

Project Number: 260335

PID #: 124163

Contract ID: D02124163

EDGE Goal: 5.0%

WOOD

D02 LG FY2027

NON-FEDERAL

LIGHTING

Percentage of project Bidder must possess Work Types, and Perform Work: 50

THE 2023 CONSTRUCTION AND MATERIAL SPECIFICATION BOOK IS PART OF THE
BIDDING DOCUMENTS ON THIS PROJECT

PROPOSAL

STATE OF OHIO

DEPARTMENT OF TRANSPORTATION

Pamela Boratyn, Director

July 16, 2026

Submitted by _____

Bidder Id _____

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PN 019 – 1/28/2026 - PREPARATION OF PROPOSAL

ELECTRONIC BIDDING REQUIREMENTS

The Department uses the Bid Express website (<http://www.bidx.com>) as an official repository for electronic bid submittal. Bidders must prepare and submit their bids electronically using Enhanced Bidding via Bid Express.

The Department will not accept handwritten bids or bids generated electronically from software other than that used and supplied by the Department. All handwritten bids and bids generated electronically from software other than that used and supplied by the Department shall be considered non-responsive and ineligible for award. The Department will only accept and consider bids that have been produced and submitted using Enhanced Bidding via Bid Express.

The Department's Office of Contracts will provide planholders with a proposal, plan set and any required addenda. Most addenda will not be provided by hard copy, but will be available on the Office of Contracts website at: <https://contracts.dot.state.oh.us>. Planholders will be notified of all addenda via email. All proposals, plans and addenda are also available on the Office of Contracts web site.

Electronic bids must comply with all special provisions, the Construction and Material Specifications, Supplemental Specifications and the rules and regulations of the Ohio Department of Transportation regarding bid preparation and bid submittal.

Blank unit prices will be considered an invalid bid EXCEPT in the case of optional designs (projects where the bidder is required to bid on only one design). Unit prices of zero are not permitted at any time.

Addenda and/or amendments must be acknowledged in the Bid Acknowledgement section of the bid in order for your bid to be considered for award of this project. The section contains the certification of receipt of all hard copy proposals, addenda, plans, standard specifications and supplemental specifications. Supplemental Questionnaire information regarding the bidder's outstanding ODOT and non-ODOT work have also been included in this section. Submitted bids must incorporate all addenda/amendments that are posted for that project by the bid deadline. Failure to incorporate changed quantities or items in the Enhanced Bid submission will result in the rejection of the bid.

Bidder data required under 49 CFR § 26.11 must be obtained for all DBEs and non-DBEs, who bid as prime contractors and subcontractors on each federally assisted contract. Information collected must be submitted with bids and incorporated into the Project Bids/Bidders List tab. The Bidders List Template (Excel file) must be downloaded from our website, the link can be found on the Bidders List tab in the bid. This file will be filled out and submitted with the bid on Bidx. Failure to submit the required Bidders List information may result in rejection of the bid.

Each bidder is required to file with his bid a certified check or cashier's check for an amount equal to five percent (5%) of its bid, but in no event more than fifty thousand dollars, or a bid bond for ten percent (10%) of its bid payable to the "Director of Transportation." Electronic bid bonds will be verified upon submission of bids through Bid Express. Bidders must obtain and verify a Bond ID number from the surety. This Bond ID must be entered in the "Bond ID Number" field in the Bid Bond Section of the bid.

If the contractor chooses to submit a certified check to guaranty its bid, the Department's Office of Contracts will accept a check up to 72 hours in advance of the letting. The Office of Contracts must receive the certified check by 10:00 a.m. on the day the project sells. All checks must be sent to ODOT, Office of Contracts, Attention: Letting Manager, First Floor, 1980 W. Broad St., Columbus, Ohio 43223.

The successful bidder must furnish a performance bond and a payment bond in an amount equal to one hundred percent (100%) of the awarded contract amount. (Ohio Revised Code Section 5525.16)

Any bid received after 10:00 a.m. on the scheduled day of opening will receive no further consideration for award. The Department will not be responsible for a late bid due to failure of the bidder to allow sufficient time for delivery of the bid.

The Department will ensure that this electronic bid depository is available for a two-hour period prior to the deadline for submission of bids. In the case of disruption of national communications or loss of services by <https://www.bidx.com> during this two-hour period, the Department will delay the deadline for bid submissions to ensure the ability of potential bidders to submit bids. If this occurs, instructions will be communicated to potential bidders.

PN 038 - 10/15/2004 - UNRESOLVED FINDING FOR RECOVERY

The Contractor affirmatively represents to the Department that it is not subject to a finding for recovery under Ohio Revised Code §9.24, or that it has taken the appropriate remedial steps required under §9.24 or otherwise qualifies under that section. The Contractor agrees that if this representation is deemed to be false, the contract shall be void ab initio as between the parties to this contract, and any funds paid by the state hereunder shall be immediately repaid to the Department, or an action for recovery may be immediately commenced by the Department for recovery of said funds.

PN 039 - 10/15/2004 - ASSIGNMENT OF ANTITRUST CLAIMS IN STATE CONTRACT LANGUAGE

It is the policy of the Ohio Department of Transportation that ODOT and the Contractor recognize that in actual economic practice, overcharges resulting from antitrust violations are usually borne by ODOT. As consideration for the Award of the Contract and intent to be legally bound, the Contractor acting herein by and through the person signing this contract on behalf of the Contractor as a duly authorized agent, hereby assigns, sells, conveys, and transfers to ODOT any and all right, title and interest to any and all claims and causes of action the Contractor now has or hereafter requires under state or federal antitrust laws provided that the claims or causes of action related to the goods or services that are the subject to the contract. In addition, the Contractor warrants and represents that it will require any and all of its subcontractors and first tier suppliers to assign any and all federal and state antitrust claims and causes of action to ODOT. The provisions of this article shall become effective at the time ODOT executes this contract without further acknowledgment by any of the parties.

