

PROJECT MANUAL

PROJECT NAME AND LOCATION:

**TRUSS REPLACEMENT
TIMBERWOOD APARTMENTS BUILDING H**

Contract Number: TS2501431

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INVITATION TO BID

King County Housing Authority (KCHA) will accept bids from qualified general contractors to furnish labor, materials and necessary equipment to perform the following:

SCOPE OF WORK: Work includes, but is not limited to, removal of all existing insulation within attic work area as required to evaluate existing trusses and review existing mechanical, electrical, and plumbing items, and other tasks as described in the bid documents.

PROJECT MANUAL DISTRIBUTION:

Address: King County Housing Authority, 600 Andover Park, Seattle, WA 98188

Distribution: * **Documents are available for download on KCHA's website at <http://www.kcha.org/business/construction/open/>**

PRE-BID CONFERENCE:

Date and Time: 9/5/2025 at 11:00 A.M.

Jobsite Address: Timberwood Apartments, 3809 148th Ave NE, Bellevue, WA 98007.

In Addition: Contractors are strongly encouraged to attend the Pre-Bid Conference. Failure to attend the Conference will not relieve the Contractor of any responsibility for information provided at that time. Bidders must have a current certificate of registration as a contractor for the last three years under the same name and have completed the required L&I training.

For Questions: Questions pertaining to the bid are to be sent via email to MichelleJ@kcha.org no later than seven (7) calendar days prior to bid due date. All responses shall be in the form of Addenda.

Posting: Addenda will be posted on KCHA's website.

BIDS ARE DUE:

Time: **11:00 am**

Date: **September 18, 2025**

Address: King County Housing Authority, 600 Andover Park West, Tukwila, WA 98188

Submittal Process: * Bids may be sent via email to MichelleJ@kcha.org or mail to the above address
Attn.: Michelle Jackson

Process: All Bids must be received by KCHA no later than the above due date and time. No Bids will be accepted after that date and time.

BID GUARANTEE: Not Required.

PERFORMANCE AND PAYMENT BONDS: As a condition of award Performance and Payment bonds for 100% of the Contract Award Amount shall be furnished for the Work. On contracts of one hundred fifty thousand dollars (\$150,000.00) or less, at Contractors option the requirement may be waived in lieu of an additional 5% (total 10%) retainage.

KCHA is an Equal Employment Opportunity Employer and strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, and small businesses to submit bids or to participate as subcontractors and suppliers on KCHA Contracts.

KCHA reserves the right to reject any or all bids or to waive any informality in the bidding. No bid shall be withdrawn for a period of 60 calendar days subsequent to the opening of the bids without the written consent of KCHA.

CONTACT PERSON: Michelle Jackson at MichelleJ@kcha.org

SPECIFICATIONS

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SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Timberwood Truss Reinforcement
- B. Project Location: 3809 148th Ave NE, Bellevue, WA 98007
 - 1. Building H: Truss Replacement
- C. Work includes but is not limited to:
 - 1. Good faith asbestos inspection(s) and testing to comply with RCW 49.26.013 as required to achieve scope of work.
 - 2. Removal of all existing insulation within attic work area as required to evaluate existing trusses and review existing mechanical, electrical, and plumbing items.
 - 3. Temporary disconnection or relocation of all existing electrical, mechanical or plumbing items such as wires, piping and ducting in the attic space which hinder work scope, or which could be damaged during Work.
 - 4. Any disruptions to tenant mechanical, electrical, or plumbing items require advanced coordination and notification prior to Work. Contractor to coordinate with Property Manager to determine applicable notice requirements.
 - 5. Inspect existing duct connections and ducting and repair or replace as necessary.
 - 6. Submit truss package design and engineering from the manufacturer and receive approval from the architect and city inspector prior to ordering truss package.
 - 7. Install new trusses per design and permit requirements.
 - 8. Reconnect or reinstall all electrical, mechanical, or plumbing items which were previously disconnected or relocated. All mechanical, electrical, or plumbing items to be restored to working order.
 - 9. Install new insulation to code minimum (R-60).
 - 10. Inspect all exposed roof framing for any rot or damaged materials and repair as needed.
 - 11. Ensure Work is weather protected at end of every work shift and adequately secured.
 - 12. Haul away and dispose of all debris and demolished materials.
 - 13. Daily cleaning and final cleaning of all trash and debris.
 - 14. Prevailing wage rates to be included.
 - 15. Provide all applicable permits.
 - 16. Reference section 04 – PLANS for additional information.

1.2 WORK SEQUENCE

- A. The Work shall be completed in 30 calendar days from the date of Notice to Proceed.
 - 1. Contractor shall be entitled to an equitable adjustment in the Contract Time for changes in the time of performance directly attributable to severe weather conditions. For additional days to be considered the Contractor shall notify the Owner no later than 8:00 a.m. on each day of a severe weather condition.
- B. Contractor will submit written schedule outlining dates and duration of job including:
 - 1. Construction start date
 - 2. Schedule for work in each building
 - 3. Anticipated final completion date

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1.3 LIQUIDATED DAMAGES

- A. Liquidated damages will be assessed for each calendar day that the Contractor exceeds the time for completion in the amount of \$250.

1.4 WORK RESTRICTIONS

- A. Use of the Premises
 - 1. Use of Site: Limit use of premises to work areas. Do not disturb portions of site beyond areas in which the Work is indicated.
 - a. Owner Occupancy: Allow for resident occupancy of site. Owner will occupy site and existing building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate resident usage.
 - b. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to residents and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - 2. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect property, the buildings and occupants during construction period.
- B. Occupancy Requirements
 - 1. Full Owner Occupancy: Owner and tenants will occupy site and existing building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner and tenant usage. Perform the Work so as not to interfere with Owner's operations.

1.5 UNIT PRICES

- A. Unit price is an amount, stated by bidders on the Form of Proposal, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum if the estimated quantities of Work required by the Contract Documents are increased or decreased. Unit prices will be used to determine the amounts due to the Contractor from the Owner.
- B. Unit prices include necessary material, plus cost for delivery, preparations required for installation, demolition, disposal, installation, insurance, and direct and indirect costs associated with the Unit Price item.
- C. The Owner reserves the right to accept or reject any Unit Prices during the term of the Contract. If the Owner rejects a Unit Price, then the Contractor shall be required to submit to the Owner a breakdown of costs for the activity covered by the Unit Price. The Owner then shall make a determination as to what costs are allowable.
- D. Unit Price List
 - 1. Unit Price No. 1 - Sheathing Replacement - ½-inch CDX plywood
 - a. Unit of measure – 4' x 8' sheet.
 - b. Include replacement of 10% of roof area or approximately 20 sheets of plywood to be used for deteriorated or replacement sheathing.
 - c. If, upon inspection, the number of sheets required is reduced by the Owner, the Unit Price will be used as a deductive.
 - d. In the event that further plywood installation is required the Unit Price will be used as an additive.
 - e. Invoices for Unit Price materials shall be submitted with pay applications to verify quantities.
- E. Obtain approval from the Owner prior to performing added Work. Work performed without approval will not be compensated.

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1.6 PROJECT MEETINGS

- A. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner, but no later than 7 days after execution of the Agreement.
- B. Progress Meetings: Conduct progress meetings at weekly intervals.

1.7 SUBMITTALS

- A. Provide product data for each element of construction and type of product or equipment for approval by Owner.
- B. Subcontract list. Prepare written information that demonstrates capabilities and experience of firm or persons.
- C. Contractors project manager and/or supervisors. Prepare written information that demonstrates capabilities and experience of firm or persons.
 - 1. The Owner will review subcontractors and assigned staff and will accept or reject based on experience or qualifications.
- D. Follow Washington Industrial Safety and Health Act (WISHA) regional directives and provide a site-specific safety program that will require an accident prevention and hazard analysis plan for the contractor and each subcontractor on the work site. The Contractor shall submit a site-specific Accident Prevention Program (APP) to the Owner's representative prior to the initial scheduled construction meeting.

1.8 TEMPORARY FACILITIES

- A. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.
- B. Barricades, Warning Signs and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against.
- C. Use of Owner's existing electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner.
- D. Four parking spaces shall be available to the contractor for storage containers and parking. Do not park in marked tenant spaces.

1.9 CONSTRUCTION WASTE MANAGEMENT

- A. Regulatory Requirements: Conduct construction waste management activities in accordance with State of Washington RCW 39.04.13, and all other applicable laws and ordinances.
- B. Performance Requirements
 - 1. General: Where possible divert CDL waste from the landfill by one, or a combination of the following activities: Salvage, Reuse, Source-Separated CDL Recycling, Co-mingled CDL Recycling.
- C. Removal of Construction Waste Management
 - 1. Remove CDL waste materials from project site on a regular basis. Do not allow CDL waste to accumulate on-site.
 - 2. Transport CDL waste materials off Owner's property and legally dispose of them.
 - 3. Burning of CDL waste is not permitted.

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1.10 EXECUTION REQUIREMENTS

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.

1.11 CUTTING AND PATCHING

- A. Quality Assurance
 - 1. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
 - 2. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Owner's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Performance
 - 1. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 2. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
 - a. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - b. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

1.12 CLOSEOUT PROCEDURES

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
 - 1. Prior to acceptance of the work at each building, clean project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
- B. Prior to final acceptance and final payment, Contractor shall submit a written warranties
 - 1. Contractor's workmanship warranty for a period of two (2) year from final completion.
 - 2. Subcontractor's labor and materials for a period of two (2) year from final completion.
 - 3. Roofing manufacturer's 40 year warranty for materials.
 - 4. All standard product warranties from the manufacturers specifying the project including address and location.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SUMMARY

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SECTION 024116 – DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Removal of all existing insulation and related components.
 - 2. Removal of all damaged plywood deck sheathing and temporary bracing as required.
 - 3. Disconnection of existing bathroom, kitchen or other ducting.
 - 4. Disposal of demolished materials.

1.2 QUALITY ASSURANCE

- A. Conform to applicable codes and permit requirements for demolition work, dust control, products requiring electrical disconnection and re-connection, and the like.
- B. Conform to applicable codes and regulations for procedures when hazardous or contaminated materials are discovered.
- C. Obtain required permits from authorities having jurisdiction.

1.3 SCHEDULING

- A. Cooperate with Owner in scheduling noisy operations and waste removal.
- B. Perform noisy, malodorous, or dusty work in complete compliance with jurisdictional requirements included in building and land use permits.
- C. Coordinate utility and building service with adjacent sites with Owner.
- D. Do not disable or disrupt building fire or life safety systems without three (3) days prior written notice to Owner.

1.4 PROJECT CONDITIONS

- A. Conduct demolition to minimize interference with adjacent occupants of the site, and adjacent property owners.
- B. Cease operations immediately if structure appears to be in danger and notify Owner and Architect/Engineer. Do not resume operations until directed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PREPARATION

- A. Contact and coordinate with the utility locator service. Mark location and termination of utilities.
- B. Notify affected utility companies before starting work and comply with their requirements.
- C. Erect, and maintain temporary barriers and security devices at the perimeter of the Work, including warning signs and lights, and similar measures, for protection of the public, adjacent property owners, and existing improvements indicated to remain.
- D. Prevent movement of structure; provide temporary bracing and shoring required to ensure safety of existing structure.
- E. Do not close or obstruct building egress path.

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3.2 DEMOLITION

- A. Conduct demolition to minimize interference with adjacent users of the site, adjacent private property owners, and any occupied building areas.
 - 1. Maintain protected egress from and access to adjacent existing buildings at all times.
 - 2. Do not close or obstruct roadways without coordination with Owner.
 - 3. Cease operations immediately if structure appears to be in danger and notify the Owner.
 - 4. Demolish in an orderly and careful manner. Protect existing improvements, supporting structural members of buildings, and site and landscaping improvements.
- B. Carefully remove building components indicated to be reused.
 - 1. Disassemble components as required to permit removal.
 - 2. Package small and loose parts to avoid loss.
 - 3. Mark components and packaged parts to permit reinstallation.
 - 4. Store components, protected, until reinstalled.
- C. Remove demolished materials from site except where specifically noted otherwise. Dispose of in a legal manner. Do not burn or bury materials on site.
- D. Remove materials as Work progresses. Upon completion of Work, leave areas in clean condition.
- E. Remove temporary Work.
- F. Hazardous materials abatement:
 - 1. No hazardous materials are expected to be encountered in this Work.
 - 2. If any suspected hazardous materials are encountered, do not disturb and immediately contact Owner.

3.3 WASTE MANAGEMENT

- A. Regulatory Requirements: Conduct construction waste management activities in accordance with State of Washington RCW 39.04.13, and all other applicable laws and ordinances.
- B. Performance Requirements
- C. General: Where possible divert CDL waste from the landfill by one, or a combination of the following activities: Salvage, Reuse, Source-Separated CDL Recycling, Co-mingled CDL Recycling.
- D. Removal of Construction Waste Management
- E. Remove CDL waste materials from project site on a regular basis. Do not allow CDL waste to accumulate on-site.
- F. Transport CDL waste materials off Owner's property and legally dispose of them.
- G. Burning of CDL waste is not permitted.

END OF SECTION 024116

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SECTION 061000 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Plywood sheathing
 - 2. Miscellaneous materials

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of lumber grading agencies certified by the American Lumber Standards Committee Board of Review.

2.2 SHEATHING

- A. Plywood Roof Sheathing: Exterior Structural sheathing.
- B. CDX Plywood panel roof sheathing: Minimum of half (1/2") inch thick, identified with the appropriate APA trademark. Each panel should meet the requirements of the latest edition of the U.S. Product Standard PS-1 for Construction and Industrial Plywood, or APA PRP-108 Performance Standards.

2.3 MISCELLANEOUS MATERIALS

- A. Fasteners:
 - 1. Where rough carpentry is exposed to weather, in ground contact, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.
 - 2. Power-Driven Fasteners: CABO NER-272.
 - 3. Plywood clips: Installed mid-span between all rafters.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit.
- B. Patch all high and low static vent locations.
- C. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
 - 1. IRC Section R905.2.6. Fastening Methods.
 - 2. Sheathing: Nail to wood framing.
 - 3. Fascia: Galvanized or stainless-steel nails

END OF SECTION 06100

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SECTION 077200 - ROOF ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:

1. Vents
2. Attic Roof Vent
3. Vent Pipe Flashing

1.2 SUBMITTALS

A. Product Data: For each product indicated.

1.3 QUALITY ASSURANCE

A. Standards: Comply with the following:

1. SMACNA's "Architectural Sheet Metal Manual" details for fabrication of units, including flanges and cap flashing to coordinate with type of roofing indicated.
2. NRCA's "Roofing and Waterproofing Manual" details for installing units.
3. Applicable building code or other AHJ requirements. Must meet minimum of 1 square foot net free ventilation area per 150 square feet of roof area.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Elastomeric Sealant: Recommended by unit manufacturer that is compatible with joint surfaces; ASTM C 920, Type S, Grade NS, Class 25.
- B. Roofing Cement: ASTM D 4586, non asbestos, fibrated asphalt cement designed for trowel application or other adhesive compatible with roofing system.
- C. Materials to block gable vents.

2.2 VENTS

A. Bathroom and kitchen fan vents to match existing sizes. Include backflow dampers.

2.3 ATTIC ROOF VENT

- A. General: Ventilating on-roof ventilating mesh. Installed continuously the entire length of the roof, both sides. Cor-A-Vent IN-Vent or approved equal providing a minimum net free area of 6.75 sq. in./ft.
- B. Plastic Roof Vent: High-density polypropylene or other UV-stabilized plastic designed to be installed under shingles at mid-roof height.

2.4 VENT PIPE FLASHING

A. All plumbing penetrations to receive new pipe boots and flashing as necessary.

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PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install vents, bath and kitchen vents, and pipe boots. Confirm positive connection with existing ductwork.
- B. General: Coordinate installation of roof accessories with installation of roof deck, flashing, roofing membranes, penetrations, equipment, and other construction to ensure that combined elements are waterproof and weathertight. Anchor roof accessories securely to supporting structural substrates so they are capable of withstanding lateral and thermal stresses, and inward and outward loading pressures.
- C. Connect bath and kitchen vents to existing duct work securely.
- D. Report any deficiencies in duct work, insulation or attic ventilation to Owner.

