



CITY OF WESTMINSTER
WESTMINSTER, MARYLAND

STANDARD
SPECIFICATIONS
FOR
CONSTRUCTION OF
PUBLIC UTILITY SYSTEMS,
ROADS AND STORM DRAINS

APPROVED BY:

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CITY OF WESTMINSTER, MARYLAND

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CONTRACT SPECIFICATIONS

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DEFINITIONS

- ADDENDA** - Written or graphic instruments issued prior to the execution of the Contract Agreement which modify or interpret the contract documents, by additions, deletions, clarifications or corrections.
- BID** - The offer or proposal of the bidder submitted on the prescribed form setting forth the prices for the work to be performed.
- BIDDER** - Any person, firm or corporation submitting a bid for the work.
- BONDS** - Bid, Performance, and Payment Bonds and other instruments of security, furnished by the Contractor and his surety in accordance with these Contract Documents.
- CHANGE ORDER** - A written order to the Contract, signed by the Owner, Engineer, and other required agency representatives, authorizing an addition, deletion or revision in the work within the general scope of the Contract Documents, or authorizing an adjustment in the contract price or contract time.
- CITY** - The Mayor and Common Council of Westminster and their duly authorized agents.
- CONTINGENT ITEMS** - Those fixed price items listed in the proposal required to complete the contract, over and above the work covered by the bid items.
- CONTRACT DOCUMENTS** - The contract, including advertisement for Bids, Information for Bidders, Bid, Bid Bond, Written Agreement, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Change Orders, drawings, these specifications, standard specifications, and addenda.
- CONTRACT PRICE** - The total monies payable to the Contractor under the terms and conditions of these Contract Documents.
- CONTRACT TIME** - The number of calendar days stated in the Contract Documents for the completion of the work.
- CONTRACTOR** - The person, firm or corporation with whom the Owner has executed the Agreement.

DRAWINGS, PLANS - The part of the contract documents which show the characteristics and scope of work to be performed and which have been prepared by the Engineer and approved by the Engineer and Owner.

ENGINEER - Name, address, phone number of design engineer, or other agent of the Owner.

FIELD ORDER - A written order effecting a change in the work not involving an adjustment in the contract price or an extension of the contract time, issued by the Engineer to the Contractor during construction.

NOTICE OF AWARD - The written notice of the acceptance of the bid from the Owner to the successful bidder.

NOTICE TO PROCEED - Written communication issued by the Owner to the Contractor authorizing him to proceed with the work and establishing the date of commencement of the work.

OWNER - The property owner or developer, a corporation, association, partnership, or individual for whom the work is to be performed. The party of the first part, as set forth in the Contract Documents.

PROJECT - The undertaking to be performed as provided in these Contract Documents.

SHOP DRAWINGS - All drawings, diagrams, illustrations, brochures, schedules and other data which are prepared by the Contractor, a Subcontractor, manufacturer, supplier or distributor, which illustrates how specific portions of the work shall be fabricated or installed.

SPECIFICATIONS - A part of the Contract Documents consisting of written descriptions of a technical nature of materials, equipment, construction systems, standards and workmanship.

SUBCONTRACTOR - Any individual, firm or corporation having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the work at the site.

SUBSTANTIAL COMPLETION - That date as certified by the Engineer when the construction of the project or a specified part thereof is sufficiently completed, in accordance with the contract documents, so that the project or specified part can be utilized for the purposes for which it is intended.

SUPPLIER - Any person or organization who supplies materials or equipment for the work, including that fabricated to a special design, but who does not perform labor at the site.

WORK - Any and all obligations, duties and responsibilities necessary to produce the construction required by these Contract Documents, all labor, materials and equipment incorporated or to be incorporated in the project.

SURETY - The corporate body bound with and for the full and complete performance of the contract, and for the payment of all debts pertaining to the work. When applying to the proposal guarantee it refers to the corporate body which engages to insure the execution by the Bidder of a satisfactory contract.

WRITTEN NOTICE - A communication addressed to any party involved in the project in writing. It is to be considered delivered and the service thereof completed, when posted by certified or registered mail to the said party or his authorized representative on the work.

- SECTION 1 -

GENERAL CONDITIONS

1-01. **GENERAL:**

These General Provisions are hereby made a part of the Contract. In case of conflict with other portions of the specifications, the Special Provisions shall govern.