All contracting entities shall assign their rights and responsibilities to ODOT for all antitrust claims and causes of action regarding subcontractors.

PN 022 – 03/18/2025 - ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE) REQUIREMENTS

Pursuant to Ohio Revised Code 122.922, the percentage indicated on the front cover of this bid is the percent of the awarded Contractor's bid. The percentage goal may be met if the Contractor is EDGE certified or by subcontracting to certified EDGE firms. EDGE certified firms are those who have been certified by the Ohio Department of Administrative Services. If not EDGE certified, the Contractor must use its best efforts to solicit quotes from and to utilize EDGE subcontractors/suppliers on this project.

WAIVER PROCESS FOR EDGE GOAL

If not EDGE certified, the Contractor must document the progress and efforts made in securing the services of EDGE subcontractors/suppliers. In the event the Contractor is unable to meet the EDGE Goal placed on this project, a request for a waiver of all or part of the goal may be made to the DBE Services Section. The written request must include all signed and dated purchase orders and subcontract agreements for any goal attainment achieved and indicate a good faith effort was made to meet the goal and be sent to the DBE Services Section, Division of Construction Management, 1980 West Broad Street, Mail Stop 4110, Columbus, Ohio, 43223. There will be no extension of time for the project granted if the Contractor wishes to avail itself of this process. If an item of work subcontracted to an EDGE firm is non-performed by the Department or the subject of an approved VECF, the Contractor may request a waiver for the portion of work excluded.

The Department shall consider the following information and documentation when a request for an EDGE goal waiver is received:

1. Dollar value and % of EDGE goal. Dollar value and % of waiver request.
2. Signed copy of each subcontract or purchase order agreement between the prime and EDGE subcontractor/supplier utilized in meeting the contract goal.
3. Copy of dated written communication, fax confirmation, personal contact, follow up and negotiation with the EDGE firm.
4. Copy of dated written communication and/or fax confirmation that bidder solicited and provided EDGE with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
5. Copy of dated written communication and/ or fax confirmation of each noncompetitive EDGE quote that includes the dollar value of each reference item and work type.
6. Copy of dated written communication and/ or dated fax confirmation of EDGE firms that were not interested in providing a quote for the project.
7. All solicitations made by the Contractor for subcontracting opportunities and EDGE quotes through SBN.
8. Documentation of all negotiating efforts and reason for rejecting quotes from EDGE firms.
9. Documentation of good faith efforts (GFE) to meet the EDGE subcontract goal, by looking beyond the items typically subcontract or consideration of subcontracting items normally performed by the prime as a way to meet the EDGE goal.

The Administrator will review the submitted documentation and issue a written decision within ten (10) business days. The Contractor may request administrative reconsideration within 14 days of being informed that it did not perform a GFE. The Contractor must make this request in writing to the following official:

Ohio Department of Transportation
Attention: Deputy Director, Division of Construction Management
1980 West Broad Street, Mail Stop 4110
Columbus, Ohio 43223

The reconsideration official will not have played any role in the original determination that the Contractor did not document sufficient good faith effort.

As part of this reconsideration, the Contractor will have the opportunity to provide written documentation or an argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. ODOT will send the Contractor a written decision on reconsideration explaining the basis for finding that the Contractor did or did not meet the goal or make adequate good faith efforts. The result of the reconsideration process may be appealed to the Court of Claims.

AFFIDAVIT OF SUBCONTRACTOR PAYMENT

The Ohio Revised Code 122.922, requires the Ohio Department of Transportation (ODOT) to monitor and verify that work subcontracted to Encouraging Diversity, Growth and Equity (EDGE) firms is actually performed by the EDGE firms. The affidavit seeks to verify actual payments made to EDGE firms on the project. Each EDGE firm must verify the actual payment amount.

The blank spaces in the affidavit must be filled in correctly, where indicated. The affidavit must be signed by the Contractor and subcontractor, or by the subcontractor and EDGE sub-contractor, if applicable. By signing the affidavit, the noted firm agrees that the payment amount recorded is true and accurate as of the payment time period.

Completed and signed affidavit shall be mailed to the Ohio Department of Transportation, DBE Services Section, 1980 West Broad Street, Mail Stop 4110, Columbus, Ohio 43223.

SANCTIONS

The Ohio Department of Transportation will issue sanctions if the Contractor chooses not to request a waiver, the Contractor fails to comply with the contract requirements and/or fails to demonstrate the necessary good faith effort.

The Ohio Department of Transportation may impose any of the following sanctions:

- (1) letter of reprimand;
- (2) liquidated damages computed up to the amount of goal dollars not met;
- (3) cross-withhold from future projects;
- (4) contract termination and/or
- (5) other remedies available by law including suspension, revocation, and/or debarment.

Factors to be considered in issuing sanctions include, but are not limited to:

- (1) the magnitude and the type of offense;
- (2) the degree of the Contractor's culpability;
- (3) any steps taken to rectify the situation;
- (4) the Contractor's record of performance on other projects including, but not limited to:
 - a. annual EDGE participation over EDGE goals;
 - b. annual EDGE participation on projects without goals;
 - c. number of complaints the Ohio Department of Transportation has received from EDGE firms regarding the Contractor; and
 - d. the number of times the Contractor has been previously sanctioned by the Department of Transportation; and
- (5) whether the Contractor falsified, misrepresented, or withheld information.

The hiring of employees for the performance of work under this contract shall be done in accordance with Sections 153.59 and .591, of the Ohio Revised Code, the Governor's Executive Order of January 27, 1972, including Appendices "A" and "B" and the Governor's amended Executive Order 84-9 of November 30, 1984. The successful contractor shall not discriminate against or intimidate any person hired for the performance of the work by reason of race, color, religion, national origin, ancestry, sex or handicap. For any violation the contractor shall suffer such penalties as provided for in Section 153.60, of the Ohio Revised Code, and the Governor's Executive Order of January 27, 1972. The bidder also agrees that upon the award of this contract he shall incorporate this certification in all subcontracts on this project regardless of tier.