END OF SECTION 077200



FRONT ELEVATION OF BUILDING



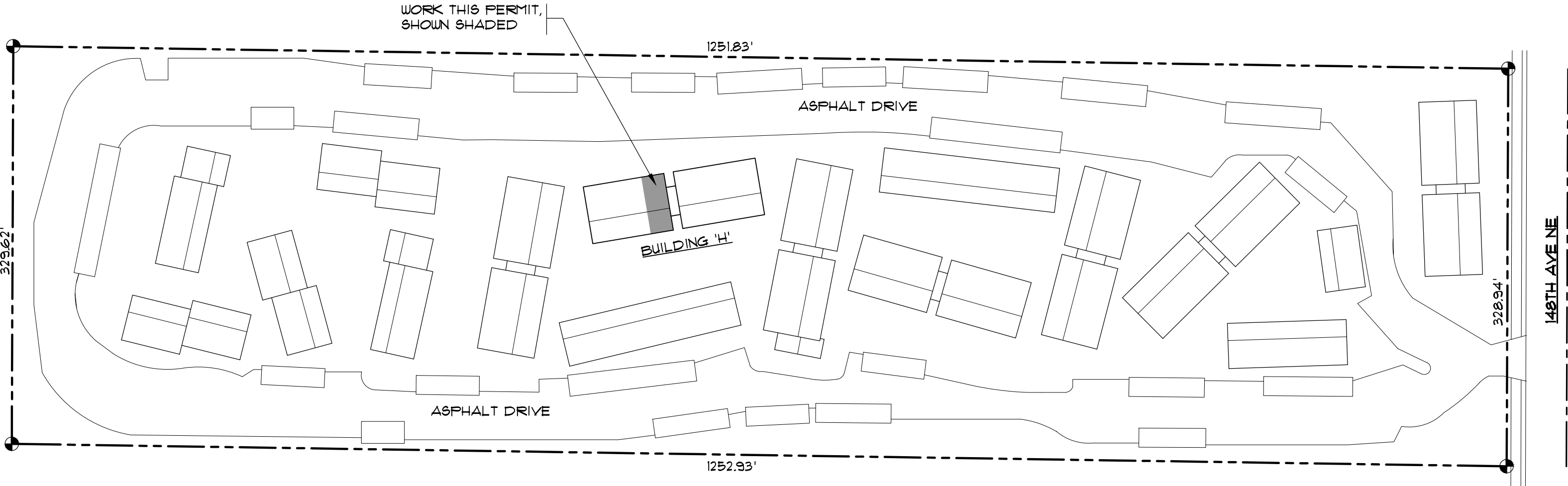
DAMAGED ROOF TRUSSES



TRUSS TOP CHORD FRACTURED



TRUSS SPLICE PLATE DAMAGE



SITE PLAN
SCALE: 1" = 80'-0"



NOTE:
THE INFORMATION ON THIS SITE PLAN IS SCHEMATIC AND HAS BEEN DERIVED FROM THE SITE PLAN INFORMATION ON RECORD WITH KING COUNTY, AERIAL PHOTOGRAPHS AND SITE VISIT.

GENERAL NOTES:

GENERAL CONDITIONS:

- DO NOT SCALE DRAWINGS.
- REPETITIVE FEATURES MAY BE DRAWN OR CALLED OUT ONCE, BUT SHALL BE COMPLETELY PROVIDED AS IF DRAWN IN FULL.
- ALL WORKMANSHIP SHALL BE OF THE HIGHEST QUALITY AND SHALL BE IN ACCORDANCE WITH ALL MANUFACTURERS' SPECIFICATIONS, DIRECTIONS AND RECOMMENDATIONS. THE WORK SHALL ALSO BE IN STRICT CONFORMANCE WITH INDUSTRY STANDARDS AND COMPLY WITH SOUND ENGINEERING AND CONSTRUCTION PRACTICES.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS, AND IN ACCORDANCE WITH CURRENT CODE REQUIREMENTS.
- THE CONTRACTOR SHALL COORDINATE ALL REQUIRED LOCAL JURISDICTION INSPECTIONS AND SPECIAL INSPECTIONS. THE CONTRACTOR SHALL PROVIDE COPIES OF THE INSPECTION REPORTS TO THE OWNER.
- ALL NEW AND/OR REPLACEMENT MATERIALS SHALL BE EQUAL OR BETTER IN KIND AS EXISTING MATERIALS.
- PLUMBING, MECHANICAL AND ELECTRICAL WORK (AS REQUIRED FOR REPAIR WORK) TO BE FILED UNDER SEPARATE PERMITS AND SHALL BE BIDDER DESIGNED. PLUMBING, MECHANICAL AND ELECTRICAL REPAIR DESIGN TO BE PERFORMED BY LICENSED AND QUALIFIED PLUMBING, MECHANICAL AND ELECTRICAL CONTRACTORS. ALL NEW MECHANICAL AND LIGHTING WORK SHALL CONFORM TO THE REQUIREMENTS OF THE WASHINGTON STATE ENERGY CODE.
- CONTACT THIS OFFICE AT (206) 281-7500 IF ANY ADDITIONAL DAMAGE IS FOUND OUTSIDE THIS SCOPE OF WORK DURING DEMOLITION OR ANY VARIATIONS TO THE SITE OR EXISTING BUILDING(S) ARE FOUND DURING THE CONSTRUCTION WORK.

SITE CONDITIONS, SAFETY AND DEMOLITION:

- THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE CONDITIONS AT THE JOB SITE, INCLUDING THE SAFETY OF ALL PERSONS AT THE JOB SITE DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- THE CONTRACTOR SHALL PROVIDE ACCEPTABLE SAFETY AND SECURITY MEASURES AND SHALL MAINTAIN SAFETY AND SECURITY AT THE JOB SITE DURING THE ENTIRE COURSE OF THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY BARRICADES AND OTHER FORMS OF PROTECTION TO PROTECT THE PUBLIC FROM INJURY DUE TO DEMOLITION AND REPAIR WORK. BARRICADES ARE TO REMAIN IN PLACE AFTER DEMOLITION WORK HAS BEEN COMPLETED AND THROUGHOUT THE DURATION OF THE WORK.
- THE CONTRACTOR SHALL REASONABLY SECURE SCAFFOLDING, WORK AREAS, BUILDING MATERIALS AND TOOLS FROM ACCESS TO THE PUBLIC AT ALL TIMES.
- THE REQUIRED AND/OR IMPLIED DUTY OF PACIFIC ENGINEERING TECHNOLOGIES, INC. TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE DOES NOT, AND IS NOT INTENDED TO, INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON, OR NEAR THE CONSTRUCTION SITE.
- ALL WORK SHALL BE PERFORMED DURING NORMAL BUSINESS HOURS IN ACCORDANCE WITH THE LOCAL JURISDICTIONAL REQUIREMENTS.
- THE CONTRACTOR SHALL COORDINATE WITH THE OWNER FOR A DESIGNATED AREA WITHIN THE SITE TO BE USED FOR THE STORAGE OF MATERIALS, EQUIPMENT AND TEMPORARY CONSTRUCTION OFFICE BEFORE COMMENCING WITH THE WORK. THE SECURITY OF THE MATERIALS, EQUIPMENT AND TEMPORARY CONSTRUCTION OFFICE STORED ON-SITE IS THE RESPONSIBILITY OF THE CONTRACTOR.
- IT IS INTENDED TO KEEP THE BUILDINGS OCCUPIED DURING THE PERFORMANCE OF THE WORK. MAINTAIN OR PROVIDE ACCESS TO ENTRY DOORS AND A CLEAR PATH TO DRIVEWAYS, SIDEWALKS AND ENTRY WALKWAYS TO NOT ADVERSELY IMPACT THE TENANTS AND GUESTS ENTERING AND LEAVING THE BUILDING(S) AND PREMISES AT ALL TIMES EXCEPT AS PRE-ARRANGED WITH OWNER. MAINTAIN ALL BUILDING EXITS.
- THE WORK SHALL NOT BLOCK INGRESS OR EGRESS FROM THE SITE AT ANY TIME. THE CONTRACTOR'S VEHICLES AND EQUIPMENT SHALL NOT BLOCK THE MARKED FIRE LANES OR DRIVEWAYS AND NOT UTILIZE ANY RESERVED PARKING SPOTS WITHOUT OWNER'S PERMISSION.
- THE CONTRACTOR SHALL PROVIDE PORTABLE RESTROOM FACILITIES FOR WORKERS.
- THE CONTRACTOR SHALL PROVIDE ITS OWN DUMPSTER FOR CONSTRUCTION DEBRIS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEMOLITION, TEMPORARY BRACING, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES IN CONNECTION WITH THE WORK.
- PROVIDE SCAFFOLDING AND TEMPORARY WEATHER PROTECTION FOR AREAS OF THE BUILDING EXPOSED DURING CONSTRUCTION AS NECESSARY TO ACCOMPLISH THE REPAIR WORK SUFFICIENTLY AND TO PREVENT WATER DAMAGE FROM OCCURRING AS THE WORK PROGRESSES.

GENERAL NOTES (CONT.):

- PROPERLY PROTECT OR CAP ALL UTILITIES THAT MIGHT BE DISTURBED DUE TO DEMOLITION ACTIVITY.
- PROTECT EXISTING FINISHES, FIXTURES, EQUIPMENT, ETC. THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION.
- PRIOR TO GENERAL/SELECTIVE DEMOLITION, THE GENERAL CONTRACTOR SHALL OBTAIN THE PERMISSION OF THE OWNER TO TEST WHETHER HAZARDOUS WASTES OR ASBESTOS IS PRESENT IN DEMOLITION DEBRIS. SHOULD HAZARDOUS MATERIALS OR ASBESTOS BE FOUND IN DEMOLITION DEBRIS, THE CONTRACTOR SHALL LEGALLY CONTAIN SUCH MATERIAL AND DISPOSE OF OFF SITE AT AN APPROVED DUMP SITE AFTER OBTAINING THE OWNER'S PERMISSION TO DO SO. THE COST OF RETAINING A QUALIFIED TESTING FIRM TO OBTAIN SAMPLES AND TEST FOR HAZARDOUS MATERIALS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- COORDINATE ALL DEMOLITION ACTIVITIES WITH THE OWNER.
- THE CONTRACTOR SHALL TRANSPORT AND DISCARD IN A LEGAL MANNER ALL CONSTRUCTION DEBRIS AND REMOVED ITEMS NOT INTENDED FOR REUSE.
- INSPECT CONCEALED SPACES UNCOVERED DURING THE DEMOLITION PHASE FOR ADDITIONAL DAMAGE.
- CONSTRUCTION:
 - ALL SUCH PRODUCTS AND MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND INSTALLATION INSTRUCTIONS, INDUSTRY STANDARDS AND CODE REQUIREMENTS.
 - PROVIDE WEATHER-RESISTIVE / AIR BARRIER BEHIND WALL CLADDING IN ACCORDANCE WITH WSEBC 1402.2 AND 1402.5 AND THE WASHINGTON STATE COMMERCIAL C402.5.1. WEATHER-RESISTIVE / AIR BARRIER SHALL BE CONTINUOUS AND ALL JOINTS SHALL BE TAPED OR SEALED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 - PROVIDE FLASHINGS FOR EXTERIOR BUILDING COMPONENTS IN ACCORDANCE WITH WSEBC CHAPTER 1404.4.
 - INSTALL ROOFING COMPONENTS IN ACCORDANCE WITH WSEBC CHAPTER 15.
 - THE CONTRACTOR SHALL VERIFY THAT ALL WATERPROOFING COMPONENTS ARE COMPATIBLE WITH EACH OTHER, I.E. SEALANTS AND BACKER ROD, SEALANTS, AND SELF ADHESIVE (PEEL 'N' STICK) MEMBRANE, ETC.
 - ALL VENTILATION OPENINGS SHALL BE SCREENED EXCEPT DRYER VENTS. ALL VENT OPENINGS SHALL HAVE LOUVERS.
 - THE CONTRACTOR SHALL REPAIR INTERIOR DISTRESS, SUCH AS, BUT NOT LIMITED TO NAIL POPS RESULTING FROM THE CONSTRUCTION WORK AND REPAINT THE INSIDE OF THE UNITS IF REQUIRED. ALL REPAIRS SHALL MATCH EXISTING AS CLOSE AS POSSIBLE.
 - MECHANICAL EXHAUST DUCTS WHICH PENETRATE FIRE RESISTIVE WALL, FLOOR/CEILING OR ROOF/CEILING ASSEMBLIES SHALL BE FIRE DAMPERED OR LOCATED WITHIN FIRE RESISTIVE SHAFTS IN ACCORDANCE WITH WSEBC SECTION 111.
 - HOLES FOR WIRING AND PLUMBING PENETRATIONS THAT PASS THROUGH FIRE-RESISTANCE RATED ASSEMBLIES ARE TO BE SEALED WITH A FIRE RATED EXPANDING FOAM OR SEALANT. THE FOAM OR SEALANT SHALL BE IN ACCORDANCE WITH ASTM E 814 OR UL 1419 WITH AN F AND T RATING NOT LESS THAN THE ASSEMBLY RATING IN ACCORDANCE WITH WSEBC SECTION 114.4 AND 114.5.
 - PROVIDE DIFFERENTIAL METAL PROTECTION TO PREVENT GALVANIC ACTION WHERE OCCURS.

SCOPE OF WORK SUMMARY

TYPE: ROOF FRAMING REPAIR

THE PURPOSE OF THESE DRAWINGS IS TO SHOW THE DETAILS NECESSARY TO REPLACE A PORTION OF ROOF TRUSSES AT THE SUBJECT APARTMENT BUILDING IN BELLEVUE, WASHINGTON.

THE REPAIRS ARE IN ACCORDANCE WITH WSEBC CHAPTER 3 PROVISIONS FOR ALL COMPLIANCE METHODS, SECTION 301.2 AND CHAPTER 4 REPAIRS.

THE SCOPE OF WORK IS TO REPAIR THE ROOF FRAMING TO THE BUILDING IN-KIND, THERE ARE NO ALTERATIONS OR ADDITIONS. THE SCOPE OF WORK INCLUDES THE FOLLOWING:

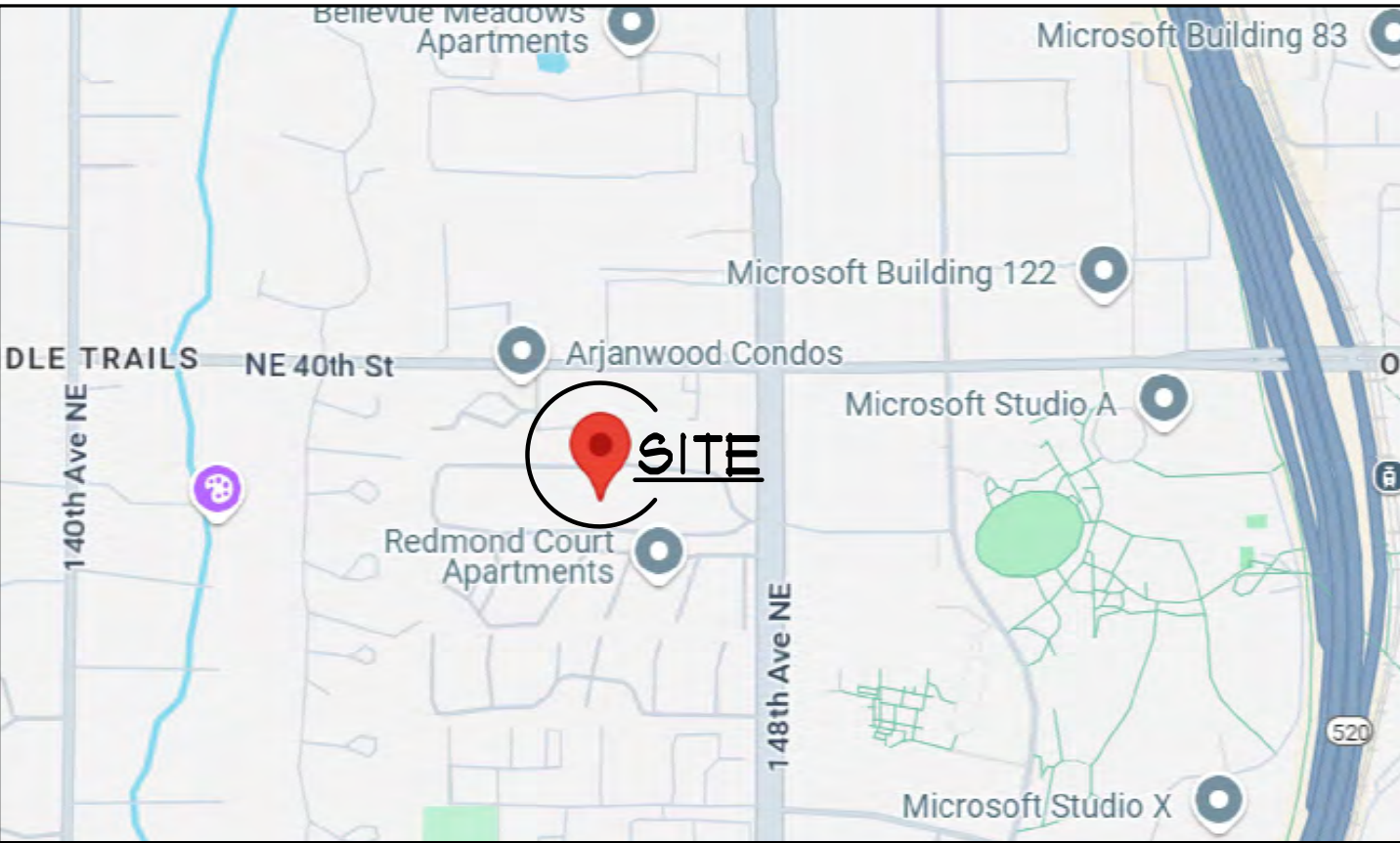
- REMOVE AND REPLACE (1) ROOF TRUSSES.
- REMOVE AND REPLACE A PORTION OF ROOF SHEATHING.
- REMOVE AND REPLACE ATTIC INSULATION.

