

Nabholz Construction Services General Requirements For Subcontractor Trade Packages

1. **Bid Instructions** – Follow and conform to bid instructions, Invitation to bid, bid proposal and supplemental bid instructions. NCS reserves the right to reject any and all bids and to waive any informality or regularity in any bid.
 - Bid Bond
 - Performance and Payment Bond
 - NCS Prequalification for Subcontractors

2. **Nabholz Subcontractor Prequalification** – Prior to award of any Trade Package contracts, subcontractors will be required to meet the qualifications of Nabholz Construction Services (NCS). NCS registration and qualification documents are available at: www.Nabholz.com or by contacting the Nabholz Office at 501-505-5800.

3. **Bid Security** – Bid Bond or Cashier Check is not required if the subcontractor/ supplier proposal is less than the \$20,000.00.

4. **Performance and Payment Bond** – Subcontractors are to include the cost of performance and payment bonds in their proposal.

5. **Safety** - Provide and maintain all safety requirements per OSHA and Nabholz safety policy including hard hats, safety glasses, shoring, scaffolding, reinforcing, excavations, lighting, fall protection, etc.

6. **Drug/alcohol** - Comply with all requirements of NCS drug, alcohol & security policies.

7. **Contract** - If awarded this project, NCS will use standard Master Contract which includes specific insurance requirements and Project Contract for all successful specialty contractors, and our standard Purchase Order for all successful suppliers. Copy of master contract is available upon request.

8. **Insurance** – Bidders should include in their bid the cost of insurance at the following limits:

Commercial General Liability & Automobile Insurance	
Limit Each Occurrence	\$2,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Comprehensive Automobile Liability Insurance	\$2,000,000
Combined Single Limit Bodily Injury & Property Damage	\$1,000,000
Workers Compensation Insurance	
EL Each Accident	\$1,000,000
EL Disease – EA Employee	\$1,000,000
EL Disease – Policy Limit	\$1,000,000

The Certificate holder should be: Nabholz Construction Services
Please provide the following for General Liability:

 - Contractual Liability Coverage
 - Per Project Aggregate
 - Additional Insured Endorsement (CG2010 11/85 OR equivalent). Wording should provide coverage not only for ongoing operations but also for completed operations. A copy should be included with the certificate of insurance.
 - Additional insured wording as follows: “Nabholz Construction Corporation, and all of its subsidiaries, affiliates, employees, agents and principals are named as additional insured”
 - Insurance is primary and non-contributory.
 - A Waiver of Subrogation applies.

9. **Permits/fees** – Provide all permits, fees and bonds required to do this work

10. **Taxes** – To be included in price even if a material purchase only.

11. **Existing Conditions** – Attend pre bid meeting or schedule site visit through construction manager before bidding project to ensure familiar with existing conditions.

12. **Demolition** – Remove existing materials in existing facilities normally considered part of this work scope and dispose of offsite legally.

13. **Submittals** – Provide submittals required by construction documents within three weeks of notice of intent to award contract. Submittals to be checked and signed off on by trade contractor's rep indicating such. Shop drawings should be started upon notice of intent to award contract and completed expeditiously so as to not delay construction. Coordinate with existing conditions and other trade contractors as needed for locations, sizes, and penetrations required. Color samples to be treated as part of the submittal process.
14. **Schedule** - Comply with project schedule furnishing necessary resources, including overtime, to maintain project schedule. If contractor's work is delayed due to inclement weather, work Saturday as makeup day. Provide detailed schedule in bar chart format for your work within 10 days of receiving notice of intent.
15. **Layout** – Provide field engineering required for all layout, locations and elevations needed for work under this trade scope. Provide professional engineer where required by contract documents for layout and to provide initial baseline.
16. **Deliveries** – Coordinate all deliveries with superintendent and provide onsite representative and equipment necessary to off load and inventory materials. Deliveries to be coordinated with owner's schedule if applicable.
17. **Protection** – Protect adjacent materials and finishes; damage caused by performing this work will be responsibility of this trade contractor. Provide temporary protection for your work.
18. **Substrate** – Installation of materials over substrate implies acceptance of substrate. Contact superintendent if substrate unacceptable before installation of your product.
19. **Hoisting/Scaffold** – Provide bracing, shoring, scaffold and equipment necessary to get material where needed and for installation required.
20. **Coordination Meetings** – Subcontractor required to send foreman, project manager or owner to all weekly jobsite coordination meetings pertaining to his work and/or as required by project superintendent.
21. **Dewatering** – All excavations associated with this package as required preserving structural integrity and workability.
22. **Cold weather provisions** – Provide enclosures, temporary heat, blankets, additives, etc as needed to protect work and materials from cold.
23. **Testing** – Laboratory testing by others; any re-testing required due to initial failed testing under this scope of work the responsibility of this trade contractor. Air test & balance not part of this item.
24. **Penetration Firestopping** – All trades to provide and install firestopping at penetrations in fire walls resulting from their work in accordance with specifications and code requirements. Allow for 5-10% destructive testing. Obtain approved submittal before installing firestopping.
25. **Stored Materials** – Certificate of insurance for facility where materials are stored must be provided before payment made. Materials to be protected from heat and humidity as required by manufacture requirements. All materials must be tagged with project name and construction manager name. Above subject to specifications and owner requirements. Coordinate location of on-site storage containers with project superintendent.
26. **Quality Management**
 - All work to be performed by experienced workmen per industry trade association standards, applicable codes and standard practice.
 - Verify actual conditions acceptable as proceeding with your work constitutes acceptance of existing conditions.
 - Inspect all material and equipment as they arrive at the project site or storage location for compliance with contract documents, submittals, codes and actual building conditions. Make sure deliveries have not been damaged.
 - Before work begins request and attend pre-installation conference including Nabholz Construction Services, Architect and Owner at their discretion.
 - Competent and experienced person from subcontractor's firm to be responsible for quality control pertaining to their scope of work.
 - Each contractor to provide list of inspections required for their scope of work and maintain documentation of inspection logs.

- Each contractor to participate in the Nabholz quality management system as relevant to their scope of work.
27. **Qualifications** – Subcontractors must be and have been regularly engaged in work to be performed for the past 5 years using at least partially their own work force skilled in that type of work. Onsite foreman must be employed directly by subcontractor and professionally qualified for work to be performed with at least 10 years' experience.
 28. **Tobacco Use** – in accordance with Arkansas State Law, Arkansas Code 6-21-609, the use of products containing tobacco in any form, is prohibited on any property owned or lease by a public school district. This rule is also applied to NCS charter or private school projects.
 29. **Owner Occupied Site** – Avoid interaction and harassment of owner's employees, students, teachers and/or staff. All questions or comments from such should be referred to project superintendent. Subcontractor employees who violate the requirement may be removed from the jobsite by the project superintendent.
 30. **Flammable Materials** – shall not be disposed of in onsite dumpster. These materials must be removed daily from site and disposed of properly.
 31. **Cleanup** – All waste and debris generated under this bid package and disposal of same on a daily basis and as directed by the construction manager. Keep storage area neat and orderly.
 32. **Closeout** – Provide closeout documents per construction documents including attic stock, as built drawings, testing, warranties and equipment operation manuals before substantial completion as prerequisite to final payment. Provide equipment operation instructions to owner rep as required.
 33. **Warranty** – Provide warranty from date of substantial completion and of duration per specification. Warranty calls made in conjunction with this work, including those not responsibility of this work, are at no cost to owner or construction manager. Temporary use of equipment during construction will not affect warranty period required by specifications.