PN 031 – 07/21/2023 - PROMPT PAYMENT - ODOT-LET CONSTRUCTION PROJECTS

Prompt payment requirements apply to ODOT (the Department) and, by extension, its Prime Contractors and Subcontractors (including DBEs and non-DBEs and including traditional subcontractors as well as material suppliers and trucking firms, collectively referred to herein as Subcontractors). The State of Ohio's laws related to prompt payment are published in Ohio Revised Code (ORC) 4113.61. ORC 4113.61 applies to all contracts. The Prime Contractor must comply with this Proposal Note, ORC 4113.61, C&MS 107.21 and, for contracts with U.S. Department of Transportation financial assistance (i.e., federally-funded contracts), Title 49, Part 26, Section 29 of the Code of Federal Regulations (CFR) (i.e., 49 CFR 26.29).

The Department monitors the payments made by Prime Contractors and Subcontractors for compliance with this Proposal Note, ORC 4113.61, C&MS 107.21 and, for federally funded contracts, 49 CFR 26.29. To facilitate this monitoring, the Department requires Prime Contractors to report their remitted payments to specified Subcontractors, and Subcontractors to report their remitted payments to specified lower-tier Subcontractors, as follows.

- Prime Contractors must report remitted payments to subcontractors (DBE/EDGE and non-DBE/EDGE), suppliers (DBE/EDGE only, unless the supplier sublets to a lower-tier DBE/EDGE firm), and trucking firms (DBE/EDGE only, unless the trucking firm sublets to a lower-tier DBE/EDGE firm) (collectively, Subcontractors).
- Subcontractors must report remitted payments to lower-tier subcontractors (DBE/EDGE and non-DBE/EDGE), suppliers (DBE/EDGE only), and trucking firms (DBE/EDGE only) (collectively, "Lower-tier Subcontractors").

The Prime Contractor must report remitted payments to Subcontractors within 10 calendar days of each payment it receives from the Department. Each Subcontractor must report remitted payments to Lower-tier Subcontractors within 10 calendar days of receipt of each payment received from the Prime Contractor. Payers must report return of retainage (and/or other amounts withheld) within 10 calendar days of release to the payee. Payment is defined as: issuing Electronic Funds Transfer (EFT) or putting a check in the mail to a subcontractor. The 10 calendar day requirement is met the date that the payment is issued to the subcontractor, not received.

All subcontractor payment reporting must take place within the Signet® application. Signet is a third-party service supported by the vendor for usage by the Prime Contractor and subcontractors. Signet is only a reporting tool; it does not process financial transactions. ODOT does not provide direct technical support for Signet.

All projects that have at least one Subcontractor are required to use Signet. Anyone needing access to Signet must submit a request to signet-support@infotechinc.com. Licensing and usage fees for the Signet service are incidental to the Project. The Signet vendor will charge a set fixed fee of \$1,000 per each Contract requiring Signet regardless of Contract value, Contract duration, or number of subcontractors. Prime Contractors are responsible for obtaining a Project-specific Signet license regardless of the number of Subcontractor payments made. The Prime Contractor shall be responsible for paying this fee to the Signet vendor. Helpful information on reporting Subcontractor payments in Signet may be found (as of the date of this Proposal Note) at <https://infotechinc.zendesk.com> (click Signet).

If a Prime does not anticipate having at least one subcontractor, they are not required to obtain a Signet license for that project. However, at any point in the life of the contract the Prime determines that there will be a Subcontractor, they have 10 days to notify the Department and obtain a Project-specific Signet license.

If any contractor or Subcontractor has not previously worked on an ODOT project and/or does not have a AASHTOWare Project™ - Civil Rights & Labor (CRL) account, that contractor or Subcontractor must request a CRL account by emailing DOT.Helpdesk@dot.ohio.gov. CRL feeds into Signet and vice versa, so contractors and Subcontractors MUST have accounts for both systems.

Prime Contractors and Subcontractors shall not record or verify payments in CRL for Projects requiring Signet.

The payer (whether Prime Contractor or Subcontractor) must report the following information:

- 1.) The name of the payee;
- 2.) The dollar amount of the payment to the payee;
- 3.) The date the payee was paid;
- 4.) The retainage or other amount withheld (if any), and the reason for the withholding (if other than for retainage).
- 5.) For DBEs, the purpose of the payment (e.g., subcontracting, trucking, supply (manufacturer), supply (regular dealer), supply (broker).
- 6.) Anything else Signet asks for.

The payer must report its return of retainage (and/or other amounts withheld) in separate, standalone payment entries (i.e., without being commingled with a payment for work performed or materials supplied).

Subcontractors and Lower-tier Subcontractors must verify, in Signet, each payment reported by a payer within 10 calendar days of the payment being reported by the payer. This verification includes whether the payment was received, and if so, whether it was as expected or not.

The Prime Contractor must include the above prompt payment and reporting requirements in all Subcontractor (DBE/EDGE and non-DBE/EDGE), supplier (DBE/EDGE only, unless the supplier sublets to a lower-tier DBE/EDGE firm), and trucking firm (DBE/EDGE only, unless the trucking firm sublets to a lower-tier DBE/EDGE firm) agreements that it enters into and further require that all such subcontractors include the same prompt payment and reporting obligation in their lower-tier Subcontractor (DBE/EDGE

and non-DBE/EDGE), supplier (DBE/EDGE only), and trucking firm (DBE/EDGE only) agreements. The project specific Signet license is applicable to all Project subcontracts and subcontractors.