THERE IS NO INCREASE IN THE EXISTING BUILDING FOOTPRINT, SQUARE FOOTAGE OR HEIGHT.

EXCLUSIONS:

NO REVIEW HAS BEEN MADE OF THE ADEQUACY OF THE EXISTING FRAMING MEMBERS.

ARCHITECTURAL DETAILING SUCH AS, BUT NOT LIMITED TO: ROOFING, WEATHER-RESISTIVE ASSEMBLIES, WATERPROOFING, EXTERIOR SIDING, FLASHING, VENTILATION WINDOWS, DOORS, INSULATION, FIRE-RESISTIVE ASSEMBLIES, VAPOR RETARDERS, INTERIOR FINISHES, MECHANICAL, ELECTRICAL, ETC. IS NOT INCLUDED IN THESE DRAWINGS.



VICINITY MAP

SCALE: N.T.S.



ASSESSOR'S No.: 222505-9001

LEGAL DESCRIPTION:

S 1/2 OF N 1/2 OF NE 1/4 OF NE 1/4 LESS CO RD
PLAT BLOCK:
PLAT LOT:

BUILDING DATA:

JURISDICTION: CITY OF BELLEVUE
CODES: 2021 WASHINGTON STATE BUILDING CODE (WSEBC)
2021 WASHINGTON STATE EXISTING BUILDING CODE (WSEBC)
2021 WASHINGTON STATE ENERGY CODE - RESIDENTIAL (WSECR)
ZONING: R20 - RESIDENTIAL
OCCUPANCY: R-2 (APARTMENTS)
LOT SIZE: 412,513 SQ. FT. OR 9.41 ACRES
BUILDING AREA (UNIT 'H'): FIRST FLOOR: 6,012 SQ. FT.
BASEMENT: 6,012 SQ. FT.
NO. OF UNITS: 24

SHEET INDEX

SHEET 1.0 SITE PLAN, VICINITY MAP, PHOTOGRAPHS AND NOTES
SHEET 2.0 ROOF FRAMING PLAN
SHEET 3.0 NOTES, ASSEMBLY AND SECTIONS

INSULATION SPECIFICATIONS:

ENERGY CODE:

PROVIDE THERMAL INSULATION IN ACCORDANCE WITH 2021 WASHINGTON STATE ENERGY CODE RESIDENTIAL (WSECR) PROVISIONS, IN ACCORDANCE WITH R402.2 AND TABLE R402.1.3 FOR PRESCRIPTIVE METHOD.

ATTIC/ROOF

R-60

BAFFLES: (R402.2.3)

PROVIDE A COMPOSITE (SOLID PLASTIC OR FOAM) BAFFLE FOR INSULATED AND VENTED ATTICS LOCATED WITHIN INSULATED RIM JOISTS. BAFFLES SHALL MAINTAIN A NET FREE AREA OPENING EQUAL OR GREATER THAN THE SIZE OF THE VENT. THE BAFFLE SHALL BE PERMITTED TO BE ANY SOLID MATERIAL. THE BAFFLE SHALL BE INSTALLED TO THE OUTER EDGE OF THE EXTERIOR WALL TOP PLATE SO AS TO PROVIDE MAXIMUM SPACE FOR ATTIC INSULATION COVERAGE OVER THE TOP PLATE.

WITHIN ATTICS, THE BAFFLE SHALL EXTEND OVER THE TOP OF THE ATTIC INSULATION TO MAINTAIN A 1-INCH AIRSPACE, WHERE THE ATTIC SPACE HAS BLOW-IN INSULATION, THE BAFFLE SHALL EXTEND 12 INCHES, MEASURED VERTICALLY, ABOVE THE TOP OF THE INSULATION.

AIR LEAKAGE SEALING (R402.4 AND TABLE R402.4.1.1):

THE FOLLOWING AREAS OF THE BUILDING ENVELOPE SHALL BE SEALED, CAULKED, GASKETED, OR WEATHER-STRIPPED TO MINIMIZE AIR LEAKAGE IN ACCORDANCE WITH R402.4:

- OPENINGS AT PENETRATIONS OF UTILITY SERVICES THROUGH THE ROOF.
- RECESSED LIGHT FIXTURES AND SIMILAR OBJECTS THAT PENETRATE THE CEILING FINISHES

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Date	
Revision	
No.	
Designed	N. SIELEFF
Drawn	V.H.N.
Checked	C.E.J.
Date	18 JULY, 2025
Approved	

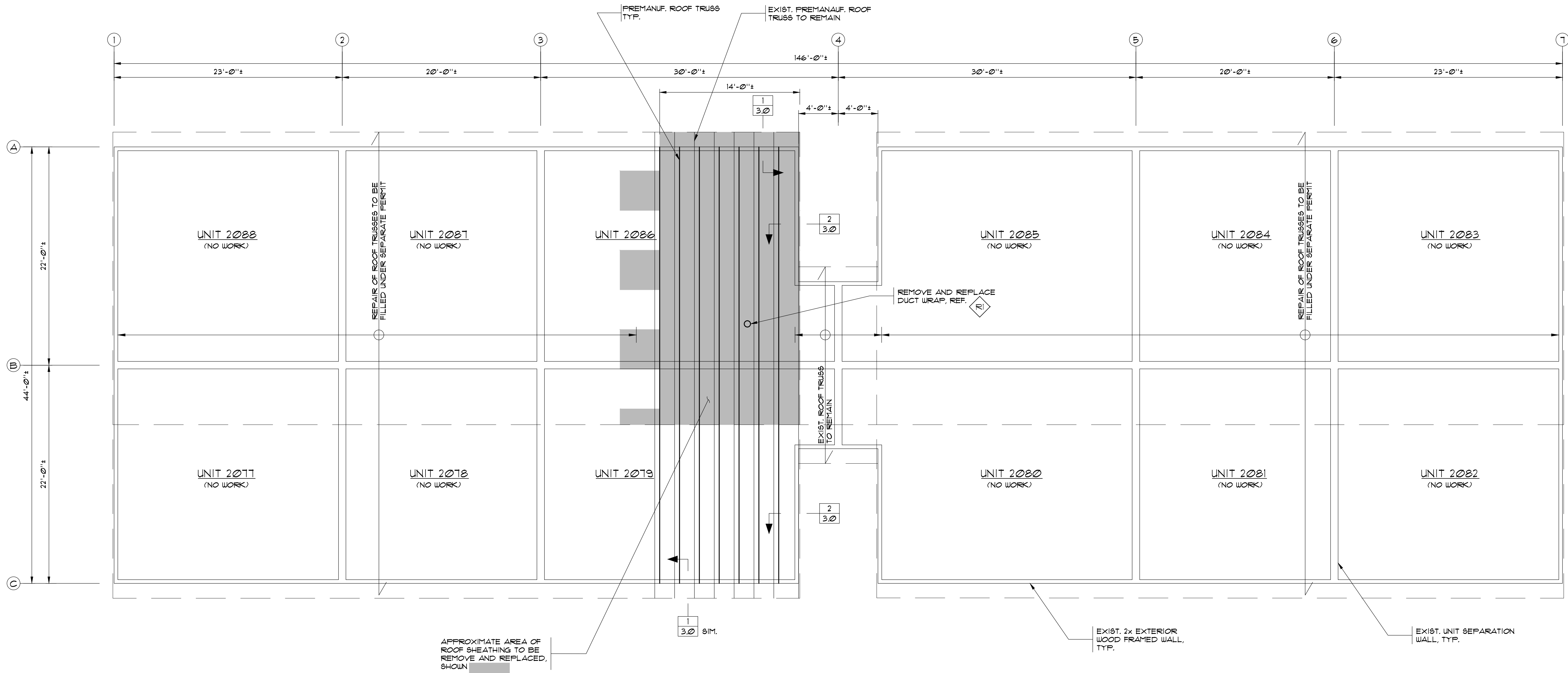
PACIFIC

ENGINEERING TECHNOLOGIES, INC.

4444 Woodland Park Ave. N. - Suite 100 (T) 206 281-7500 • (F) 206 281-7300
Seattle, Washington 98103-7499



Contents	SITE PLAN, VICINITY MAP, PHOTOGRAPHS AND NOTES
Project	TIMBERWOOD APARTMENTS BUILDING 'H' ROOF REPAIR
Sheet	1.0
Job No.	25159.00



ROOF FRAMING PLAN
SCALE: 3/16" = 1'-0"



- NOTES:
1. UNIT'S INTERIOR NON-BEARING WALLS NOT SHOWN FOR CLARITY.
 2. OPENINGS IN EXTERIOR WALLS NOT SHOWN FOR CLARITY.

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Sheet

Project
**TIMBERWOOD APARTMENTS
BUILDING 'H'
ROOF REPAIR**

3805 148TH AVE NE
BELLEVUE, WA

Contents
ROOF FRAMING PLAN



Designed
N. SIE-AFF
Drawn
V.H.N.
Checked
C.E.J.
Date
18 JULY, 2025
Approved

Revision

No.

Date

STRUCTURAL NOTES:

CODE:
THE WASHINGTON STATE BUILDING CODE (WSBC) 2021 EDITION AND THE 2021 WASHINGTON STATE EXISTING BUILDING CODE (WSBEC).

LIVE LOADS:
ROOF SNOW LOAD 25 PSF

NAILS:
NAILING SHALL BE IN ACCORDANCE W/ FASTENING SCHEDULE TABLES 11-13 IN ICC-ES EVALUATION REPORT E9R-1539 PREPARED FOR THE INTERNATIONAL STAPLE, NAIL, AND TOOL ASSOCIATION (ISANTA). ALL NAILS SHALL HAVE STANDARD SIZE ROUND HEADS UNLESS NOTED OTHERWISE ON THE DRAWINGS. NAIL LENGTHS AND DIAMETERS SHALL BE AS FOLLOWS:

10d COMMON 3" x Ø.131" DIA.
3" x Ø.148" DIA.

ALL NAILS EXPOSED TO WEATHER OR IN CONTACT WITH PRESSURE TREATED WOOD SHALL BE HOT-DIPPED GALVANIZED PER ASTM A153-CLASS D.

SCREWS INSTALLED IN WOOD:
SCREWS FOR INSTALLATION IN WOOD SHALL BE MANUFACTURED BY THE SIMPSON STRONG-TIE COMPANY, IN ACCORDANCE WITH ICC-ES REPORT E9R-2236 AND IAPMO UES REPORT #92. THE SCREW DIAMETERS AND LENGTHS ARE AS FOLLOWS:

SDWC Ø.321" DIAMETER, LENGTHS: 4.5" TO 6"

LIGHT GAUGE FRAMING CONNECTORS:
NOTATIONS ON DRAWINGS RELATING TO FRAMING CLIPS, JOIST HANGERS AND OTHER CONNECTING DEVICES REFER TO CATALOG NUMBERS OF CONNECTORS MANUFACTURED BY THE SIMPSON STRONG-TIE COMPANY, DUBLIN, CALIFORNIA. EQUIVALENT DEVICES BY OTHER MANUFACTURERS MAY BE SUBSTITUTED PROVIDED THEY HAVE ICC-ES APPROVAL FOR EQUAL LOAD CAPACITIES. CONNECTORS SHALL BE FASTENED TO THE FRAMING MEMBERS USING THE NUMBER AND TYPE OF FASTENERS CALLED FOR BY MANUFACTURER.

SHEATHING RATINGS:
ALL SHEATHING SHALL BE APA PERFORMANCE RATED PANELS. SHEATHING SHALL BE PLYWOOD OR ORIENTED STRAND BOARD (OSB). BOND CLASSIFICATION SHALL BE 'EXPOSURE 1' WHERE PROTECTED FROM THE WEATHER. BOND CLASSIFICATION SHALL BE 'EXTERIOR' WHERE EXPOSED, SUCH AS EAVE AND SIDING APPLICATIONS. ALL ABUTTING PANELS SHALL HAVE 1/8" GAP.

GENERAL WOOD FRAMING NOTES:
1. MINIMUM NAILING SHALL BE IN ACCORDANCE WITH FASTENING SCHEDULE TABLES 11-13 IN ICC-ES EVALUATION REPORT E9R-1539.
2. PROVIDE CONTINUOUS 2x SOLID BLOCKING OR ENGINEERED LUMBER BLOCKING OR A RIM JOIST FOR FRAMING MEMBERS AT ALL SUPPORTS.
3. CURRENT WSBC BUILDING CODES ARE AVAILABLE ONLINE FOR FREE PUBLIC ACCESS AT CODES.CCSAFE.ORG.