1-02. **INTENT OF DRAWINGS AND SPECIFICATIONS:**

It is the intent of the drawings, specifications, and supplementary documents to provide the Contractors with such information and instructions as may be necessary to complete the contemplated work. The work under the contract shall be built of the materials, sizes, and dimensions, on the lines and slopes, at the depths, with the connections and in the manner called for by the specifications and as shown on the contract drawings, or in accordance with such changes as may be approved from time to time during the progress of the work as hereinafter provided. In case of any conflict between the specifications and drawings, the Engineer shall determine which shall govern.

1-03. **WORK TO BE DONE BY THE CONTRACTOR:**

The Contractor shall do all the work and furnish all the labor, materials, tools and appliances necessary and proper for performing the work required by the contract, in the manner called for by the specifications and within the contract time. He shall complete the entire work, together with such extra work as may be required, at the prices bid or fixed thereby to the satisfaction of the Owner, Engineer, and City, and in accordance with the specifications and drawings.

1-04. **PLANS AND SPECIFICATIONS SUPPLEMENTARY:**

The specifications are intended to supplement and clarify the plans as sometimes work is called for in the specifications that is not shown on the plans and sometimes the plans indicate work that is not mentioned in the specifications. Both plans and specifications must be complied with in order to fulfill the contract requirements; and any work called for by either is as binding as though it were called for by both. In case of conflict between drawings and specifications, the City shall decide which shall prevail. In all cases of doubt as to the true meaning of the specifications, plans and/or drawings, the decision of the City shall be final and conclusive.

1-05. CONSTRUCTION IN RIGHTS-OF-WAY AND CONSTRUCTION STRIPS:

A. All permanent construction will be within public rights-of-way or other easements or rights-of-way through private property acquired by the Owner as shown on the drawings and the Contractor shall confine his operations strictly within the limits of the rights-of-way or other easements and construction strips as shown, unless he has the written permission of the owner of the adjacent property to occupy additional ground. A copy of the written permission shall be placed on file with the City. Trees in the construction strips shall not be cut down except with the written permission of the owner of the property. Trees marked to be protected in right-of-way or other easements or construction strip shall be barricaded by 2-inch by 4-inch boards in a box form 10-foot square. Trees permitted to be cut down shall be cut to cord length and stacked. Stumps, roots, branches and other debris shall be removed from the site unless otherwise noted or directed.

B. All work through private property shall be done in such manner as to avoid all cutting of vegetation and other disturbances of the terrain not actually necessary in the installation of the pipes and appurtenances. Lunch papers shall be promptly burned and empty cans, milk bottles, and other empty containers shall not be strewn around or allowed to accumulate on the property. Upon completion of the work, the Contractor shall clean up within the rights-of-way or other easements and construction strips and shall restore the surface, shrubbery, fences and other valuable improvements to at least equal to original condition. The above work is to be included in the contract price bid.

C. Any damage by the Contractor to property outside the limits of the rights-of-way or other easements or construction strips, as the case may be, shall be restored by the Contractor at his own expense.

1-06. PROTECTION OF PROPERTY AND STRUCTURES:

The Contractor shall, at his own expense, sustain in their places and protect from direct or indirect injury all pipes, poles, tracks, walls, buildings and other structures or property in the vicinity of his work whether above or below the ground or that may appear in the trench. He shall at all times have a sufficient quantity of timber and plank, chains, ropes, etc., on the ground and shall use them as necessary for sheeting his excavations and for sustaining or supporting any structures that are uncovered, undermined, endangered, threatened or weakened. The Contractor shall take all risks attending the presence or proximity of pipes, poles, tracks, walls, buildings and other structures and property, of every

kind and description, in or over his trenches or in the vicinity of his work, whether above or below the surface of the ground and he shall be responsible for all damages and assume all expense for direct injury, caused by his work, to any of them, or to any person or property by reason of injury to them, whether such structures are or are not shown on the drawings.

1-07. OBSTRUCTIONS SHOWN ON DRAWINGS:

Certain information regarding the reputed presence, size, character and location of existing underground structures has been shown on the contract drawings. There is no certainty of the accuracy of this information and it shall be considered by the Contractor in this light. The locations of underground structures shown may be inaccurate and obstructions other than those shown may be encountered. The Contractor shall hereby distinctly understand that the City is not responsible for the correctness or sufficiency of the information given; that he shall have no claim for delay or extra compensation on account of incorrectness of information given, or on account of the insufficiency or absence of information regarding obstructions, either revealed or not revealed by the drawings.