Note: Payments made to non-DBE/EDGE suppliers and trucking firms need not be reported. However, as required in C&MS 107.21 and in accordance with ORC 4113.61, contractors are required to make payment to each subcontractor and supplier within 10 calendar days after receipt of payment from the Department for work performed or materials delivered or incorporated into the project—this requirement includes non-DBE/EDGE suppliers and trucking firms. If a contractor does not comply with this requirement, penalties in accordance with ORC 4113.61 may apply.

SUGGESTED SUB AGREEMENT LANGUAGE – FEDERAL-AID CONTRACTS

Suggested language for the federal-aid Prime Contractor to include in its subcontractor agreements:

As a Subcontractor, supplier and/or trucking firm*, you (the payee) must verify receipt of payments from the Prime Contractor. This verification must be performed within the Signet application. You must verify each payment within 10 calendar days of the payment being reported by the Prime Contractor. This verification includes whether the payment was received, and if so, whether it was as expected or not. Furthermore, you must report payments to your lower-tier Subcontractors (DBE and non-DBE), suppliers (DBE only), and trucking firms (DBE only). The payment data reported must include any retainage (and/or other amounts) withheld and any previously withheld amounts released. You must report payments within 10 calendar days of receipt of each payment received from the Prime Contractor. You must also report return of retainage (and/or other amounts withheld) within 10 calendar days of release to the payee. Your payees must then verify each payment reported by you (the payer) within 10 calendar days of the payment being reported. Your lower-tier Subcontractor (DBE and non-DBE), supplier (DBE only), and trucking firm (DBE only) sub agreements must include this prompt payment and reporting obligation.*

If you have not previously worked on an ODOT project and/or do not have an AASHTOWare Project™ - Civil Rights & Labor (CRL) account, you must request a CRL account by emailing DOT.Helpdesk@dot.ohio.gov. CRL feeds into Signet and vice versa, so you MUST have accounts for both systems.

Suggested language for the subcontractor to include in its lower-tier sub agreements:

As a lower-tier subcontractor (DBE or non-DBE), supplier (except non-DBE) and/or trucking firm (except non-DBE), you (the payee) must verify receipt of payments from the payer (i.e., the maker of this sub agreement with you). This verification must be performed within the Signet system. Payees must verify each payment reported by the payer within 10 days of the payment being reported. This verification includes whether the payment was received, and if so, whether it was as expected or not.

Anyone needing access to Signet may submit a request to signet-support@infotechinc.com.

If you have not previously worked on an ODOT project, and/or do not have an AASHTOWare Project™ - Civil Rights & Labor (CRL) account, you must request a CRL account by emailing

DOT.Helpdesk@dot.ohio.gov. CRL feeds into Signet and vice versa, so you **MUST** have accounts for both systems.

SUGGESTED SUB AGREEMENT LANGUAGE – NON-FEDERAL-AID CONTRACTS

Suggested language for the non-federal-aid Prime Contractor to include in its subcontractor agreements:

As a Subcontractor, supplier and/or trucking firm*, you (the payee) must verify receipt of payments from the Prime Contractor. This verification must be performed within the Signet application. You must verify each payment within 10 calendar days of the payment being reported by the Prime Contractor. This verification includes whether the payment was received, and if so, whether it was as expected or not. Furthermore, you must report payments to your lower-tier Subcontractors (EDGE and non-EDGE), suppliers (EDGE only), and trucking firms (EDGE only). The payment data reported must include any retainage (and/or other amounts withheld) and any previously withheld amounts released. You must report payments within 10 calendar days of receipt of each payment received from the Prime Contractor. You must also report return of retainage (and/or other amounts withheld) within 10 calendar days of release to the payee. Your payees must then verify each payment reported by you (the payer) within 10 days of the payment being reported. Your lower-tier Subcontractor (EDGE and non-EDGE), supplier (EDGE only), and trucking firm (EDGE only) sub agreements must include this prompt payment and reporting obligation.*

*If you have not previously worked on an ODOT project and/or do not have an AASHTOWare Project™ - Civil Rights & Labor (CRL) account, you must request a CRL account by emailing DOT.Helpdesk@dot.ohio.gov. CRL feeds into Signet and vice versa, so you **MUST** have accounts for both systems.*

Suggested language for the subcontractor to include in its lower-tier sub agreements:

As a lower-tier subcontractor (EDGE or non-EDGE), supplier (except non-EDGE) and/or trucking firm (except non-EDGE), you (the payee) must verify receipt of payments from the payer (i.e., the maker of this sub agreement with you). This verification must be performed within the Signet application. Payees must verify each payment reported by the payer within 10 days of the payment being reported. This verification includes whether the payment was received, and if so, whether it was as expected or not.

*If you have not previously worked on an ODOT project, and/or do not have an AASHTOWare Project™ - Civil Rights & Labor (CRL) account, you must request a CRL account by emailing DOT.Helpdesk@dot.ohio.gov. CRL feeds into Signet and vice versa, so you **MUST** have accounts for both systems.*

SANCTIONS AND ADMINISTRATIVE REMEDIES

PROMPT PAYMENT

Failure by the Prime Contractor to follow Prompt Payment requirements may result in the issuance of sanctions listed below. The Prime Contractor may also receive the below sanctions if any of their Subcontractors fail to follow Prompt Payment requirements.

- 1st Level Occurrence: The Department will issue a Letter of Reprimand to the Prime Contractor (applies if there is a failure to report payments in the Signet system and/or failure to timely pay subcontractor(s));
- 2nd Level Occurrence: The Department may withhold an estimate in the amount due to the subcontractor(s) that was not reported or paid (applies if there is a failure to report payments in the Signet system and/or failure to timely pay subcontractor(s));
 - If a Prime Contractor receives a 1st Level Occurrence reprimand for a project, all subsequent Prompt Payment violations on that project (same or different subcontractor) may result in withholding. In this situation, no 1st Level Occurrence reprimand letters will be sent.
- 3rd Level Occurrence: The Prime Contractor may be required to pay interest in the amount of 18% per annum of the payment due, beginning on the eleventh day following the receipt of payment from the owner and ending on the date of full payment of the payment due plus interest (applies if a pattern of not paying subcontractor(s) persists or the Contractor has falsified, misrepresented or withheld information, ODOT can pursue other remedies available by law including suspension, revocation and/or debarment).