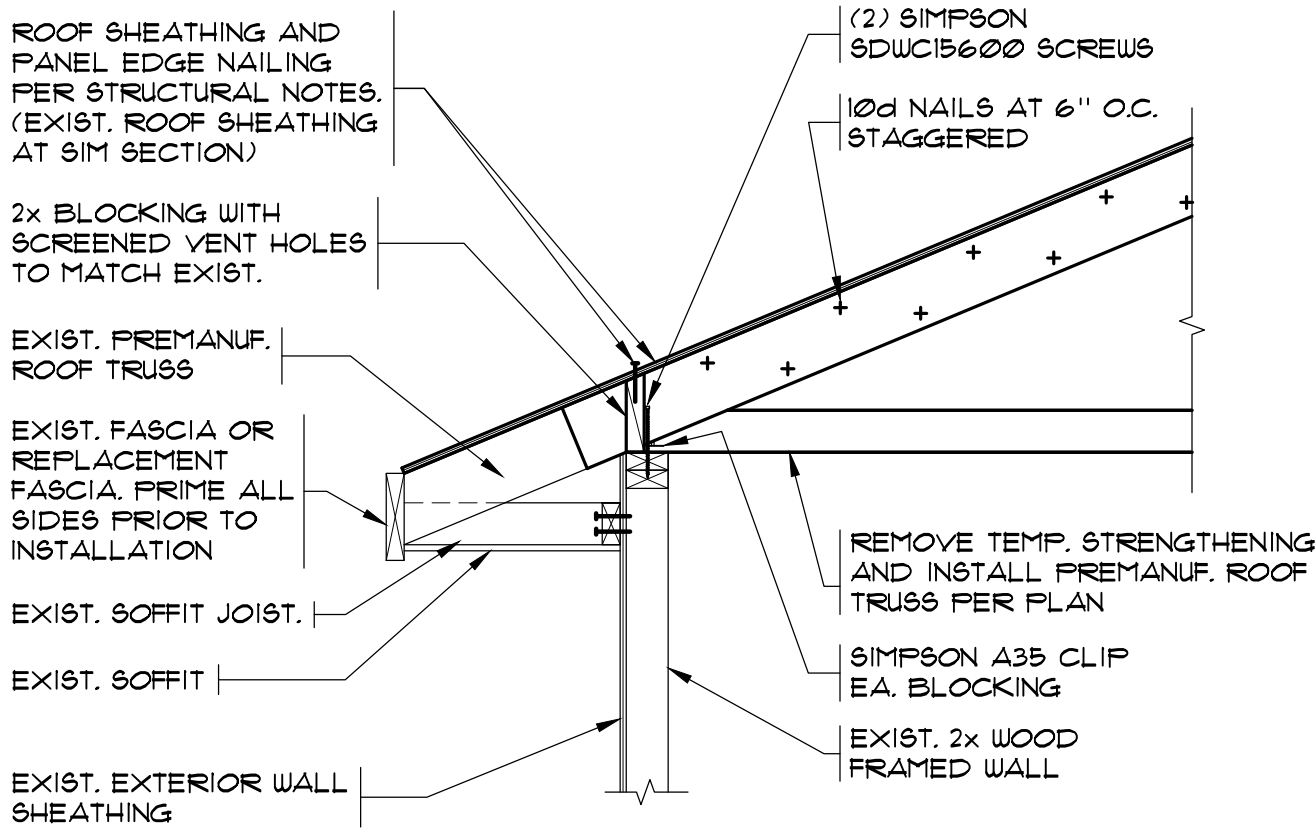
ROOF SHEATHING:
APPLY PLYWOOD/OSB TO MATCH EXISTING THICKNESS 15/32" MIN. NAILED TO JOISTS WITH 10d RING SHANK NAILS AT 6" O.C. AT ALL SUPPORTED PANEL EDGES AND AT 12" O.C. ALONG INTERMEDIATE SUPPORTS. NEW ROOF SHEATHING TO SPAN ACROSS A MINIMUM OF THREE SUPPORTS. EXISTING SHEATHING PANELS THAT ARE CUT SHALL STILL SPAN ACROSS A MINIMUM OF THREE SUPPORTS OR BE REPLACED. PROVIDE SHEATHING CLIPS AT UNSUPPORTED EDGES.

TRUSS FABRICATION NOTES:

- TRUSS MANUFACTURER TO LOCATE WEBS AS REQUIRED FOR DESIGN. PACIFIC ENGINEERING TECHNOLOGIES, INC. MAKES NO GUARANTEES REGARDING THE ACCURACY OF TRUSS DIMENSIONS SHOWN.
 - TRUSS MANUFACTURER/CONTRACTOR SHALL FIELD VERIFY ALL TRUSS LENGTHS, ROOF AND CEILING HEIGHTS, SLOPES, STEPS IN ROOF AND RIDGE, ETC. PRIOR TO FABRICATION.
 - TRUSS MANUFACTURER SHALL BRING ANY DISCREPANCIES WITH THESE PLANS TO THE ATTENTION OF THE ENGINEER.
 - TRUSSES ARE TO MATCH EXISTING CONDITIONS AND MAY BE REFERENCED IN THE UNDAAGED AREAS UNLESS NOTED OTHERWISE ON THE PLANS.
 - ROOF TRUSSES SHALL BE DESIGNED BY AN ENGINEER REGISTERED IN THE STATE OF WASHINGTON AND FABRICATED IN ACCORDANCE WITH SECTION 2303.4 OF THE WSBC, USING DOUGLAS FIR-LARCH OR HEM-FIR MEMBERS.
 - MEMBERS SHALL BE OF THE MINIMUM SIZE SHOWN ON THE PLANS OR LARGER AS REQUIRED BY TRUSS DESIGNER.
 - TRUSS CALCULATIONS SHALL BE PROVIDED FOR ALL TRUSS TYPES AND SHALL INCLUDE SUPPORT FOR ANY MECHANICAL UNITS, WORK PLATFORMS, STORAGE PLATFORMS, AND/OR ACCESS CATAULKS.
 - TRUSS MANUFACTURER SHALL PROVIDE ALL TRUSS-TO-TRUSS CONNECTIONS AND OTHER DETAILS RELATED TO TRUSSES INCLUDING BRACING, STRONG BACKS, AND ERECTION DETAILS.
 - TRUSS MANUFACTURER SHALL CAMBER THE TRUSSES AND PROVIDE ATTACHMENT DETAILS TO ALLOW FOR VERTICAL MOVEMENT AS REQUIRED TO PREVENT DAMAGE TO CEILING FINISHES.
 - ALL TRUSS PLATES SHALL BE WSBC APPROVED AND DESIGNED TO TRANSMIT 100% OF THE MEMBER LOAD DETERMINED BY THE TRUSS ANALYSIS. THE HEEL CONNECTIONS SHALL BE DESIGNED CONSIDERING THE EFFECTS OF ECCENTRIC LOADING. TRUSS PLATES SHALL BE INSTALLED ONTO CHORD MEMBERS SO THAT A MINIMUM OF 1 1/2" CONTINUOUS CONTACT WIDTH BE PROVIDED FOR 2x4 CHORD MEMBERS, AND 2" CONTACT FOR 2x6 CHORD MEMBERS. THE CONTACT AREA OF A PLATE SHALL NOT INCLUDE AREA OF A WEB OR CHORD MEMBER LOCATED WITHIN 1/2" OF THE END OF THAT MEMBER.
 - EACH TRUSS SHALL BE PERMANENTLY MARKED ON THE BOTTOM CHORD, GIVING THE MANUFACTURER'S COMPANY NAME, THE DESIGN LOAD, AND THE SPACING OF THE TRUSSES.
 - THE TRUSS MANUFACTURER SHALL SUBMIT SHOP DRAWINGS AND CALCULATIONS TO THE BUILDING DEPARTMENT FOR REVIEW PRIOR TO FABRICATION.
 - TRUSS MANUFACTURER IS RESPONSIBLE FOR DETERMINING AND ADHERING TO ALL RELEVANT REQUIREMENTS FOR PREFABRICATED TRUSSES.
 - TRUSS MANUFACTURER TO CONSIDER ATTIC LOADING PER CHAPTER 16 OF THE WSBC.
- TYPICAL TRUSS LOADS:
DL (TOTAL) 15 PSF
LL (SNOW) 25 PSF
LL (ATTIC) 10 OR 20 PSF (PER TABLE 1607.1, NOTES I & J IN WSBC)

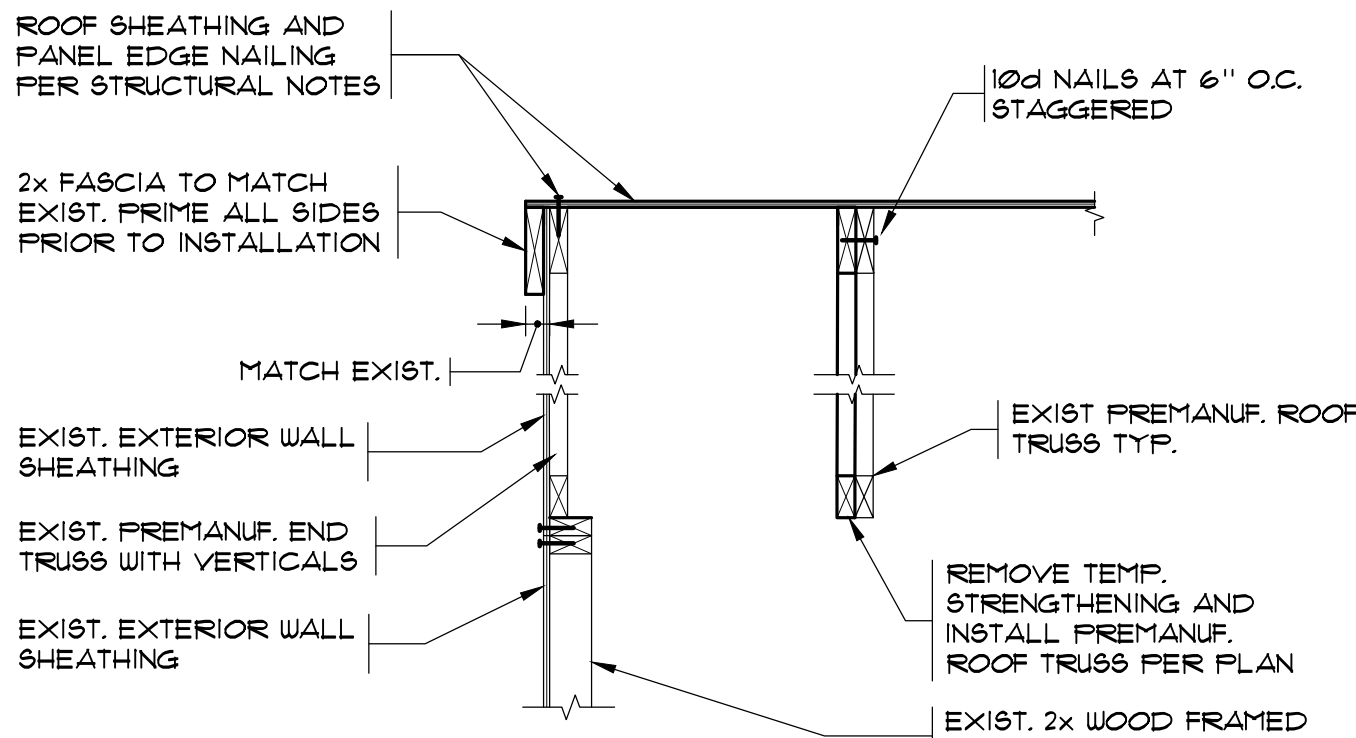
TRUSS INSTALLATION NOTES:

- APPROVED TRUSS DRAWINGS MUST BE ON JOBSITE DURING INSTALLATION AND INSPECTION.
- DO NOT DRILL, CUT OR OTHERWISE DAMAGE TRUSSES.
- DO NOT INSTALL DAMAGED TRUSSES. NOTIFY THE TRUSS SUPPLIER IF DAMAGE IS OBSERVED.
- DO NOT MAKE FIELD REPAIRS TO DAMAGED TRUSSES WITHOUT APPROVAL FROM THE TRUSS DESIGNER.
- PROVIDE TEMPORARY TRUSS BRACING AS REQUIRED BY THE TRUSS MANUFACTURER AND THE WSBC DURING INSTALLATION OF TRUSSES.
- PROVIDE PERMANENT TRUSS BRACING AS REQUIRED BY THE TRUSS MANUFACTURER AND THE WSBC PRIOR TO LOADING THE TRUSSES.
- RESTORE ANY TRUSS BRACING REMOVED AS A RESULT OF REPAIR IN AREAS WHERE TRUSSES ARE TO REMAIN.
- PROVIDE TRUSS BRACING BETWEEN EXISTING TRUSSES TO REMAIN AND NEW TRUSSES IN CONFORMANCE WITH TRUSS MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- PROVIDE ALL TRUSS-TO-TRUSS CONNECTIONS, BRACING, STRONG BACKS, AND OTHER DETAILS IN CONFORMANCE WITH DETAILS PROVIDED BY THE TRUSS MANUFACTURER.

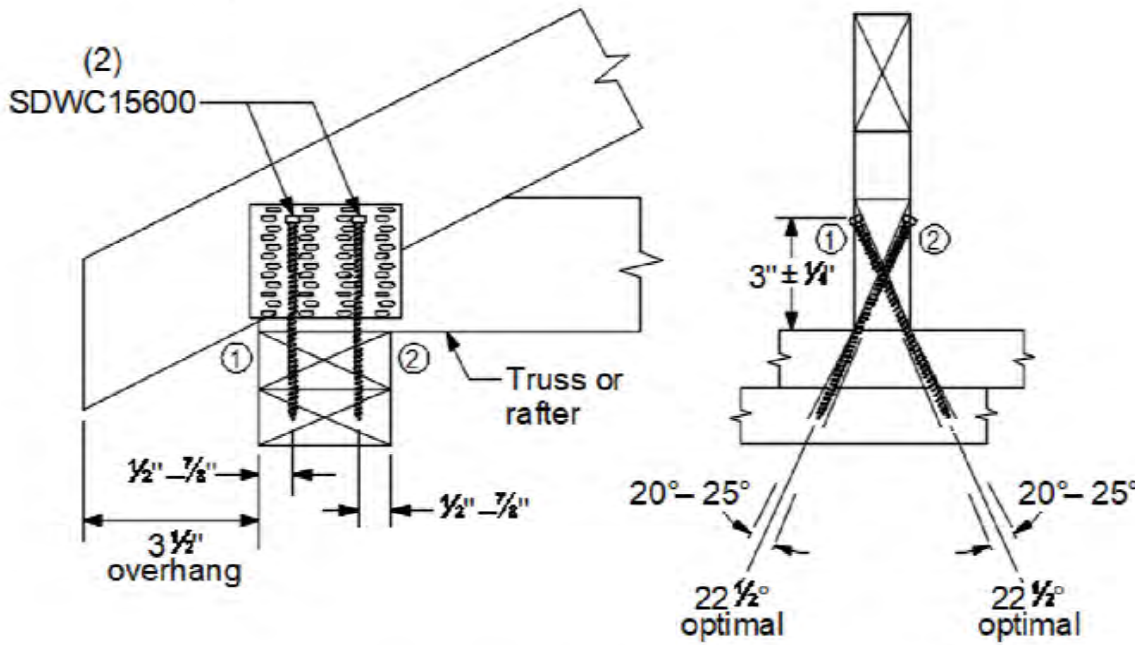


SECTION 1
SCALE: 3/4" = 1'-0"

NOTE:
REFER TO SECTION 3
FOR ADDITIONAL
INFORMATION

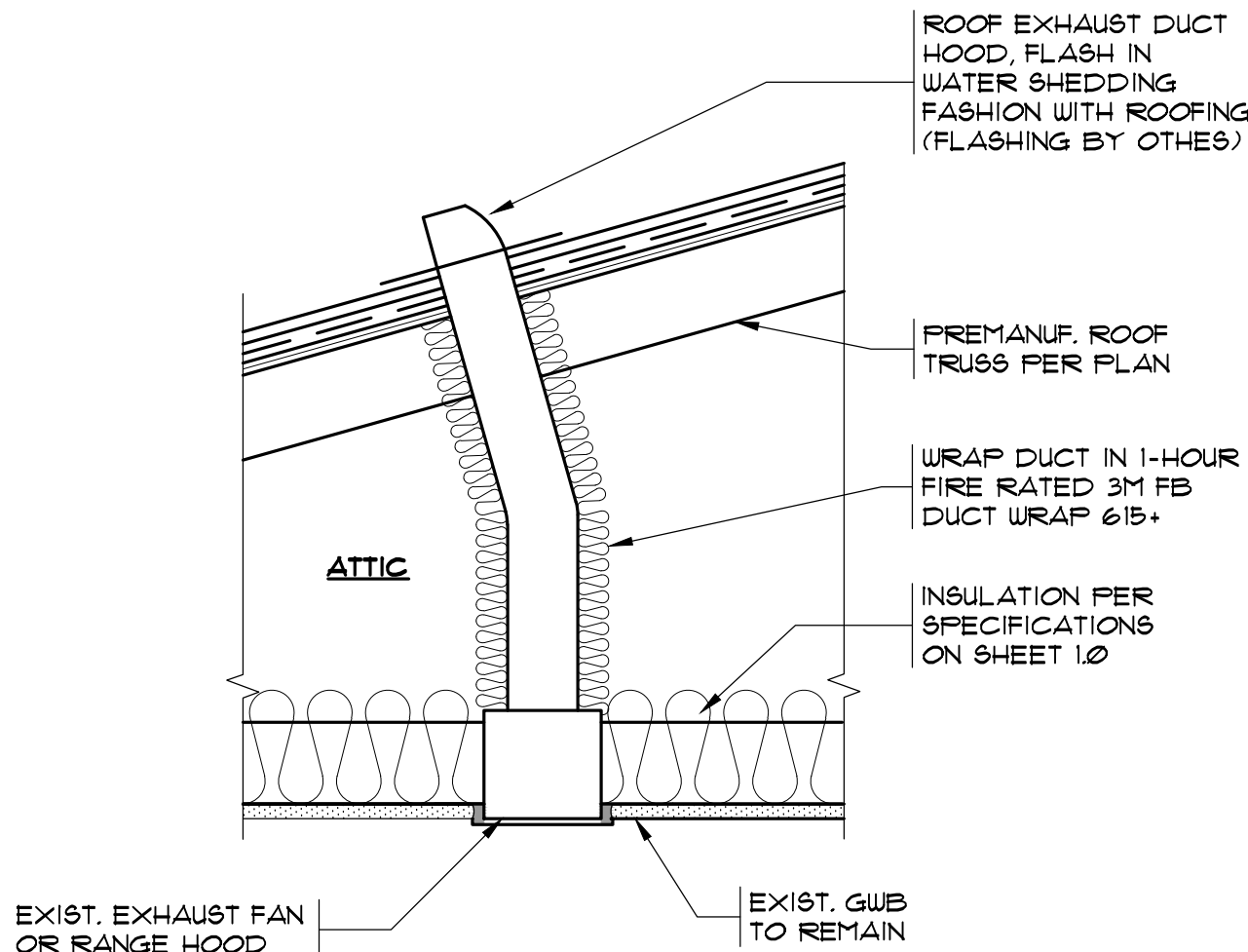


SECTION 2
SCALE: 3/4" = 1'-0"



CONFIGURATION D
Install through Truss/Rafter into Top Plate
Both screws installed at a 20°-25° angle with a 1/2" to 3/4" offset from the opposite edges of top plate and 3" ± 1/4" above top plate. Use metal installation guide included in screw kits for optimal 22.5° installation. To predrill through truss plates, use a 1/8" drill bit.