1-08. REMOVAL OF OBSTRUCTIONS:

A. Should the position of any pipe, conduit, pole or other structures, above or below the ground, be such as, in the opinion of the Engineer or City, to require its removal, realignment or change, due to work to be done under the contract, the work of removal, realignment or change will be done as extra work unless called for by the plans and specifications or will be done by the owner of the obstructions, without cost to the City. The Contractor shall uncover and support the structures, at his own expense, before such removal, and before and after such realignment or change, as constituting part of the contract; and the Contractor shall not be entitled to any claims for damage or extra compensation on account of the presence of said structure or on account of any delay in the removal or rearrangement of the same.

B. The Contractor shall, without extra compensation, break through and reconstruct, if necessary, the invert or arch of any sewer, culvert or conduit that may be encountered if said structure is in such position, in the judgment of the City as not to require its removal, realignment or complete reconstruction.

C. The Contractor shall not interfere with any persons, firms or corporations, or with the City, in protecting, removing, changing or replacing their pipes, conduits, poles

or other structures; but he shall suffer said persons, firms or corporations, or the City, to take all such measurements as they may deem necessary or advisable for the purpose aforesaid, and the Contractor shall thereby be in no way relieved of any of his responsibilities under the contract.

1-09. EXISTING PUBLIC UTILITY STRUCTURES:

A. At least three days prior to starting work in the vicinity of gas mains, telephone and electric conduits and other underground utility structures or their appurtenances, the Contractor shall notify the public utility having jurisdiction of his intention so that the utility may have representatives present. The Contractor shall support and protect the structures as these representatives shall require and shall take any other steps that may be necessary to protect the structures from disturbance or damage. Call "Miss Utility" (800) 257-7777. Call City of Westminster 848-9000 for water main locations (48 hours notice). Call Baltimore Gas and Electric Company 561-2584.

B. Any damage to these structures resulting from the Contractor's operations shall be at his responsibility and any expense to which the Owner or City may be put by reason of any such damage will be charged against the Contractor and deducted from any monies due or to become due him. All of the provisions contained in this section shall be strictly adhered to by the Contractor at no additional compensation over the price bid for the work.

1-10. STORAGE OF MATERIALS:

Materials shall be stored so as to insure the preservation of their quality and fitness for the work. When considered necessary, they shall be placed on wooden platforms, or other hard, clean surface and not on the ground, and shall be located so as to facilitate prompt inspection. Lawns, grass plots, or other private or public property shall not be used for storage purposes without written permission of the owner or leasee of said property.

1-11. STRUCTURES TO BE KEPT CLEAN:

During the progress of the work, until the completion and final acceptance thereof, all structures, including pipe lines and their appurtenances, shall be kept entirely clean throughout. Obstructions or deposits, at any time discovered, shall be removed at once by the Contractor without extra compensation. After the completion of the work the structures, pipe lines and their appurtenances shall be left clean, free and in good order.

1-12. **FINAL CLEANING UP:**

Within 10 days after the completion of the work and before final acceptance, the Contractor shall, without charge therefore, tear down and remove all temporary buildings and other structures built by him, shall remove all rubbish of all kinds from any ground which he has occupied, and shall leave the site of the work in a clean and neat condition.

1-13. **GUARANTEE:**

The Contractor hereby guarantees all of the work performed under this contract for a period of one year after the date of final "acceptance" therefore by the City, as follows:

1. Against all faulty or imperfect materials and against all imperfect, careless, and/or unskilled workman-ship.

2. That all pipe lines and structures shall be water tight and that leakage will not exceed the limits set forth in the specifications.

3. The Contractor agrees to replace with proper workman-ship and materials, and to re-execute, correct, or repair without cost to the Owner or City any work which may be found to be improper or imperfect and to restore and maintain all roads, shoulders, ditches and crossings to their original condition and in accordance with the terms of the appropriate agency permits.

4. No use or acceptance by the Owner or City of the work or any part thereof, nor any failure to use the same, nor any repairs, adjustments, replacements or corrections made by the Owner or City due to the Contractor's failure to comply with any of his obligations under the contract documents, shall impair in any way the guarantee obligations assumed by the Contractor under these documents.

