed below) |  |               |
| 15% \$0.00 - \$1,000  |  | \$ -          |
| 10% \$1,001 - \$5,000   |  | \$ -          |
| 7% \$5,001 - \$10,000   |  | \$ -          |
| 5% \$10,001 - \$25,000  |  | \$ -          |
| over \$25,000 negotiable not to exceed 5%                     |  | \$ -          |
| Subtotal B - Overhead & Profit:                               |  | \$ - <b>B</b> |

|   |               |
|---|---------------|
| <b>C. <u>Sales Tax</u> (6% x (A.2 + A.3))</b> | \$ - <b>C</b> |
|---|---------------|

|  |               |
|--|---------------|
| <b>D. <u>Labor Burden</u> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span> % x A.1</b> | \$ - <b>D</b> |
| Must provide back-up to substantiate Labor Burden Rate   |               |

|  |               |
|--|---------------|
| <b>E. <u>Subcontractor Cost</u></b>                              |               |
| Subcontractor Cost (Provide detailed breakdown on separate form) | \$ -          |
| Allowable Prime Contractor Mark-Up (5% of Subcontractor Cost)    | \$ -          |
| Subtotal E - Subcontractor Cost:                                 | \$ - <b>E</b> |

|                                |               |
|--------------------------------|---------------|
| <b>F. Subtotal (A+B+C+D+E)</b> | \$ - <b>F</b> |
|--------------------------------|---------------|

|                          |               |
|--------------------------|---------------|
| <b>G. Bond (1% of F)</b> | \$ - <b>G</b> |
|--------------------------|---------------|

|                              |      |
|------------------------------|------|
| <b>H. TOTAL COST = F + G</b> | \$ - |
|------------------------------|------|