SECTION 3
SCALE: N.T.S.



TYPICAL EXHAUSE FAN ASSEMBLY
SCALE: 1 1/2" = 1'-0"

Design	Drawn	Checked	Date	Approved
N. SIELEAF	V.H.N.	C.E.J.	18 JULY, 2025	
No.	Revision			

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Project	Contents
TIMBERWOOD APARTMENTS BUILDING 'H' ROOF REPAIR	NOTES, ASSEMBLY AND SECTIONS
38025 148TH AVE NE BELLEVUE, WA	
Sheet	3.0
Job No. 25159.00	

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INSTRUCTIONS TO BIDDERS

1.0 BIDDER RESPONSIBILITY CRITERIA

- A. It is the intent of Owner to award a contract to a responsible bidder submitting the lowest responsive bid. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by the Owner to submit documentation demonstrating compliance with the criteria. The bidder must:
1. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
 2. Have a current Washington Unified Business Identifier (UBI) number;
 3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
 4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
 5. Have received training on the requirements related to public works and prevailing wage under chapter 39.04.350 RCW and chapter 39.12 RCW or be listed as exempt by the department of labor and industries on its website; and
 6. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW;
 7. Before award of a public works contract, a bidder shall submit to the contracting agency a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of subsection A, 6 of this section.

1.1 SUBCONTRACTOR RESPONSIBILITY

- A. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the Owner, the Contractor shall promptly provide documentation to the Owner demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.
- B. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:
1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
 2. Have a current Washington Unified Business Identifier (UBI) number;
 3. If applicable, have:
 - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - b. A Washington Employment Security Department number, as required in Title 50 RCW;

INSTRUCTIONS TO BIDDERS

- c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - d. An electrical contractor license, if required by Chapter 19.28 RCW;
 - e. An elevator contractor license, if required by Chapter 70.87 RCW.
- 4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3);
 - 5. Have received training on the requirements related to public works and prevailing wage under chapter 39.04.350 RCW and chapter 39.12 RCW or be listed as exempt by the department of labor and industries on its website; and
 - 6. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

1.2 SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA

- A. RCW 39.04.350(2) specifically authorizes municipalities to adopt relevant supplement criteria for determining bidder responsibility applicable to a particular project which the bidder must meet.
- B. For the work in this project a responsible/qualified Bidder must meet the following standards:
 - 1. Have a current certificate of registration as a contractor, in compliance with chapter 18.27 RCW, for the last three years under the same business name;
 - 2. Have a good record of past performance that includes, but is not limited to, high quality work, ability to complete projects on time, contractor's integrity, compliance with public policy, financial, contractual and tax obligations, as well as Federal and State rules and regulations in performing construction contracts.
 - 3. Have a current Experience Modification Rate (EMR) of 1.0 or less, or an average EMR rate of 1.0 or less over the last three years. The requirement may, at the Owner's sole discretion, be waived on review of a written explanation that includes details of accidents, L&I records, a Loss Ratio Report for the last five years, costs, dates of events, and changes that have been made by the contractor to reduce accidents. A current company Safety Plan shall also be reviewed.
 - 4. Bidder shall provide evidence of previous successful completion of truss replacement projects of similar scope and complexity. Poor performance, lack of response, or failure to complete projects successfully within the contract time may be grounds for the rejection of bidder.
- C. Subcontractors shall have had three years minimum experience licensed in Washington State in the specific specialty contracting business.

1.3 PREPARATION OF BIDS – CONSTRUCTION

- A. Bids must be submitted on the Bid Form furnished by the Owner.
- B. All fields and questions on required forms must be fully answered and complete. Failure to do so may result in the bid being declared non-responsive.

INSTRUCTIONS TO BIDDERS

- C. Bidders shall acknowledge receipt of all addenda to this solicitation by inserting the addenda numbers in the space provided on the Bid Form. Failure to do so may result in the bid being declared non-responsive.
 - 1. Bidder is responsible for checking KCHA's website for addenda prior to submitting bid.
- D. In order for a bid to be considered responsive, bidders must submit the following signed documents with their bid package:
 - 1. Bid Form
 - 2. Bidder's Information Form
- E. The Bidder agrees to hold the base bid prices for sixty (60) days from date of bid opening.

1.4 AMENDMENTS TO INVITATION TO BID

- A. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- B. Bidders shall acknowledge receipt of all addenda to this solicitation by inserting the addenda numbers in the space provided on the Bid Form. Failure to do so may result in the bid being declared non-responsive.
 - 1. Bidder is responsible for checking KCHA's website for addenda prior to the bid due date.
 - 2. Addenda will not be issued later than three (3) calendar days before the deadline for receipt of Bids except Addendum withdrawing the request for Bids or extending the deadline for receipt of Bids.

1.5 PRE-BID MEETING

- A. All potential bidders are strongly encouraged to attend. Oral statements may not be relied upon and will not be binding or legally effective.

1.6 EXAMINATION OF PLANS, SPECIFICATIONS, AND SITE

- A. Before submitting a bid, the Bidder shall carefully examine each component of the Contract Documents prepared for the Work and any other available supporting data so as to be thoroughly familiar with all the requirements.
- B. The Bidder shall obtain copies of all agencies and associations guidelines and standards cited in the Contract Documents and necessary to perform the Work, including full size reproductions of material provided by Owner, at their own expense.
- C. The Bidder shall make a thorough and reasonable examination of the project site, facility and conditions under which the Work is to be performed, including but not limited to: Building access; resident occupancy; fire lanes; landscaping; obstacles and character of materials which may be encountered; traffic conditions; public and private utilities; the availability and cost of labor; and available facilities for transportation, handling, and storage of materials and equipment.

INSTRUCTIONS TO BIDDERS

1.7 EXPLANATION TO PROSPECTIVE BIDDERS

- A. Any prospective bidder desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must submit a request in writing to the Owner seven (7) calendar days before the bid due date. Oral explanations or instructions given before the award of a contract will not be binding. Questions shall be submitted to:

Michelle Jackson
King County Housing Authority
600 Andover Park W
Tukwila, WA 98188
Email: MichelleJ@kcha.org

1.8 PREVAILING WAGES

- A. Contractor shall pay no less than the Washington State Department of Labor and Industries (L&I) prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of L&I. The schedule of prevailing wage rates for the locality or localities of the Work is determined by the Industrial Statistician of L&I. It is the Contractor's responsibility to verify the applicable prevailing wage rate.
1. L&I prevailing wage rates may be found at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>
 2. The Owner has determined that the work meets the definition of residential construction.
 3. The prevailing wage rates publication date is determined by the bid due date.
 4. The work is to be performed in King County.
 5. A copy of the prevailing wage rates is available at KCHA.
 6. A copy of the prevailing wage rates may be mailed on request.

1.9 TAXES

- A. All taxes imposed by law shall be included in the bid amount. The Contractor shall pay the WSST to the Department of Revenue and shall furnish proof of payment to the Owner if requested.
- B. The retail sales tax does not apply to the gross contract price as indicated in WAC 458-20-17001.
- C. Prime and subcontractors are required to pay retail sales tax upon all purchases of materials, including prefabricated and precast items, equipment, leases or rentals of tools, consumables, and other tangible personal property which is installed, applied, attached, or otherwise incorporated in their work.

1.10 ASSURANCE OF COMPLETION

- A. Payment and performance bonds for 100% of the Contract Sum, including all Change Orders and taxes imposed by law, shall be furnished for the Work, and shall be in a form acceptable to the Owner.

INSTRUCTIONS TO BIDDERS

1. On contracts of one hundred fifty thousand dollars (\$150,000.00) or less, the requirement for a Performance and Payment Bond may, at Contractors option, be waived in lieu of an additional 5% (total 10%) retainage.

1.11 BID ERROR

- A. In the event Bidder discovers an error in its bid, the Bidder may, under certain conditions and if before the date and time that bids are due, modify, their bid, as detailed below:

1. Prior to Date and Time Bids are Due:
 - a. A Bidder may withdraw its bid at any time prior to the date and time bids are due upon written request.
 - b. After withdrawing an original submitted bid, a Bidder may modify and resubmit its bid at any time prior to the date and time bids are due.
2. After the Date and Time Bids are Due:
 - a. A bidder who submits an erroneous low bid may withdraw the bid. The bid withdrawal is permissible if there was an obvious error in the low bid, and the mistake is readily apparent from the bid itself.
 - b. Notification: Provide to the Owner, within 24 hours of bid opening, written notification of the bidder's intent to withdraw the bid due to error.
 - c. Documentation: Provide to the Owner within 48 hours of bid opening, documentation sufficient in content to justify bid withdrawal to the satisfaction of the Owner. Include description and evidence of the error.
 - d. Approval: the Owner will approve or reject the request for withdrawal in writing.
 - e. Any low bidder who withdraws its bid is prohibited from bidding on the same project if it is subsequently re-solicited.

1.12 ADDITIVE OR DEDUCTIVE BID ITEMS

- A. The low bid, for purposes of award, shall be the lowest responsive bid from a qualified responsible bidder offering the low aggregate amount for the base bid, plus additive or deductive bid alternates selected by the Owner.

1.13 BID EVALUATION

- A. Responsive Bids: A bid will be considered responsive if it meets the conditions of the solicitation, in addition to but not limited to the following requirements:
 1. Bid is received not later than the time and date specified.
 2. Bid is submitted in the proper format on the form(s) provided.
 3. Bid includes the complete scope of work as defined in bid package.
 4. Bid does not include any exclusions or qualifications.
 5. Bid includes Unit and Lump Sum Costs as listed in Proposal Form.
 6. Forms are complete.
- B. After bid opening, bids will be checked for correctness of bid item price extensions and the total bid price. A discrepancy between a bid item price and the extended amount of any bid item shall be resolved by accepting the bid item price as correct.

INSTRUCTIONS TO BIDDERS

- C. Responsible Bidders: the Owner will award contracts only to responsible bidders who demonstrate the ability to successfully perform under the terms and conditions as set forth in the Contract Documents and have successfully completed projects similar in scope and complexity.
 - 1. Bidders must demonstrate relevant experience on similar types of projects and submit detailed information as required on the Bidder Information Form.
- D. The Owner reserves the right to contact references and investigate past performance and qualifications of the Bidder, subcontractor, and project team members, including contacting third parties and/or the references provided by the Bidder.
 - 1. The Owner may contact references for other projects including those the Bidder did not identify and/or provided references.
 - 2. References may be asked to rate the performance of and describe their experience with project team members and subcontractors. Bidder Information may be solicited and evaluated on the following subjects: type and features of work; overall quality of project performance and quality of work; experience and technical knowledge and competence of the Bidder and Project Team Members; ability, capacity and skill to perform the Work; ability to manage submittals, requests for information, prevailing wage filings, and other paperwork; compliance with laws, ordinances, and contract provisions; and other information as deemed necessary.
 - 3. Poor reference(s) may be justification to determine a Bidder is not responsible.
- E. At the Owner's request, provide any additional explanation or information, which would assist in evaluating the qualifications of the Bidder, subcontractors, project team members, and bid price.
- F. The Owner will verify information submitted and if the lowest bidder is determined to be "not responsible," the Owner will issue, in writing, the specific reasons for this determination. The bidder may appeal this decision. The appeal must be in writing and shall be delivered to the Owner within two business days. The appeal may include additional information that was not included in the original bid documents. KCHA will make a final determination after the receipt of the appeal. The final determination may not be appealed.

1.14 CONTRACT AWARD

- A. Bonding and Insurance: Contract award will be contingent on ability to secure payment/performance bonding, and Contractor's ability to meet the Owner insurance requirements as detailed in the Bid Documents.
- B. Bonding, insurance certificates and endorsements, and an approved Statement of Intent to Pay Prevailing Wages shall be submitted to the Owner within 14 days of award. A Notice to Proceed shall be issued immediately after receipt.
- C. Right to Reject Bids/Waiver: The Owner reserves the right to reject any or all bids or to waive any informalities or irregularities in the bidding.
- D. Retainage Funds: The Owner will not pay interest to the Contractor for accounts where retainage funds are maintained by the Owner. As part of the procurement by which the Contractor was selected for this work, the Contractor agrees to waive any other options and has made allowances for this waiver.

GENERAL CONDITIONS

PART 1 - GENERAL PROVISIONS

1.1 DEFINITIONS

- A. "Authority Having Jurisdiction (AHJ)": A federal, state, local, or other regional department, or an individual such as a fire official, labor department, health department, building official, or other individual having statutory authority.
- B. "Contract Documents" means the Instructions to Bidders, Specifications, Plans, General Conditions, Prevailing Wage Rates, Bid Form, Contract Form, other Special Forms, Drawings and Specifications, and all Addenda and modifications thereof.
- C. "Contract Sum" is the total amount payable by Owner to Contractor for performance of the Work in accordance with the Contract Documents.
- D. "Contract Time" is the number of consecutive Days allotted in the Contract Documents for achieving completion of the Work.
- E. "Contracting Officer" means the person delegated the authority by King County Housing Authority to enter into, and/or terminate this Contract. The term includes any successor Contracting Officer and any duly authorized representative of the Contracting Officer.
- F. "Contractor" means the person or other entity entering into the Contract with King County Housing Authority to perform all of the services or work required under the Contract.
- G. "Day" means calendar day, unless otherwise specified.
- H. "Final Acceptance" means the acceptance by Owner that the Contractor has completed the requirements of the Contract Documents.
- I. "Force Majeure" means those acts entitling Contractor to request an equitable adjustment in the Contract Time, including, but not limited to, unusually severe weather conditions which could not have been reasonably anticipated.
- J. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- K. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- L. "Liquidated Damages" means the amount prescribed in the Contract Documents to be deducted from any payments due or to become due Contractor, for each day's delay in completion of the Work beyond the time allowed in the Contract Documents as stated in the Notice to Proceed, plus any extensions of such time.
- M. "Manager" means the person who is an authorized agent of the King County Housing Authority to administer the Contract.
- N. "Notice to Proceed" means a notice from Owner to Contractor that defines the date on which the Contract Time begins to run.
- O. "Owner" means the King County Housing Authority or its authorized representative with the authority to enter into, administer, and/or terminate the Work in accordance with the Contract Documents and make related determinations and findings.
- P. "Property Manager" means the property management company, its officers and employees.
- Q. "Provide": Furnish and install, complete and ready for the intended use.