1-14. **GUARANTEE BOND: (MAINTENANCE BOND)**

A. Before final payment is made by the Owner, the Contractor shall be required to furnish the Owner with a Guarantee Bond in the amount of 10% of the Contract. The bond must be executed by a surety satisfactory to the Owner and shall be effective for the one-year guarantee period.

B. It is understood and agreed that in the event the Contractor fails to re-execute, correct or repair, any work performed in the construction of the contract which may be

found to be improper or imperfect, or otherwise fails to fulfill the terms of the Guarantee, the Owner may purchase materials, tools and equipment and employ labor, or let a contract, as required to perform the necessary corrective work covered in the Guarantee. All costs and expenses incurred thereby by the Owner shall be charged against the Guarantee Bond.

1-15. SUPERVISION AND DIRECTION OF WORK:

The work shall be under the general supervision of the Engineer and City. While it is intended that the Contractor shall be allowed to carry on the contract in accordance with such general plan as may appear to him most desirable, the City, at its discretion, may from time to time direct the order in which and points at which, the work shall be prosecuted; and shall exercise such general control over the conduct of the work, at any time or place, as shall be required, in its opinion to safeguard the interests of the City. The Contractor shall have no claim for damages or extra compensation on account of the fact that it shall have been necessary to carry on the work in different sequence from that which he may have contemplated. The Contractor shall immediately comply with any and all orders and instructions given by the City, but nothing herein contained shall be considered such an assumption of control over the work by the City as to relieve the Contractor of any of his obligations or liabilities under the contract.

1-16. DECISIONS AND EXPLANATIONS BY ENGINEER:

A. The City shall make all necessary explanations as to the meaning and intent of the specifications and drawings and shall give all orders and directions, either contemplated therein or thereby, or in every case in which a difficult or unforeseen condition arises during the prosecution of the work. Should there be any discrepancies in or between, or should any misunderstanding arise as to the import of anything contained in the drawings and specifications, the decision of the City shall be final and binding. Any errors or omissions on the drawings or in the specifications may be corrected by the Engineer when such corrections are necessary for the proper fulfillment of their intent as construed by him.

B. The City shall in all cases determine the amount, quality and acceptability of the work to be paid for under the contract, and shall decide all questions in relation to said work. Its decision and estimate shall be final and conclusive, and in case any question shall arise between the parties regarding the contract, such decision and estimate shall be a condition precedent to the right of the Contractor to receive payment under that part of the contract which is in dispute.

C. Decisions and interpretations will be rendered by the City as promptly as possible, but should delay occur, for any reason, the Contractor shall have thereby no claim for damage or extra compensation.

1-17. MATERIAL SAMPLES:

A. Before any contract is awarded, the Bidder shall be required to furnish a complete statement of the origin, composition and manufacturer of any or all materials to be used in the work, together with samples, which samples may be subjected to the tests provided for in these specifications to determine their qualities and fitness for the work.

B. The Contractor shall notify the City where and when he purchases pipe, joining material, etc., for this contract and such notice shall be given to the City in sufficient time to allow for inspection of such materials at the point of manufacture.

1-18. OWNER MAY INCREASE OR DECREASE QUANTITIES:

A. The Owner reserves the right to increase or decrease the quantity of material to be furnished or work to be done under the contract wherever he deems it advisable or necessary, and such increase or decrease shall in no way vitiate the contract.

B. The Contractor will be paid for the actual quantity of authorized work done or material furnished under each item of the proposal, at the unit price stipulated for such item. In case the quantity of any item is increased, the Contractor shall not be entitled to compensation over and above the unit price bid for such item; and in case the quantity of any item is decreased the Contractor shall have no claim for damages on account of loss of anticipated profits because of such decrease.

1-19. INSPECTION:

The City will appoint such person or persons as it may deem necessary to properly inspect the materials furnished and the work done under the contract, and to see that the same strictly correspond with the drawings and specifications. Work and materials will be inspected promptly, but if, for any reason, delay should occur, the Contractor shall have thereby no claim for damages or extra compensation. Materials and workmanship shall be always subject to the approval of the City; but no inspection, approval or acceptance of any part of the work or of materials used therein, nor any payment on account thereof, shall prevent the rejection of said materials or work at any time thereafter during the existence of the

contract, should said work or materials be found to be defective or not in accordance with the requirements of the specifications and contract.