Factors to be considered in issuing sanctions may include, but are not limited to the following:

- the Contractor's past project practices;
- the magnitude and the type of offense;
- the degree of the Contractor's culpability;
- any steps taken to rectify;
- the Contractor's record of performance on other projects; and
- the number of times the Contractor has been previously sanctioned by ODOT.

RETURN OF RETAINAGE

Failure by the Prime Contractor to follow Return of Retainage requirements may result in the issuance of sanctions listed below. The Prime Contractor may also receive the below sanctions if any of their Subcontractors fail to follow Return of Retainage requirements.

- 1st Level Occurrence: The Department will issue a Letter of Reprimand to the Prime Contractor (applies if there is a failure to report retainage being held in the Signet system and/or failure to timely return retainage);
- 2nd Level Occurrence: The Department may withhold an estimate in the amount of retainage due to the subcontractor(s) (applies if there is a failure to report retainage being held in the Signet system and/or failure to timely return retainage);
 - If a Prime Contractor receives a 1st Level Occurrence reprimand for a project, all subsequent Return of Retainage violations on that project (same or different subcontractor) may result in withholding. In this situation, no 1st Level Occurrence reprimand letters will be sent.

- Repeat Occurrences: Continued non-compliance is a material breach of contract and will be treated as such. ODOT can pursue other remedies available by law including suspension, revocation and/or debarment.

Factors to be considered in issuing sanctions may include, but are not limited to the following:

- the Contractor's past project practices;
- the magnitude and the type of offense;
- the degree of the Contractor's culpability;
- any steps taken to rectify;
- the Contractor's record of performance on other projects; and
- the number of times the Contractor has been previously sanctioned by ODOT.

PN 090 – 04/08/2025 - WORK TYPE CODES AND DESCRIPTIONS

The Department will indicate the work type required for each pay item. If the line item does not have a corresponding work type, NR will be shown in the work type column. This proposal note will govern the assignment of work types to pay items.

However, the Contractor may perform incidental work items for which it does not hold the required work type provided the cost of the work does not exceed 5% of the total bid. The Contractor may also perform Work Type 26 (Structural steel painting) without holding the required work type provided the total area to be painted does not exceed 1000 SF per structure. The Contractor may not perform any quantity of Work Type 55 or 56 unless they hold the required work type. The Contractor may perform Work Type 57 (Sealing of Concrete Surfaces with Epoxy or Non-Epoxy Sealers) without holding the required work type provided the total area to be sealed does not exceed 75 SY per project.

Listed below are the work types for this proposal. In accordance with Ohio law, a bidder must possess work types, and perform work equal to the percentage included on the front cover of this proposal. This is a percentage of the total amount of the submitted bid price. The Director may, by insertion of a contract provision, reduce the fifty percent amount.

Work Type Code	Work Type Description	Work Type Code	Work Type Description
1	Clearing & Grubbing	29	Structure Repairs
2	Building Removal	30	Hydrodemolition
3	Gas, Oil, Water Well Abandonments	31	Structural Steel Repairs
4	Roadway Excavation & Embankment Construction	32	Heat Straightening
5	Major Roadway Excavations	33	Tieback Installation
6	Incidental Grading	34	Earth Retaining Structures
7	Soil Stabilization	35	Drainage (Culverts, Misc.)
8	Temporary Soil Erosion & Sediment Control	36	Guardrail / Attenuators
9	Aggregate Bases	37	Fence
10	Flexible Paving	38	Misc. Concrete
11	Apply Bituminous Treatments	39	Maintenance of Traffic
12	Rigid Paving	40	Waterproofing
13	Pavement Planning, Milling, Scarification	41	Raised Pavement Markers

14	Concrete Texturing	42	Signing
15	Sawing	43	Highway Lighting
16	Flexible Replacement	44	Traffic Signals - Standard
17	Rigid Pavement Replacement	45	Pavement Markings
18	Pavement Rubblizing, Breaking, Pulverizing	46	Landscaping
19	Structure Removal	47	Mowing
20	Level 1 Bridge	48	Trucking
21	Level 2 Bridge	49	Herbicidal Spraying
22	Level 3 Bridge	50	Railroad Track Construction
23	Reinforcing Steel	51	Micro Tunneling
24	Structural Steel Erection	52	Tunneling
25	Stud Welding	53	Piling
26	Structural Steel Painting	54	Post-Tensioning Bridge Members
27	Expansion & Contraction Joints, Joint sealers, Bearing Devices	55	Fiber Optic Cable Installation, Splicing, Termination and Testing – Traffic Signal System
28	Caissons / Drilled Shafts	56	Fiber Optic Cable Installation, Splicing, Termination and Testing – Intelligent Transportation System
		57	Sealing of Concrete Surfaces with Epoxy or Non-Epoxy Sealers

PN 060 – 04/20/2018 - PREVAILING WAGES ON STATE PROJECTS WITH NO FEDERAL AID

The following is in addition to Section 108.10.