GENERAL CONDITIONS

- R. "Subcontract" means any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by a Subcontractor to furnish supplies, materials, equipment, and services for the performance of the prime Contract or a subcontract.
- S. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another Subcontractor.
- T. "Work" means the construction and services required by the Contract Documents, and includes, but is not limited to, labor, materials, supplies, equipment, services, permits, and the manufacture and fabrication of components, performed, furnished, or provided in accordance with the Contract Documents.

1.2 EXECUTION AND INTENT

- A. The intent of the Specifications and Drawings is to describe a complete Project to be constructed in accordance with the Contract Documents. Contractor shall furnish all labor, materials, equipment, tools, transportation, permits, and supplies, and perform the Work required in accordance with the Contract Documents.
- B. All work is to be executed in accordance with the Building Codes, as adopted by the Authority Having Jurisdiction, and other applicable codes and generally accepted industry standards. All products and materials are to be new and handled and applied in accordance with the manufacturer's recommendations.
- C. Contractor makes the following representations to Owner:
 - 1. The Contract Sum is reasonable compensation for the Work and the Contract Time is adequate for the performance of the Work, as represented by the Contract Documents;
 - 2. Contractor has carefully reviewed the Contract Documents, had an opportunity to visit and examine the Project site, has become familiar with the local conditions in which the Work is to be performed, and has satisfied itself as to the nature, location, character, quality and quantity of the Work, the labor, materials, equipment, goods, supplies, work, permits, services and other items to be furnished and all other requirements of the Contract Documents, as well as the surface and subsurface conditions and other matters that may be encountered at the Project site or affect performance of the Work or the cost or difficulty thereof.
- D. The Contract Documents are complementary. What is required by one part of the Contract Documents shall be binding as if required by all. Anything mentioned in the Specifications and not shown on the Drawings, or shown on the Drawings and not mentioned in the Specifications, shall be of like effect as if shown or mentioned in both.

PART 2 - INSURANCE AND BONDS

2.1 INSURANCE REQUIREMENTS FOR BUILDING TRADES CONTRACTORS

- A. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or Subcontractors.

2.2 MINIMUM SCOPE OF INSURANCE

- A. Contractors shall maintain coverages no less than:
 - 1. Insurance Services Office Commercial General Liability coverage including Products/Completed Operations.
 - 2. Insurance Services Office covering Automobile Liability, code 1 (any auto).
 - 3. Workers' Compensation insurance as required by State law and Employer's Liability Insurance.

GENERAL CONDITIONS

2.3 MINIMUM LIMITS OF INSURANCE

A. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit of \$2,000,000.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
Employer's Liability: \$1,000,000 per accident for bodily injury/sickness or disease.

2.4 DEDUCTIBLES AND SELF-INSURED RETENTION

- ### A.
- Any deductibles or self-insured retentions must be declared to and approved by the Owner. At the option of the Owner, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Owner guaranteeing payment of losses and related investigations, claim administration and defense expenses. **NOTE: If this contract deals with hazardous materials or activities (i.e. lead based paint, asbestos, armed security guards) additional provisions covering those exposures must be included in order to protect the Owner's interests.**

2.5 OTHER INSURANCE PROVISIONS

A. The policies are to contain, or be endorsed to contain, the following provisions:

1. The Owner, the Property Manager, its officers, officials, employees, partners, agents and volunteers are to be covered as additional insureds under a "completed operations" type of additional insured endorsement with respect to general liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. The endorsement(s) effectuating the foregoing additional insured coverage shall be ISO form CG 20 10 11 85, or CG 20 10 10 01 issued concurrently with CG 20 37 10 01, or their equivalent as long as it provides additional insured coverage, without limitation, for completed operations; (ii) automobile liability arising out of vehicles owned, leased, hired, or borrowed by or on behalf of the Contractor; (iii) any insurance written on a claims made basis, shall have a retroactive date that coincides with, or precede, the commencement of any work under this contract. Evidence of such coverage shall be maintained for a minimum of six (6) years beyond the expiration of the project.
2. King County will not accept Certificates of Insurance Alone. Improperly Completed Endorsements will be returned to your insured for correction by an authorized representative of the insurance company.
3. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the Owner, its officers, officials, agents, partners, employees, and volunteers. Any insurance or self-insurance maintained or expired by the Owner, its officers, officials, agents, partners, employees, volunteers, or shall be excess of the Contractor's insurance and shall not contribute with it. King County Housing Authority's Insurance is Non-Contributory in Claims Settlement Funding.
4. The "General description of agreement(s) and/or activity(s) insured" shall include reference to the activity and/or to either specific King County Housing Authority's; project of site name, contract number, lease number, permit number or construction approval number.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after thirty (30) days' [ten (10) days for non-payment of premium] prior written notice by certified mail, return receipt requested, has been given to the Owner.
6. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract.

2.6 ACCEPTABILITY OF INSURERS

- ### A.
- Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII. The name of the Insurance Company underwriting the coverage and its address shall be noted on the endorsement form. Contractors must provide written verification of their insurer's rating.

GENERAL CONDITIONS

2.7 VERIFICATION OF COVERAGE

- A. Contractor shall furnish the Owner with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Owner before work commences in sufficient time to permit contractor to remedy any deficiencies. The Owner reserves the right to require complete, certified copies of all required insurance policies or pertinent parts thereof, including endorsements affecting the coverage required by these specifications at any time. Contractor shall include in its bid the cost of all insurance and bonds required to complete the base bid work and accepted alternates.

2.8 SUBCONTRACTORS

- A. Subcontractors shall include the Contractor as additional insured under their policies. All coverage's for subcontractors shall be subject to all of the requirements stated herein. Contractor shall be responsible for the adequacy of required coverages for subcontractors, and compile related certificates of insurance and endorsements evidencing subcontractors' compliance.

2.9 PAYMENT AND PERFORMANCE BONDS

- A. Payment and performance bonds for 100% of the Contract Award Amount shall be furnished for the Work, using the Payment Bond and Performance Bond form AIA – form A312. Change order increases of cumulative 15% increments require revisions to the bond to match the new Contract Sum.
- B. On contracts of one hundred fifty thousand dollars or less, at the option of the contractor as defined in RCW 39.10.210, the Owner may, in lieu of the bond, retain ten percent of the contract amount for a period of forty-five days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

PART 3 - PERFORMANCE

3.1 CONTRACTOR CONTROL AND SUPERVISION

- A. Contractor shall be solely responsible for, and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work, and shall be responsible to Owner for acts and omissions of Contractor, Subcontractors, and their employees and agents.
- B. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not permit employment of persons not skilled in tasks assigned to them. Owner may, by Notice, request Contractor to remove from the Work or Project site any employee Owner reasonably deems incompetent, careless, or otherwise objectionable.
- C. The Contractor shall perform on the site, and with its own organization, work equivalent to at least 12% of the total amount of work to be performed under the contract.
- D. Work Hours: The Contractor's allowable hours of operation shall be limited to those hours between 8:00 A.M. and 6:00 P.M. Monday to Friday excluding public holidays.

3.2 PERMITS, FEES, AND NOTICES

- A. Unless otherwise provided in the Contract Documents, Contractor shall pay for and obtain all permits, licenses, and coordinate inspections necessary for proper execution and completion of the Work. Prior to final payment, the approved, signed permits shall be delivered to Owner.

3.3 PREVAILING WAGES

- A. Statutes of the State of Washington RCW 39.12 as amended shall apply to this contract. Requirements, in brief, are stated below:

GENERAL CONDITIONS

1. There shall be paid each laborer or mechanic of the Contractor or sub-Contractor engaged in work on the project under this contract in the trade or occupation listed in the schedule of Wage Rates, as determined by the Department of Labor and Industries, not less than the hourly wage rate listed therein, regardless of any contractual relationship which may be alleged to exist between the Contractor and any sub-contractor and such laborers and mechanics.
2. The "prevailing rate or wage" contained in the wage determination include health and welfare fund contributions and other fringe benefits collectively bargained for by the various management and labor organizations. Prevailing wages shall be paid based on the most recent semi-annual list as required by the Department of Labor and Industries (L&I).
3. In case any dispute arises as to what are the prevailing rates for wages of work of a similar nature, and such disputes cannot be resolved by the parties involved, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and the Director's decision shall be final and conclusive and binding on all parties involved in the dispute.

B. Before commencing the Work, Contractor shall file a statement of "Intent to Pay Prevailing Wages."

C. After completion of the Work, Contractor shall file an "Affidavit of Wages Paid."

3.4 EQUAL EMPLOYMENT OPPORTUNITY

A. During performance of the Work:

1. Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, marital status, the presence of any physical, sensory, or mental disability, sexual orientation, Vietnam-era veteran status, disabled veteran status or political affiliation, nor commit any unfair practices as defined in RCW 49.60.
2. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, of any physical, sensory, or mental disability, sexual orientation, Vietnam-era veteran status, disabled veteran status, or political affiliation.
3. The Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and orders in regard to Equal Employment Opportunity including but not limited to Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the rules, regulations, and orders of the Secretary of Labor. The Contractor shall include the terms of this Clause in every subcontract so that such term shall be binding on each Subcontractor.
4. Non-Discrimination R.C.W. 49.60: These special requirements establish minimum requirements for affirmative action and are intended to define and implement the basic discrimination provisions of these specifications. Failure to comply with these requirements may constitute grounds for application of contract default.

3.5 SAFETY PRECAUTIONS

A. In performing this contract, the Contractor shall provide for protecting the lives and health of employees and other persons; preventing damage to property, materials, supplies, and equipment; and avoid work interruptions. For these purposes, the Contractor shall:

1. Follow Washington Industrial Safety and Health Act (WISHA) regional directives and provide a site-specific safety program that will require an accident prevention and hazard analysis plan for the contractor and each subcontractor on the work site. The Contractor shall submit a site-specific safety plan to the Owner's representative prior to the initial scheduled construction meeting.
2. Provide adequate safety devices and measures including, but not limited to, the appropriate safety literature, notice, training, permits, placement and use of barricades, signs, signal lights, ladders, scaffolding, staging, runways, hoist, construction elevators, shoring, temporary lighting, grounded outlets, wiring, hazardous materials, vehicles, construction processes, and equipment required by Chapter 19.27 RCW, State Building Code (Uniform Building, Electrical, Mechanical, Fire, and Plumbing Codes); Chapter 212-12 WAC, Fire Marshal Standards, Chapter 49.17 RCW, WISHA; Chapter 296-155 WAC, Safety Standards for Construction Work; Chapter 296-65 WAC; WISHA Asbestos Standard; WAC 296-62-071, Respirator Standard; WAC 296-62, General Occupation Health Standards, WAC 296-24, General Safety and Health Standards, WAC 296-24, General Safety and Health Standards, Chapter 49.70 RCW, and Right to Know Act.

GENERAL CONDITIONS

3. Comply with the State Environmental Policy Act (SEPA), Clean Air Act, Shoreline Management Act, and other applicable federal, state, and local statutes and regulations dealing with the prevention of environmental pollution and the preservation of public natural resources.
 4. Post all permits, notices, and/or approvals in a conspicuous location at the construction site.
 5. Provide any additional measures that the Owner determines to be reasonable and necessary for ensuring a safe environment in areas open to the public. Nothing in this part shall be construed as imposing a duty upon the Owner to prescribe safety conditions relating to employees, public, or agents of the Contractors.
- B. Contractor to maintain safety records: Contractor shall maintain an accurate record of exposure data on all incidents relating to the Work resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment. Contractor shall immediately report any such incident to Owner. Owner shall, at all times, have a right of access to all records of exposure.
- C. Contractor to provide HazMat training: Contractor shall provide all persons working on the Project site with information and training on hazardous chemicals in their work at the time of their initial assignment, and whenever a new hazard is introduced into their work area.
1. Information. At a minimum, Contractor shall inform persons working on the Project site of:
 - a. WAC: The requirements of chapter 296-62 WAC, General Occupational Health Standards;
 - b. Presence of hazardous chemicals: Any operations in their work area where hazardous chemicals are present; and
 - c. Hazard communications program: The location and availability of written hazard communication programs, including the required list(s) of hazardous chemicals and material safety data sheets required by chapter 296-62 WAC.
 2. Training. At a minimum, Contractor shall provide training for persons working on the Project site which includes:
 - a. Detecting hazardous chemicals: Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
 - b. Hazards of chemicals: The physical and health hazards of the chemicals in the work area;
 - c. Protection from hazards: The measures such persons can take to protect themselves from these hazards, including specific procedures Contractor, or its Subcontractors, or others have implemented to protect those on the Project site from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
 - d. Hazard communications program: The details of the hazard communications program developed by Contractor, or its Subcontractors, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.
- D. Hazardous, toxic or harmful substances: Contractor's responsibility for hazardous, toxic, or harmful substances shall include the following duties:
1. Illegal use of dangerous substances: Contractor shall not keep, use, dispose, transport, generate, or sell on or about the Project site, any substances now or hereafter designated as, or which are subject to regulation as, hazardous, toxic, dangerous, or harmful by any federal, state or local law, regulation, statute or ordinance (hereinafter collectively referred to as "hazardous substances"), in violation of any such law, regulation, statute, or ordinance, but in no case shall any such hazardous substance be stored on the Project site.
 2. Contractor notifications of spills, failures, inspections, and fines: Contractor shall promptly notify Owner of all spills or releases of any hazardous substances which are otherwise required to be reported to any regulatory agency and pay the cost of cleanup. Contractor shall promptly notify Owner of all failures to comply with any federal, state, or local law, regulation, or ordinance; all inspections of the Project site by any regulatory entity concerning the same; all regulatory orders or fines; and all responses or interim cleanup actions taken by or proposed to be taken by any government entity or private party on the Project site.
- E. Public safety and traffic: All Work shall be performed with due regard for the safety of the public. Contractor shall perform the Work so as to cause a minimum of interruption of vehicular traffic or inconvenience to pedestrians.

GENERAL CONDITIONS

All arrangements to care for such traffic shall be Contractor's responsibilities. All expenses involved in the maintenance of traffic by way of detours shall be borne by Contractor.

- F. Contractor to act in an emergency: In an emergency affecting the safety of life or the Work or of adjoining property, Contractor is permitted to act, at its discretion, to prevent such threatened loss or injury, and Contractor shall so act if so authorized or instructed.
- G. No duty of safety by Owner: Nothing provided in this section shall be construed as imposing any duty upon Owner with regard to, or as constituting any express or implied assumption of control or responsibility over, Project site safety, or over any other safety conditions relating to employees or agents of Contractor or any of its Subcontractors, or the public.

3.6 INDEPENDENT CONTRACTOR

- A. The Contractor and Owner agree the Contractor is an independent contractor with respect to the services provided pursuant to this Contract. Nothing in this Contract shall be considered to create a relationship of employer and employee between the parties hereto. Neither the Contractor nor any employee of the Contractor shall be entitled to any benefits accorded Owner employees by virtue of the services provided under this Contract. The Owner shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employees of the Contractor.

3.7 OPERATIONS, MATERIAL HANDLING, AND STORAGE AREAS

- A. Contractor shall confine all operations, including storage of materials, to Owner-approved areas.
- B. Contractor shall be responsible for the proper care and protection of its materials and equipment delivered to the Project site.
- C. Contractor shall protect and be responsible for any damage or loss to the Work, or to the materials or equipment until the date of Final Acceptance, and shall repair or replace without cost to Owner any damage or loss that may occur.

3.8 PRIOR NOTICE OF EXCAVATION

- A. Prior to any excavation Contractor shall engage a locate service for all underground facilities or utilities. Contractor shall pay all fees for locator services and pay for all damages caused by excavation.

3.9 UNFORESEEN PHYSICAL CONDITIONS

- A. Notice requirement for concealed or unknown conditions: If Contractor encounters conditions at the site which are subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents, or unknown physical conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then Contractor shall give written notice to Owner promptly and in no event later than seven Days after the first observance of the conditions. Conditions shall not be disturbed prior to such notice.
- B. Adjustment in Contract Time and Contract Sum: If such conditions differ materially and cause a change in Contractor's cost of, or time required for, performance of any part of the Work, the Contractor may be entitled to an equitable adjustment in the Contract Time or Contract Sum, or both, provided it makes a request therefore as provided in Part 5.