1-20. COOPERATION OF CONTRACTOR:

A. The Contractor will be supplied with five (5) copies of the drawings and of the specifications. The Contractor shall have available on the work at all times at least one copy of the drawings, and a complete book of the specifications; he shall give the work the constant attention necessary to facilitate the progress thereof, and shall cooperate in every way with the City.

B. The Contractor shall have at all times a competent superintendent or foreman capable of reading and thoroughly understanding the drawings and specifications as his agent on the work to direct the work and to receive instructions from the City. The superintendent or foreman shall have full authority to execute the order or directions of the City without delay and to promptly supply such materials, tools, plant equipment and labor as may be required. Such superintendent or foreman shall be furnished irrespective of the amount of work. The giving of orders or directions in the manner aforesaid shall be equivalent to their receipt by the Contractor.

C. The Contractor shall furnish the City with every reasonable facility for ascertaining whether or not the work performed and materials used are in accordance with the requirements of the specifications and contracts.

1-21. SERVICE OF NOTICES TO CONTRACTOR:

The mailing, in a United States post office box, of a written communication, notice or order, addressed to the Contractor at the business address filed with the Owner or to his office at the site of the work shall be considered as sufficient service upon the Contractor of such communication, notice or order, and the date of service shall be the date of such mailing.

1-22. LINES, GRADES AND ELEVATIONS:

A. The Contractor shall furnish the field stakeout of all necessary lines, grades, and elevations to complete the work as shown on the plans and specifications. Such stakeouts must be approved by the City, and corrected if and as necessary, before the Contractor proceeds with construction. The Contractor shall have no claims for damages or extra compensation due to delays originating from unapproved stakeouts and/or necessary corrections thereto.

B. The Contractor shall be required to prepare cut sheets on forms. These forms are to be submitted to the City two days prior to the excavation of any trench section. The Contractor shall be responsible for the accuracy of the finished work.

1-23. WORKMANSHIP:

All materials furnished and all work done shall be of the quality and character required by the drawings and specifications. Where no standard is specified for such work or materials, they shall be of a kind acceptable to the City. Upon the completion of the contract, the entire work shall be delivered to the City perfect and complete and in a satisfactory working condition.

1-24. SKILLED LABOR ONLY SHALL BE USED:

Competent labor only shall be used. Any employee of the Contractor who shall use profane or abusive language to the Inspector or other employees of the City, or is otherwise disorderly and interferes with him in the performance of his duties, or who shall disobey or evade his instructions, or who is careless and incompetent, shall be discharged on the request of the City and shall not again be employed except with the City's consent.

1-25. ALTERATION OF PLANS AND CHARACTER OF WORK:

A. The Owner and/or City reserve the right to make such alteration in the plans or in the character of the work as may be considered necessary or desirable from time to time to complete fully and perfectly the construction of the work, provided such alterations do not materially change the original plans and specifications, and such alterations shall not be considered as a waiver of any condition of the contract nor to invalidate any of the provisions thereof. Should such alterations in the plans or in the character of the work be productive of increased cost or result in decreased cost to the Contractor, a fair and equitable sum therefore, to be agreed upon in writing by the Contractor, and the Owner, and approved by the City before such work is begun, shall be added to or deducted from the contract price, as the case may be.

B. No alterations in the plans or in the character of the work shall be made without the previous written approval of the City. Approved change orders are required for alterations or work character modifications costing in excess of \$100.00. This applies to bid or contingent items and/or negotiated work that may not be covered herein.

1-26. TESTS OF MATERIAL SAMPLES:

All tests of materials shall be made in accordance with the official approved methods as described or designated at a laboratory or testing bureau approved by the City. The cost of testing samples of materials obtained at the job site shall be paid by the Owner or Contractor who shall cooperate and assist in making field tests and in obtaining samples.

1-27. CARE AND PROTECTION OF WORK:

From the commencement of the contract until its completion, the Contractor and Owner shall be solely responsible for the care of the work; and all injury or damage to the same from whatever cause, shall be made good by him at his own expense before the final payment is made. He shall provide suitable means of protection for all materials intended to be used in the work in progress, as well as for complete work.