This contract is subject to Ohio Prevailing Wage Laws, Chapter 4115 of the Ohio Revised Code and the Prime Contractor and all subcontractors shall comply with all provisions contained therein or as otherwise provided by this note. The Prime Contractor guarantees that the prevailing wage scale to be paid to all laborers and mechanics employed on this contract shall be in accordance with the schedule of the prevailing hourly wage and fringe benefits as determined by the Ohio Department of Commerce for the county in which the work is being performed. The failure to pay prevailing wages to all laborers and mechanics employed on this project, shall be considered a breach of contract. Such a failure may result in the revocation of the contractor's and/or subcontractor's certificate of qualification and debarment. A schedule of the most current prevailing wage rates may be accessed by registering with the Ohio Department of Commerce, Labor and Worker Safety Division, Wage and Hour Bureau at the following web address:

<https://pwr.com.ohio.gov/>

The Contractor and all subcontractors shall compensate the employees on this contract at a pay rate not less than the hourly wage and fringe rate listed on the website noted above, for the applicable job classification or as may be modified by the Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour Bureau, when new prevailing rates are established.

Overtime shall be paid at one and one-half times the basic hourly rate for any hours worked beyond forty hours during a pay week. The Prime Contractor and all subcontractors shall pay all compensation by company check or direct deposit to the worker and fringe benefit program.

The wage and fringe rates determined for this project or as may be later modified, shall be posted by the Prime Contractor in a prominent and accessible place on the project, field office, or equipment yard where they can be easily read by the workers or otherwise made available to the workers. On the first pay date

of contract work the Prime Contractor and all subcontractors shall furnish each employee covered by prevailing wage a completed form whpw1512 in accordance with section 4115.05 of the Ohio Revised Code, showing the classification, hourly pay rate, fringes, and identifying the ~~District Prevailing Wage Coordinator (DPWC)~~ District Contractor Compliance Officer (CCO) if such employees are not covered by a collective bargaining agreement or understanding between employers and bona fide organizations of labor. These forms shall be signed by the Prime Contractor or subcontractor and the employee and kept in the Prime Contractor's or subcontractor's payroll files.

The Prime Contractor shall submit to the designated Department representative, certified payrolls for the Prime Contractor and all subcontractors on form whpw1509 or equivalent, in accordance with sections 4115.07 and 4115.071 (C) of the Ohio Revised Code, three weeks after the start of work and every subsequent week until the completion of the contract. Additionally, a copy of the "Apprentice Certification" obtained from the Ohio State Apprenticeship Council, must accompany all certified payrolls submitted, for all apprentices working on this project. Upon completion of the contract and before the final payment, the Contractor shall submit to the ~~DPWC~~ CCO a final wage affidavit in accordance with section 4115.07 of the Ohio Revised Code stating that wages have been paid in conformance with the minimum rates set forth in the contract. Please be aware that it is ultimately the responsibility of the Prime Contractor to ensure that all laws relating to prevailing wages in Chapter 4115 of the Ohio Revised Code, are strictly adhered to by all subcontractors.

The Prime Contractor and all subcontractors shall make all of its payroll records available for inspection, copying or transcription by any authorized representative of the contracting agency. Additionally, the Prime Contractor and all subcontractors shall permit such representatives to interview any employees during working hours while the employee is on the job.

The Prime Contractor and all subcontractors shall submit via the Department's Civil Rights & Labor System (CRL), certified payrolls each week beginning three weeks after the start of work. The Department will not accept payrolls not uploaded via CRL (i.e. - no handwritten payrolls). These payrolls shall include, but not be limited to, the following:

1. Employee name, address, social security number, classification, and hours worked.
2. The basic hourly and overtime rate paid, total pay, and the manner in which fringe benefit payments have been irrevocably made.
3. The contract ID and pay week dates.
4. Signature of an authorized company representative will be done online through CRL.

CRL Requirements with interactive training guides can be found at <https://www.transportation.ohio.gov/working/construction/crl/crl>.

Additionally, a copy of the "Apprentice Certification" obtained from the Ohio State Apprenticeship Council, must accompany all certified payrolls submitted for all apprentices working on this project. Instructions for attaching the apprenticeship certificate can also be found at <https://www.transportation.ohio.gov/working/construction/crl/crl> under "Attaching the Apprenticeship Certificate."

If the Prime Contractor or any subcontractor fails to comply with any of the provisions contained in this proposal note, the Department may terminate the contract, debar the Prime Contractor or Subcontractor and/or withhold or suspend pay estimates after written notice and a reasonable opportunity to comply has been provided.

In accordance with Title 23 United States Code, Section 112 and Ohio Revised Code, Chapter 1331 et. seq; and Sections 2921.11 and 2921.13, the bidder hereby states, under penalty of perjury and under other such penalties as the law provides, that he or his agents or employees have not entered either directly or indirectly into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal. Execution of this proposal on the signature portion thereof shall constitute also signature of this Non-Collusion Affidavit as permitted by title 28 United States Code, Section 1746.

REPORTING BID RIGGING

To report bid rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (DOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m. eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of the DOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

PN 040 – 05/30/23 - PROHIBITION OF THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE PURPOSES

Executive Order 2022-02D "*State of Ohio's Response to Russia's Unjust War on the Country of Ukraine*" prohibits purchases from or investment in a Russian institution or company. This Order shall be read in conjunction with Executive Order 2019-12D "*Governing the Expenditure of Public Funds for Offshore Services*" which already largely prohibits the contracting and purchasing of services from overseas sources, including subcontractors.

The Ohio Department of Transportation will not enter into any contract to purchase services provided outside of the United States or that allows State Data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside of the United States, unless a duly signed waiver from the Department of Administrative Services has been obtained. State Data includes all data and information provided by, created by, created for, or related to activities of the State and any information from, to, or related to all persons that conduct business activities within the State, including, but not limited to Sensitive Data. Sensitive Data means any type of data that presents a high or moderate degree of risk if released, disclosed, modified, or deleted or disclosed without authorization.

Notwithstanding any other terms of this Contract, the Department reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The Department does not waive any other rights and remedies provided to the Department in the Contract.

Further, the Department will not make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of this Contract, the Department reserves the right to recover any funds paid to the Contractor for purchases or investments in a Russian institution or company in violation of Executive Order 2022-02D. The provisions of this paragraph will expire when the applicable Executive Order is no longer effective.