3.10 PROTECTION OF EXISTING STRUCTURES, EQUIPMENT, VEGETATION, UTILITIES, AND IMPROVEMENTS

- A. Contractor shall protect and repair property. Contractor shall protect from damage all existing conditions, including soils, structures, equipment, improvements, utilities, and vegetation at or near the Project site; and on adjacent property of a third party, the locations of which are made known to or should be known by Contractor. Contractor shall repair any damage, including that to the property of a third party, resulting from failure to comply with the

GENERAL CONDITIONS

requirements of the Contract Documents, any defects of equipment, material, workmanship or design furnished by the Contractor, or failure by Contractor or subcontractor at any tier to exercise reasonable care in performing the Work. If Contractor fails or refuses to repair the damage promptly, Owner may have the necessary work performed and charge the cost to Contractor.

- B. New work which connects to existing work shall correspond in all respects with that to which it connects and/or be similar to existing work unless otherwise required by the Specifications.

3.11 MATERIAL AND EQUIPMENT

- A. All equipment, material, and articles incorporated into the Work shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in the Contract Documents. References in the Specifications to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard quality and shall not be construed as limiting competition. Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of Owner, is equal to that named in the Specifications, unless otherwise specifically provided in the Contract Documents.
- B. Substitutions shall be considered where qualities and attributes including, but not limited to, cost, performance, weight, size, durability, visual effect, and specific features and requirements indicated are deemed equal or better by the Owner at the Owner's sole discretion. All requests for substitutions shall be made in writing to Owner and shall not be deemed to be approved unless approved in writing by Owner.

3.12 CORRECTION OF NONCONFORMING WORK

- A. Contractor shall promptly correct Work found by Owner not to conform to the requirements of the Contract Documents, whether observed before or after Final Acceptance.
- B. If Contractor fails to correct nonconforming Work, Owner may replace, correct, or remove the nonconforming Work and charge the cost thereof to the Contractor.

3.13 CLEAN UP

- A. Contractor shall at all times keep the Project site, including hauling routes, infrastructures, utilities, and storage areas, free from accumulations of waste materials. Before completing the Work, Contractor shall remove from the premises its rubbish, tools, scaffolding, equipment, and materials. Upon completing the Work, Contractor shall leave the Project site in a clean, neat, and orderly condition satisfactory to Owner. If Contractor fails to clean up as provided herein, and after reasonable notice from Owner, Owner may do so and the cost thereof shall be charged to Contractor.

3.14 SUBCONTRACTORS AND SUPPLIERS

- A. Contractor shall utilize Subcontractors and suppliers which are experienced and qualified.
- B. By appropriate written agreement, Contractor shall require each Subcontractor to be bound to Contractor by terms of those Contract Documents, and to assume toward Contractor all the obligations and responsibilities which Contractor assumes toward Owner in accordance with the Contract Documents. Each Subcontract shall preserve and protect the rights of Owner in accordance with the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights. Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. However, nothing in this paragraph shall be construed to alter the contractual relations between Contractor and its Subcontractors with respect to insurance or bonds.
- C. Contractor shall schedule, supervise, and coordinate the operations of all Subcontractors. No Subcontracting of any of the Work shall relieve Contractor from its responsibility for the performance of the Work in accordance with the Contract Documents or any other obligations of the Contract Documents.
- D. It is the Contractor's responsibility to pay its Subcontractors and material suppliers on a timely basis. The Owner reserves the right to withhold a portion of the Contractor's payment if the Contractor fails to make timely payments to the Subcontractors and material suppliers.

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- E. The Contract Documents shall not be construed to create a contractual relationship of any kind between the Owner and any Subcontractor; or any persons other than Owner and Contractor.
- F. The Contractor shall not enter into any subcontract with any subcontractor who has been suspended or debarred from participating in contracting programs by any agency of the United States Government or by any state, territory, or municipality.

3.15 INDEMNIFICATION

- A. The Contractor hereby agrees to indemnify, defend, and hold harmless the Authority, its successors and assigns, director, officers, officials, employees, agents, partners and volunteers (all foregoing singly and collectively (Indemnities")) from a and against any and all claims, losses, harm costs, liabilities, damages and expenses, including, but not limited to, reasonable attorney's fees arising or resulting from the performance of the services, or the acts or omissions of the Contractor its successors, and assigns, employees, subcontractors or anyone acting on the contractor's behalf in connection with this Contract or its performance of this Contract.
- B. Provided, however, that the Contractor will not be required to indemnify, defend, or save harmless the indemnitee as provided in the preceding paragraphs of this section if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the indemnitee. Where such claims, suites, or actions result from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the Contractor or the Contractor's agent or employee, the indemnity provisions provided in the proceeding paragraphs of this section shall be valid and enforceable only to the extent of the Contractor's negligence or the negligence of its agents and employees..
- C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the Contractor's immunity under Washington's Industrial Insurance act, RCW Title 51. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them. If any portion of this indemnity clause is invalid or unenforceable, it shall be deemed excised and the remaining portions of the clause shall be given full force and effect.
- D. The Contractor hereby agrees to require all its Subcontractors or anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this Contract to execute an indemnity clause identical to the preceding clause, specifically naming the Owner as indemnity, and failure to do so shall constitute a material breach of this Contract by the Contractor.

3.16 PROHIBITION AGAINST LIENS

- A. The Contractor is prohibited from placing a lien on the Owner's property. This prohibition shall apply to all subcontractors of any tier and all materials suppliers, in accordance with RCW 35.82.190.

3.17 DAMAGES FOR FAILURE TO ACHIEVE TIMELY COMPLETION

- A. Liquidated Damages
 - 1. Timely performance and completion of the Work is essential to Owner and time limits stated in the Contract Documents are of the essence. The liquidated damage amounts set forth will be assessed not as a penalty, but as liquidated damages for breach of the Contract Documents. This amount is fixed and agreed upon by and between the Contractor and Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain. This amount shall be construed as the actual amount of damages sustained by the Owner, and may be retained by the Owner and deducted from any payments to the Contractor.
 - 2. If different completion dates are specified in the contract for separate parts or stages of the work, the amount of liquidated damages shall be assessed on those parts or stages which are delayed.

3.18 WAIVER AND SEVERABILITY

- A. The failure or delay of either party to insist on performance of any provision of the Contract, or to exercise any right or remedy available under the Contract, shall not be construed as a waiver of that provision, right, or remedy in any later instance. Waiver or breach of any provision of the Contract shall not be construed to be a waiver of any

GENERAL CONDITIONS

other or subsequent breach and shall not be construed to be a modification of the terms of the Contract, unless the Contract is modified pursuant to the Clause entitled "Contract Modifications" herein.

- B. If any provision of the Contract is or becomes void or unenforceable by operation of law, the remaining provisions shall be valid and enforceable.

PART 4 - PAYMENTS AND COMPLETION

4.1 CONTRACT SUM

- A. The Contract Sum shall include all taxes imposed by law and properly chargeable to the Project, including sales tax. The Contractor shall pay the WSST to the Department of Revenue and shall furnish proof of payment to the Owner if requested.
- B. The retail sales tax does not apply to the gross contract price.
- C. Prime and subcontractors are required to pay retail sales tax upon all purchases of materials, including prefabricated and precast items, equipment, leases or rentals of tools, consumables, and other tangible personal property which is installed, applied, attached, or otherwise incorporated in their work.

4.2 APPLICATION FOR PAYMENT

- A. At monthly intervals, unless determined otherwise by Owner, Contractor shall submit to Owner an Application for Payment for Work completed in accordance with the Contract Documents. Each application shall be supported by such substantiating data as Owner may require.
- B. Each invoice shall include the following statement: "I hereby certify that the items listed are proper charges for materials, merchandise or services provided to the King County Housing Authority, and that all goods and/or services have been provided; that prevailing wages have been paid in accordance with the approved statements of intent filed with the Department of Labor and Industries; and that sub-contractors and/or suppliers have been paid, less earned retainage, as their interest appears in the last payment received."
- C. Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule. Each Application for Payment shall be consistent with previous applications and payments.
- D. Owner shall retain 5% of the amount of each progress payment until 45 Days after Final Acceptance and receipt of all documents required by law or the Contract Documents including releases by Washington State Employment Security Department and Washington State Department of Revenue and Department of Labor & Industries.
- E. Payment for material delivered to site or stored off-site: If authorized by Owner, the Application for Payment may include request for payment for material delivered to the Project site and suitably stored, or for completed preparatory work. Payment may similarly be requested for material stored off the Project site, provided Contractor complies with or furnishes satisfactory evidence of the following:
 - 1. Suitable facility or location: The material will be placed in a facility or location that is structurally sound, dry, lighted and suitable for the materials to be stored;
 - 2. Facility or location within 50 miles of Project: The facility or location is located within a 50-mile radius of the Project. Other locations may be utilized, if approved in writing, by Owner;
 - 3. Facility or location exclusive to Project's materials: Only materials for the Project are stored within the facility or location (or a secure portion of a facility or location set aside for the Project);
 - 4. Insurance provided on materials in facility or location: Contractor furnishes Owner a certificate of insurance extending Contractor's insurance coverage for damage, fire, and theft to cover the full value of all materials stored, or in transit;
 - 5. Facility or location locked and secure: The facility or location (or secure portion thereof) is continuously under lock and key, and only Contractor's authorized personnel shall have access;
 - 6. Owner right of access to facility or location: Owner shall at all times have the right of access in company of Contractor;
 - 7. Contractor assumes total responsibility for stored materials: Contractor and its surety assume total responsibility for the stored materials; and

GENERAL CONDITIONS

8. Contractor provides documentation and Notice when materials moved to site: Contractor furnishes to Owner certified lists of materials stored, bills of lading, invoices, and other information as may be required, and shall also furnish Notice to Owner when materials are moved from storage to the Project site.
 - F. Waivers of Lien: With each Application for Payment, submit conditional waivers lien from every entity who is lawfully entitled to file a lien arising out of the Contract and related to the Work covered by the payment.
 1. Submit partial waivers on each item for amount requested, before deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - G. Final Payment Application: Submit final Application for Payment with releases and close out supporting documentation.
 - H. Approved payments shall be mailed to the Contractor within 30 days.
- 4.3 FINAL COMPLETION, ACCEPTANCE, AND PAYMENT
- A. The Owner shall make a final inspection of the Work on receipt of (1) written notice from the Contractor that the Work is ready for final inspection and (2) a final Application for Payment. When the Owner finds the Work acceptable and fully performed under the Contract Documents, and the Contractor has delivered to the Owner all warranties, permits, and operations manuals, the Owner will issue a Notice of Final Completion.
 - B. Acceptance of final payment by Contractor, or any Subcontractor, shall constitute a waiver and release to Owner of all claims by Contractor, or any such Subcontractor, for an increase in the Contract Sum or the Contract Time, and for every act or omission of Owner relating to or arising out of the Work, except for those Claims made in accordance with the procedures, including the time limits, set forth in PART 7 - .

PART 5 - CHANGES

5.1 CHANGE IN THE WORK

- A. Owner may, at any time and without notice to Contractor's surety, order additions, deletions, revisions, or other changes in the Work. These changes in the Work shall be incorporated into the Contract Documents through the execution of Change Orders. If any change in the Work ordered by Owner causes an increase or decrease in the Contract Sum or the Contract Time, an equitable adjustment shall be made as provided in 5.2 and 5.3.
- B. Pending agreement on the terms of the Change Order, Owner may direct Contractor to proceed immediately with the Change Order Work. Contractor shall not proceed with any change in the Work until it has obtained Owner's written approval.
- C. The Contractor agrees that any change in the Contract Amount or Contract Time provided in a Change Order is full and complete compensation to the Contractor for the change(s) to the work, deleted work, modified work, direct or indirect impact on the Contractor's schedule, and for any equitable adjustment or time extension to which the Contractor may be entitled to in the Change Order, pursuant to the Contract between the Owner and Contractor.

5.2 CHANGE IN THE CONTRACT SUM

- A. Change Order Pricing - Fixed Price: When the fixed price or time and materials method is used to determine the value of any Work covered by a Change Order, or of a request for an equitable adjustment in the Contract Sum, the following procedures shall apply:
 1. Contractor's Change Order proposal, or request for adjustment in the Contract Sum, shall be accompanied by a complete itemization of the costs, including labor, material, subcontractor costs, and overhead and

GENERAL CONDITIONS

profit. The costs shall be itemized in the manner set forth below, and shall be submitted on breakdown sheets with documentation in a form approved by Owner.

2. Any request for adjustment of Contract Sum shall include only the following items:
 - a. Craft labor costs for Contractors and Subcontractors.
 - 1) Basic wages and benefits: Hourly rates and benefits according to applicable prevailing wages.
 - 2) Direct supervision shall not to exceed 15% of the cost of direct labor. No supervision markup shall be allowed for a working supervisor's hours.
 - 3) Worker's Insurance. Direct contributions to the State for industrial insurance, medical aid, and supplemental pension by the class and rates established by L&I.
 - 4) Federal Insurance. Direct contributions required by the Federal Insurance Compensation Act; Federal Unemployment Tax Act; and the State Unemployment Compensation Act.
 - 5) Safety and small tools: 4% of the sum of the amounts calculated in (1), (2), and (3) above.
 - b. Material Costs: Material costs and applicable sales tax shall be developed from actual known costs, supplier quotations or standard industry pricing guides and shall consider all available discounts. Freight costs, express charges, or special delivery charges shall be itemized.
 - c. Equipment Costs: Itemization of the type of equipment and the estimated or actual length of time the equipment appropriate for the Work is or will be used on the change in the Work. Costs will be allowed for equipment and applicable sales tax only if used solely for the changed Work, or for additional rental costs actually incurred by the Contractor. The Date Quest Rental Rate (Blue Book) shall be used as a basis for establishing rental rates of equipment not listed in the above sources. The maximum rate for standby equipment shall not exceed 50% of the applicable rate.
 - d. Allowance for Overhead: This allowance shall compensate Contractor for all noncraft labor, temporary construction facilities, field engineering, schedule updating, as-built drawings, home office cost, B&O taxes, office engineering, estimating costs, additional overhead because of extended time and any other cost incidental to the change in the Work. This allowance shall be strictly limited in all cases an amount not to exceed the following:
 - 1) For Contractor, for any Work actually performed by Contractor's own forces, 16% of the cost.
 - 2) For each Subcontractor (including lower tier subcontractors), for any Work actually performed by its own forces, 16% of the cost.
 - 3) For Contractor, for any Work performed by its Subcontractor(s), 6% of the amount due each Subcontractor.
 - 4) For each Subcontractor, for any Work performed by its Subcontractor(s) of any lower tier, 5% of the amount due the sub-Subcontractor.
 - e. Allowance for Profit:
 - 1) For Contractor or Subcontractor of any tier for work performed by their forces, 5% of the cost developed in accordance with subsections a, b & c above.
 - 2) For Contractor or Subcontractor of any tier for work performed by a subcontractor of a lower tier, 5% of the Subcontractor cost.
 - f. Insurance or Premium: The costs of any change or additional premium of Contractor's liability insurance or bond premium arising directly from the changed Work. The costs of any change in insurance shall be added after overhead and profit are calculated.

B. Change Order Pricing - Unit Prices

1. Work on a unit-price basis as stated in the Specifications and at the price submitted in the Bid Form or as subsequently modified.
 - a. Unit prices shall include reimbursement for all direct and indirect costs of the Work, including overhead and profit, bond premium, and insurance costs; and
 - b. Quantities must be supported by field measurement verified by Owner.

GENERAL CONDITIONS

5.3 CHANGE IN THE CONTRACT TIME

- A. The Contract Time shall only be changed by a Change Order. Contractor shall immediately notify Owner, and shall include any request for a change in the Contract Time in its Change Order proposal.
- B. If the time of Contractor's performance is changed due to an act of Force Majeure, Contractor shall request for an equitable adjustment in the Contract Time in writing within 24-hours of the occurrence.

PART 6 - CLAIMS AND DISPUTE RESOLUTION

6.1 CLAIMS PROCEDURE

- A. If the parties fail to reach agreement regarding any dispute arising from the Contract Documents, Contractor's only remedy shall be to file a Claim with Owner within 30 Days from Owner's final offer.
- B. The Claim shall be deemed to cover all changes in cost and time (including direct, indirect, impact, and consequential) to which Contractor may be entitled. It shall be fully substantiated and documented.
- C. After Contractor has submitted a fully-documented Claim, Owner shall respond, in writing, to Contractor with a decision within 30 Days from the date the Claim is received.
- D. Contractor shall proceed with performance of the Work pending final resolution of any Claim. Owner's written decision as set forth above shall be final and conclusive as to all matters set forth in the Claim.
- E. Any Claim of the Contractor against the Owner for damages, additional compensation, or additional time, shall be conclusively deemed to have been waived by the Contractor unless timely made in accordance with the requirements of this section.