1-28. DEFECTIVE WORK:

Neither the inspection or supervision of the work, nor the presence or absence of any employee or agent of the City during the execution of any part of the work, shall relieve the Contractor of any of his obligations under the contract or of conforming his work to the lines; grades and elevations which are required; and defective work shall be made good and unsuitable material will be rejected, notwithstanding that such work and material may have been previously overlooked and accepted or estimated for payment. If the work or any part thereof shall be found defective within one year of final acceptance or to have been damaged, at any time before the final acceptance of the whole work, the Contractor shall forthwith make good such defect or injury, in a manner satisfactory to the City, without extra compensation therefore, even though said defect or injury may not have been due to any act, default or neglect on the Contractor's part; provided, however, that should such defective work result from inherent flaws in the materials (if any) furnished by the Owner, the materials to replace same will be furnished by the Owner, and the cost of removing and replacing said defect will be paid for as extra work. All materials shall be carefully examined by the Contractor for defects, just before placing, and any found defective shall be rejected.

1-29. CLAIMS FOR DAMAGE:

A. If the Contractor shall claim compensation for any damage sustained by reason of the acts of the Owner, or any official or agent thereof, he shall, within five (5) days after the sustaining of such damage, make a written statement to the

Owner of the nature of the damage sustained, and shall on or before the fifth day of the month succeeding that in which he shall allege that such damage has been sustained, file with the Engineer an itemized statement of the details and amount of such damage. Unless such statement shall be made as thus required, his claim for compensation shall be forfeited and invalidated, and he shall not be entitled to payment on account of any such damage.

B. Whenever it shall appear to the Contractor that due to the urgencies of the work, he is about to incur damage, owing to the neglect or refusal of the Engineer to issue an extra order, or to any other cause whatever, he shall at once notify the Owner in writing of such fact and state the nature of his possible claim, in order that the Engineer may obtain necessary and authentic information to guide future consideration and action on such claim; and unless the Contractor shall comply with this requirement, his claim for damage shall be forfeited and invalidated. Such notification shall not take the place of, but shall be in addition to, the written statement hereinbefore required to be submitted within five (5) days after the occurrence of an alleged cause for damage.

C. In no case shall the City be held liable for claims of damage by or between the Owner, Engineer, and/or Contractor.

1-30. UNAUTHORIZED WORK:

Work done without lines and grades being given, work done beyond the lines and grades shown on the plans or as given, except as herein provided or any extra work done without written authority, will be considered as unauthorized and at the expense of the Contractor and will not be approved by the City or paid for by the Owner. Work so done may be ordered removed and replaced by the City at the Contractor's expense.

1-31. LAWS AND REGULATIONS:

In all operations connected with the work, all ordinances and regulations of incorporated towns within which same is to be done, and all United States, State and County Laws, which shall be or become applicable to, and control or limit in any way the actions of those engaged as principal or agent, must be respected and strictly complied with. The Contractor shall protect and indemnify the Owner and its officers and agents against any claim or liability arising from or based on the violation of any such law, ordinance or regulation, whether by himself or his employees. The Contractor shall pay all taxes required by Federal, State and County laws.

1-32. INSURANCE:

A. The Contractor shall not commence work under this contract until he has obtained all insurance required under Section 1-33 and such insurance has been approved by the Owner; nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required by the subcontractor has been so obtained and approved.

B. The Contractor shall take out and maintain during the life of this contract adequate Workmen's Compensation Insurance and Employees' Liability Insurance for all his employees employed at the site of the project and, in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance and Employees' Liability Insurance for the latter's employees unless such employees are covered by the protection afforded by the Contractor.

1-33. LIABILITY INSURANCE:

A. The Contractor shall maintain such insurance as will protect him from claims under Workmen's Compensation Acts and from any other claims for damage for personal injury, including death, and property damage which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Certificates of such insurance shall be filed with the Owner and shall be subject to its approval for adequacy or protection. The certificates shall designate "The Mayor and Common Council of Westminster, its employees and agents" as additional insureds.

B. Limits of Insurance Coverage shall be in an amount not less than the following:

- General Liability \$ 2,000,000 Annual Aggregate
 1,000,000 Each Occurrence
 1,000,000 Products & Completed
 Operations
 1,000,000 Personal Injury &
 Advertising
- Automobile Liability \$ 1,000,000 Combined Single Limit
- Workers' Compensation -- Statutory
- Excess \$ 1,000,000 Each Occurrence