The Contractor must sign and complete the attached Affirmation and Disclosure Form and return the form with the executed contract. By signing the Disclosure and Affirmation Form, the Contractor is acknowledging that it understands and will meet the requirements of the above prohibitions. During the performance of this Contract, if the Contractor changes or adds to the location(s) disclosed on the

Affirmation and Disclosure Form, Contractor must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

(The remainder of this page is left intentionally blank.)

AFFIRMATION AND DISCLOSURE FORM

Contractor affirms that Contractor has read and understands the applicable Executive Orders regarding the prohibitions of performance of offshore services, locating State data offshore in any way, or purchasing from Russian institutions or companies.

Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed and where data is located in the spaces provided below or by attachment. Failure to provide this information may result in no award. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address)

(City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address)

(City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

3. Location where state data will be located, by Contractor:

_____	_____
(Address)	(City, State, Zip)

Name/Location(s) where state data will be located by subcontractor(s):

_____	_____
(Name)	(Address, City, State, Zip)

_____	_____
(Name)	(Address, City, State, Zip)

_____	_____
(Name)	(Address, City, State, Zip)

_____	_____
(Name)	(Address, City, State, Zip)

_____	_____
(Name)	(Address, City, State, Zip)

Contractor affirms, understands, and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure Form and have read and understand that this form is a part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____

PN 034 – 07/19/2024 – Supplemental Specification 832 Compensation

All BMP listed in SS832 Appendix F are compensated per SS832, Appendix F dated July 19, 2024

PN 150 – 1/16/2026 - DIGITAL DATA FOR ASPHALT, AGGREGATE, AND CONCRETE MATERIAL TICKETING UTILIZING E- TICKETING PORTAL

Description:

This work consists of providing digital data transfer (e-Ticket) for asphalt material weight tickets, concrete batch plant tickets, and aggregate delivery tickets information.

Provide material ticket information in a digital format directly recorded from the material loading source as described below. The complete set of information for each distinct load shall be considered a single 'e-Ticket'.

For asphalt materials, provide digital data that replicates the information currently required on hard copy tickets as specified in Supplement 1101.02.B. In addition, include a “trucking identifier” field containing the trucking company name, truck license plate number, or another unique identifier to allow field personnel to match the physical delivery with the e-Ticket. Also include the JMF conversion factor.

For concrete materials, provide digital data that replicates the information required on batch tickets as specified in CMS Table 499.07-1.

For stone materials, provide digital data that replicates the information required on delivery tickets as specified in Supplement 1069.10.A.

This note does not supersede any other commercial regulations or any other legal requirements governing the transportation of commercial materials. This does not preclude or dismiss any requirement for paper tickets required by other rules and regulations separate from the Department.

Requirements:

Send digital ticket information directly to the Department’s e-Ticketing Portal as the individual material loads are generated and shipped to the Project. Ensure each e-Ticket contains all information required per the applicable material specification for weight measurement and other material characteristics.

The Department will reject any load that does not have a corresponding e-Ticket unless the Engineer determines the cause is beyond the Contractor’s control. In such circumstances, paper tickets may be permitted.

An e-Ticket is considered valid when it includes all required fields, matches the physical delivery, and is received by the Department’s Portal prior to material arrival on site.

In the event of a system outage or loss of connectivity, revert to paper ticketing and notify the Engineer immediately. Resume e-Ticketing as soon as feasible.

Setup, Calibration, and Data Integration:

At the Preconstruction Meeting, provide a list of all intended material suppliers who either do not use electronic load-out software or whose systems cannot support e-Ticketing.

The Department will coordinate with listed suppliers to assess the feasibility of implementing e-Ticketing. Require suppliers to fully cooperate with the Department during this evaluation.

If the Department determines that e-Ticketing is reasonably achievable but the supplier is unwilling to comply, use an alternative supplier capable of supporting e-Ticketing. If the Department determines the supplier cannot reasonably achieve digital data transfer, the Department will allow the use of paper tickets.

The material supplier shall cooperate with the Ohio Department of Transportation’s (ODOT’s) e-Ticketing Portal vendor in the creation of an Application Programming Interface (API) to integrate material source load read-out data with the Department’s e-Ticketing Portal. The Department’s e-Ticketing portal vendor shall be responsible for leading the API creation. Upon completion, use the API to transmit digital load-out

data from the weighing system to the Department's Portal. If any load read-out weighing system changes are intended by the supplier after the creation of the supplier specific API, coordinate with the ODOT to ensure API compatibility.

Ensure digital data replicates the content of the current paper ticket formats and conforms to the structure and nomenclature as defined in Department's Supplement 1101.02.B, CMS Table 499.07-1 & Supplement 1069.10.A.

Conduct a test of each supplier's integration with the Department's e-Ticketing Portal prior to shipping material to the Project. Complete test at least 14 days prior to shipping material unless otherwise approved by the Engineer. The test must involve at least four test e-Tickets from each supplier approved for used on the project for materials to be used on the Project. The test e-Tickets must accurately reflect the proper nomenclature and accuracy defined; all other categories shall be marked "TEST". After the Engineer confirms the test e-Tickets have been entered into the Department's e-Ticket Portal, void the test e-Tickets with the reason "Setup Testing".

Ensure continued internet connectivity during the API usage to maintain connection the Department's e-Ticketing Portal During material production and delivery to the Project. Ensure delivery of e-Ticket prior to the material arriving on the Project, but not prior to the loading of material at the source.

Upon successful testing of the data integration, physical material tickets are not required for the Department but may be necessary for truck drivers per Ohio Revised Code Section [5577.043](#).

Data Access and Use

The Department will provide the Contractor and material suppliers with access to the transferred e-Ticket data through the e-Ticketing Portal at no cost. This access includes the ability to view, download, and summarize ticket data for internal use.