6.2 ARBITRATION

- A. If Contractor disagrees with Owner's decision rendered in accordance with paragraph 6.1C, Contractor shall provide Owner with a written demand for arbitration. No demand for arbitration of any such Claim shall be made later than 30 Days after the date of Owner's decision on such Claim; failure to demand arbitration within said 30 Day period shall result in Owner's decision being final and binding upon Contractor and its Subcontractors.
 - 1. Notice of the demand for arbitration shall be filed with the American Arbitration Association (AAA), with a copy provided to Owner. The parties shall negotiate or mediate under the Voluntary Construction Mediation Rules of the AAA, or mutually acceptable service.
- B. All Claims arising out of the Work shall be resolved by arbitration. The judgment upon the arbitration award may be entered, or review of the award may occur, in the superior court having jurisdiction thereof. No independent legal action relating to or arising from the Work shall be maintained.

6.3 CLAIMS AUDITS

- A. All Claims filed against Owner shall be subject to audit at any time following the filing of the Claim. Failure of Contractor, or Subcontractors of any tier, to maintain and retain sufficient records to allow Owner to verify all or a portion of the Claim or to permit Owner access to the books and records of Contractor, or Subcontractors of any tier, shall constitute a waiver of the Claim and shall bar any recovery.
 - 1. In support of Owner audit of any Claim, Contractor shall promptly make available to Owner all records relating to the Work.

PART 7 - TERMINATION OF THE WORK

7.1 TERMINATION BY OWNER FOR CAUSE

GENERAL CONDITIONS

- A. Owner may, upon a written Notice to Contractor and to its surety, terminate (without prejudice to any right or remedy of Owner) the Work, or any part of it, for cause upon the occurrence of any one or more of the following events:
1. Contractor fails to prosecute the Work or any portion thereof with sufficient diligence to ensure Completion of the Work within the Contract Time;
 2. Contractor is adjudged bankrupt, makes a general assignment for the benefit of its creditors, or a receiver is appointed on account of its insolvency;
 3. Contractor fails in a material way to replace or correct Work not in conformance with the Contract Documents;
 4. Contractor repeatedly fails to supply skilled workers or proper materials or equipment;
 5. Contractor repeatedly fails to make prompt payment due to Subcontractors, suppliers, or for labor;
 6. Contractor materially disregards or fails to comply with laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or
 7. Contractor is otherwise in material breach of any provision of the Contract Documents.
- B. Upon termination, Owner may at its option:
1. Take possession of the Project site and take possession of or use all materials, equipment, tools, and construction equipment and machinery thereon owned by Contractor to maintain the orderly progress of, and to finish, the Work;
 2. Finish the Work by whatever other reasonable method it deems expedient.
- C. Owner's rights and duties upon termination are subject to the prior rights and duties of the surety, if any, obligated under any bond provided in accordance with the Contract Documents.
- D. When Owner terminates the Work in accordance with this section, Contractor shall take the actions set forth in paragraph 7.2B, and shall not be entitled to receive further payment until the Work is accepted.
- E. If the unpaid balance of the Contract Sum exceeds the cost of finishing the Work, including compensation for A/E services and expenses made necessary thereby and any other extra costs or damages incurred by Owner in completing the Work, or as a result of Contractor's actions, such excess shall be paid to Contractor. If such costs exceed the unpaid balance, Contractor shall pay the difference to Owner. Contractor shall also be liable for liquidated damages until such reasonable time as may be required for Completion. These obligations for payment shall survive termination.
- F. Termination of the Work in accordance with this section shall not relieve Contractor or its surety of any responsibilities for Work performed.
- G. If Owner terminates Contractor for cause, and it is later determined that none of the circumstances set forth in 7.1A exist, then such termination shall be deemed a termination for convenience pursuant to 7.2.

7.2 TERMINATION BY OWNER FOR CONVENIENCE

- A. Owner may, upon Notice, terminate (without prejudice to any right or remedy of Owner) the Work, or any part of it, for the convenience of Owner.
- B. Unless Owner directs otherwise, after receipt of a Notice of termination for either cause or convenience, Contractor shall promptly:
1. Stop performing Work on the date and as specified in the notice of termination;
 2. Place no further orders or subcontracts for materials, equipment, services or facilities, except as may be necessary for completion of such portion of the Work as is not terminated;
 3. Cancel all orders and subcontracts, upon terms acceptable to Owner, to the extent that they relate to the performance of Work terminated;

PART 8 - MISCELLANEOUS PROVISIONS

8.1 RECORDS KEEPING AND REPORTING

GENERAL CONDITIONS

- A. The Contractor and all Subcontractors shall maintain accounts and records in accordance with State Auditor's procedures, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Contract and other such records as may be deemed necessary by the Owner to ensure proper accounting for all funds contributed by the Owner to the performance of this Contract and compliance with this Contract.
- B. The Contractor, and its Subcontractors, shall maintain these records for a period of six (6) years after the date of Final Acceptance.

8.2 AUDITS AND INSPECTIONS

- A. The records and documents with respect to all matters covered by this Contract shall be subject at all times to inspection, review or audit by the Owner or any other government agency so authorized by law during the performance of this Contract. The Owner shall have the right to an annual audit of the Contractor's financial statement and condition.

8.3 ORGANIZATION CONFLICTS OF INTEREST

- A. The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this Contract and the Contractor's organizational, financial, contractual or other interests are such that:
 - 1. Award of the Contract may result in an unfair competitive advantage; or
 - 2. The Contractor's objectivity in performing the Contract work may be impaired.
- B. The Contractor agrees that if after award they discover an organizational conflict of interest with respect to this Contract, they shall make an immediate and full disclosure in writing to the Contracting Officer, which shall include a description of the action, which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Owner may, however, terminate the Contract if it deems the action to be in the best interest of the Owner.
- C. In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the Contracting Officer, the Owner may terminate the Contract for default.
- D. The provisions of this Clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the services provided by the Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

8.4 INTERESTS OF MEMBERS OF CONGRESS

- A. No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of this Contract or to any benefit to arise therefrom, but this provision shall not be construed to extend to this Contract if made with a corporation for its general benefit.

8.5 INTERESTS OF MEMBERS, OFFICERS, COMMISSIONERS AND EMPLOYEES, OR FORMER MEMBERS, OFFICERS AND EMPLOYEES

- A. No member, officer, or employee of the King County Housing Authority, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the Owner was activated, and no other public official or such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

BID FORM

PROJECT NAME AND LOCATION:

**Truss Replacement
Timberwood Apartments**

Contract Number: TS2501431

BID FORM

The undersigned, Legal Name of Bidder: _____

on this date: _____, 2025, having familiarized him/herself with the contract documents, site conditions, and has field verified all measurements contained in the project manual as prepared by the Owner, hereby proposes to furnish labor, materials and necessary equipment – all including, but not limited to, demolition, disposal, new installation and the required applicable taxes and fees to complete the work for the following bid amounts:

BASE BID _____ (\$ _____)
(Including sales tax indicated in Instructions to Bidders)

UNIT PRICES See Specification Section 01100, 1.5 – Unit Prices

Unit Price No. 1 _____ (\$ _____)
Sheathing (Including materials/supplies sales tax indicated in Instructions to Bidders)

ADDENDA _____
Acknowledge receipt of any addenda by inserting the number(s) above

In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids. The undersigned hereby agrees that this proposal shall be a valid and firm offer for a period of Sixty (60) calendar days from the date of Bid Opening.

Bidder agrees that Work will be substantially complete and ready for final payment in accordance with the Contract Documents on or before the date, within the number of calendar days indicated.

The undersigned Bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Bidder

Print Your Name

Submitted on _____ day of _____ 2025

City

State

BIDDER INFORMATION

BIDDER INFORMATION

Name of Bidder (Company): _____

Address: _____

Contact Name: _____

Phone Number: _____ Email Address: _____

Business Type: General Contractor () Other () (Please specify): _____

Bidder is a(n): ☐ Individual ☐ Partnership ☐ Joint Venture ☐ Incorporated in the state of _____

List business names & associated UBI # used by Bidder during the past 5 years if different than above:

Bidder has been in business continuously from: _____
Month, Year

Business License #: _____ Federal ID #: _____

Current UBI #: _____ Dept. of L&I Worker's Comp. Acct. #: _____

Bidder has experience in work "Similar in Scope and Complexity" comparable to that required for this Project:

As a prime contractor for _____ years. As a subcontractor for _____ years.

OWNER(S) OF COMPANY (List all owners):	OWNER'S SOCIAL SECURITY NUMBER (only required if sole proprietorship):

No. of regular full-time employees other than owner(s): _____

Indicate clearly the kind of work your company will actually perform in this project:

Approximate % of work your company will actually perform: _____

List the supervisory personnel to be employed by the Bidder and available for, and intended to, work on this project:

<u>Name</u>	<u>Title</u>	<u>How Long With Bidder</u>
_____	_____	_____
_____	_____	_____

BIDDER INFORMATION

SUBCONTRACTORS

Do you intend to use Subcontractor(s) in this project? Yes ☐ No ☐ (If yes, you must show the name of the subcontractors. Attach additional pages as necessary.)

Subcontractors Name	Subcontractor's UBI#	Phone Number	Trade	Years in Business
1.				
2.				
3.				
4.				
5.				

BIDDER'S EXPERIENCE

Projects successfully supervised and completed by your company for work of similar scope and value as specified in bid documents in the last 5 years. Attach additional pages as necessary.

Name of Project	Completion Date	Duration (Months)	Nature of Work	Amount of Contract
1.				
2.				
3.				
4.				
5.				

Owner's Name (of project listed above)	Project Address	Contact Person	Phone Number
1.			
2.			
3.			
4.			
5.			

Has Bidder ever been found guilty of violating any State or Federal employment laws? ☐ No ☐ Yes
If yes, give details & attach additional pages as necessary:

Has Bidder ever filed for protection under any provision of the federal bankruptcy laws or state insolvency laws?
☐ No ☐ Yes If yes, give details & attach additional pages as necessary:

BIDDER INFORMATION

Has any lien, claim and/or adverse legal action related to construction been rendered against Bidder in the past five years? (i.e., open claims, lawsuits, warrants, judgements including but not limited to those that would show on the L&I website) ☐ No ☐ Yes If yes, give details & attach additional pages as necessary:

Has Bidder or any of its employees filed any claims with Washington State Worker's Compensation or other insurance company for accidents resulting in fatal injury or dismemberment in the past 5 years? ☐ No ☐ Yes
If yes, please state:

<u>Date</u>	<u>Type of Injury</u>	<u>Agency Receiving Claim</u>
_____	_____	_____
_____	_____	_____

Bidders current Experience Modification Rate (EMR): _____

(If Bidder is self-insured, attach proof of EMR stated, showing complete worksheet calculations)

The bidder hereby certifies that the information contained in this Bidder's Information is accurate, complete and current.

BY: _____ NAME: _____
(signature) (print)

TITLE: _____ DATE: _____

CONTRACT FORM

This Contract is entered into by and between the King County Housing Authority, hereinafter referred to as the “Owner” whose principal office is located at 600 Andover Park West, Tukwila, WA 98188 and [Name of Contractor], referred to as the “Contractor”, whose principal office is located at [Contractor’s Address].

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1.1 Contract Documents

- A. The provisions set forth in the Contract Documents are hereby incorporated into and made part of the Contract. Contractor acknowledges receipt and review of all Contract Documents applicable to performance of the work. The Contract shall consist of the following component parts:

1. This Instrument
2. Addenda
3. Specifications
4. Plans
5. Bid Form
6. Pre-Bid Agenda
7. General Conditions
8. Instructions to Bidders
9. Prevailing Wage Rates
10. Hazardous Material Report

- 1.2 Scope of Services to be Performed by the Contractor: The Contractor shall provide all labor, materials, tools, equipment, transportation, supplies, and incidentals required to complete the work in accordance with the Contract Documents for:

Project: Timberwood Apartments Truss Replacement

Contract No.: TS2501431

- 1.3 Compensation: The total amount of the Contract shall be [\$\$\$] dollars and [¢¢] cents (\$[\$\$\$.\$\$]) subject to additions and deductions provided therein.

- 1.4 Duration of Contract: The Contractor shall commence work after receipt of Notice to Proceed, follow the schedule specified in the contract documents, and all work must be completed within thirty (30) consecutive calendar days from the date of the Notice to Proceed unless sooner terminated pursuant to the General Conditions. Upon expiration of the original Contract term, the Contract, at the Owner’s sole discretion, may be extended for a period determined by the Owner.

- 1.5 Liquidated Damages: Timely performance and completion of the Work is essential to Owner and time limits stated in the Contract Documents are of the essence. If Completion of the Work does not occur within the Contract Time, the Contractor agrees that Liquidated Damages in the amount of **\$250.00** per day will be assessed for each calendar day that the Contractor exceeds the time for completion.

The individuals signing this Contract warrant and represent for themselves and for their respective organizations that they are duly authorized to sign this Contract and that upon such signing their respective organizations are bound thereby.

DATED this _____ day of _____, 2025

Contractor

Owner

President/Owner

Robin Walls
President / CEO
KING COUNTY HOUSING AUTHORITY

CERTIFICATE OF INSURANCE							DATE(MM/DD/YY)			
PRODUCER Vendor's Insurance Agent Street Address City, State, Zip Phone Number				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.						
				COMPANIES AFFORDING COVERAGE						
				COMPANY A	ABC Insurance Company					
INSURED Vendor Name Street Address City, State, Zip				COMPANY B	DEF Insurance Company					
				COMPANY C	GHI Insurance Company					
				COMPANY D						
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH REPSECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
CO LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
A	GENERAL LIABILITY		XXX123	01/01/00	01/01/01	GENERAL AGGREGATE		2,000,000		
	☒	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG		1,000,000		
	☐	CLAIMS MADE				☒	OCCUR	PERSONAL & ADV INJURY		1,000,000
	☐	OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE		1,000,000		
	☐					FIRE DAMAGE (Any one fire)		50,000		
	☐					MED EXP (Any one person)		5,000		
	☐									
B	AUTOMOBILE LIABILITY		XXX456	01/01/00	01/01/01	COMBINED SINGLE LIMIT		1,000,000		
	☒	ANY AUTO				BODILY INJURY (Per person)				
	☐	ALL OWNED AUTOS				BODILY INJURY (Per accident)				
	☐	SCHEDULED AUTOS				PROPERTY DAMAGE				
	☒	HIRED AUTOS								
	☐	NON-OWNED AUTOS								
	☐									
	GARAGE LIABILITY					AUTO ONLY-EA ACCIDENT				
	☐	ANY AUTO				OTHER THAN AUTO ONLY:				
	☐					EACH ACCIDENT				
	☐					AGGREGATE				
	EXCESS LIABILITY					EACH OCCURRENCE				
	☐	UMBRELLA FORM				AGGREGATE				
	☐	OTHER THAN UMBRELLA FORM								
	☐									
C	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY		XXX789	01/01/00	01/01/01	☒	STATUTORY LIMITS			
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: ☐ INCL ☐ EXCL					EACH ACCIDENT		1,000,000		
						DISEASE-POLICY LIMIT		1,000,000		
								DISEASE-EACH EMPLOYEE		1,000,000
	OTHER									
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Allied Residential and King County Housing Authority are named as additional insureds with respect to above general liability and auto coverages. Contract # TS2501431 Re: Insured's work/services provided at Timberwood Apartments located at 3809 148th Ave NE, Bellevue, WA 98007										
CERTIFICATE HOLDER Allied Residential and King County Housing Authority 600 Andover Park West Seattle, WA 98188-3326				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Signature of Insured's Agent						
ACORD 25-S (3/93)				ACORD CORPORATION 1993						

PROVIDE

GENERAL LIABILITY
ENDORSEMENT

and

AUTO LIABILITY
ENDORSEMENT