The Department and its e-Ticketing Portal vendor will not provide data analysis, custom reporting, or interpretation of the transferred data. Contractors and suppliers are responsible for any analysis or reporting beyond the standard data access provided.

Payment:

Assume approximately 16 person-hours for initial API setup. Consider this work incidental to the cost of the material.

For extreme cases involving excessive effort to establish API integration or digital data transfer, notify the Engineer in accordance with CMS 108.02.F.

All costs associated with creating and maintaining the API and providing digital ticketing data are incidental to the item of work.

PN 070 – 2/18/2026 – Compliance with E-Verify Workforce Integrity Act

Contractor and any Subcontractor must, at all times during performance of the Contract, comply with the provisions of the State of Ohio's *E-Verify Workforce Integrity Act* (Ohio Revised Code 4151.01 to 4151.03) and must verify the identity and legal working status of each employee hired to perform work on the Project through the e-verify program.

PN 127 –1/16/2026 - Lane Value Contract:

The Contractor shall be assessed Disincentives as designated in the Lane Value Contract Table for each unit of time the described Critical Lane/Ramp is restricted from full use by the traveling public within the restricted time period. The Lane Value Contract Table is located in the Plan General Notes. The Disincentives will be assessed for all restrictions of the critical work.

Critical work is shown in the Lane Value Contract Table.

Critical work is defined as having the designated sections open to unrestricted traffic as shown in the table, or the entire project if not otherwise listed.

Unrestricted traffic is defined as all traffic lanes being available for use with specified striping and safety features in place.

For any Contractor restrictions initiated prior the start of the Lane Value Contract Table's restricted time period, the Contractor will be assessed the maximum Disincentives. Disincentives for restrictions that continue within the first hour after the Lane Value Contract Table's restricted time period starts will be prorated. Those prorates will be as follows:

Minutes after restricted time period, T*	Prorate applied to maximum Disincentive, P*
0 - 30	0.25
31 - 60	0.75
61 +	1.00
*The maximum Disincentive is determined by the Lane Value Contract Table located in the Plan General Notes. Only one prorate will be applied per event. For a single event, the total disincentive will be calculated as such: $TD = P \times T \times LV \times L$ Where: TD = Total Disincentive, \$ T = duration of time after the start of the restricted time period, min LV = lane value maximum Disincentive, \$/min/lane L = number of lanes restricted, lane	

Disincentives will not be assessed for delays outside the Contractor's control or responsibility, such as private motorist accidents, on-site equipment breakdowns, civil disturbances, or Engineer-ordered revisions to the Work. The Department reserves the right to assess the maximum Disincentive without proration if there have been three or more events on the project including, but not limited to, three or more equipment breakdowns or other incidents which the contractor's inactions/actions contributed to the event. Such other actions could be early lane restrictions without prior Engineer approval.

Prior to assessing any single Disincentive amount exceeding \$50,000, the restriction event and the proposed Disincentive will be evaluated by the Maintenance of Traffic Executive Committee (MOTEC) to confirm applicability, calculation, and justification of the assessment.

PN 153 – 7/18/2025 – Indefinite Delivery / Indefinite Quantity Projects

This project will be delivered utilizing the Indefinite Delivery / Indefinite Quantity (ID/IQ) contracting method authorized by Ohio Revised Code Section 5517.012.

Description

This Contract establishes a scope of defined work types and items related to Work to be performed by the Contractor on an as-needed basis.

Contract Term and Budget Funds

Subject to termination provisions in the C&MS, this Contract will be in effect for the duration defined in the Plans, or until the maximum Contract Value is reached, whichever occurs first. The Department may extend the contract term for up to one year, if determined to be appropriate by the Director.

The maximum Contract Value is defined in the Plans. The Department reserves the right to increase the maximum Contract Value by two hundred thousand dollars or ten percent of the maximum Contract Value, whichever is less.

Work Orders

The Department will authorize the Work on an as-needed basis through the issuance Work Orders. The Work Orders will define the scope and specific limits of Work where the Contractor shall perform the Work using the items identified in the Contract. The Contractor must perform the Work described in the Work Order using the unit prices established for the items in the Contractor's Bid. The Department may issue Work Orders with overlapping performance periods, provided the cumulative maximum Contract Value is not exceeded. When multiple Work Orders have been issued and remain incomplete, the Contractor shall work on the locations in the order of priority as established by the Engineer. No new work locations shall be initiated by the Contractor prior to completion of Work at any given site without prior approval of the Engineer.

The Contractor shall complete the Work described in the Work Order within the Work Order Response Time contained in each Work Order. Failure to perform may result in assessment of the disincentive provisions in the Plans or Contract termination.

Estimated Quantities

Specific usage of estimated quantities set forth in the Proposal are to be used as directed by the Engineer. These estimated quantities, while they are the Departments estimate of the anticipated quantities of Work for the Contract, are solely for the determination of the Lowest Bidder. The Engineer maintains the right to non-perform or increase any of the Project's items at any time.

Payment

Payments will be made pursuant to C&MS Section 109.09 for actual Work performed as documented through Department-approved Work Orders and accepted by the Department. The pay items and unit prices in the Bid will be the basis for compensation.

Mobilization

Notwithstanding C&MS Section 624 – Mobilization, the basis of payment for mobilization will be made based on the bid amount, following the schedule described below:

1. Initial Payment (10%)

After the first Work Order for the project is completed, 10% of the total mobilization bid amount will be paid.

2. Pro Rata Payments (80%)

80% of the mobilization bid amount will be paid proportionally as Work Orders are issued. The payment for each Work Order is calculated using this formula:

Mobilization Charge = (Mobilization Bid Amount × 80%) × (Work Order Value ÷ Total Contract Value)

Example:

- Total Contract Value: \$2,000,000
- Mobilization Bid Amount: \$100,000
- Work Order Value: \$20,000

Calculation:

$(\$100,000 \times 0.80) \times (\$20,000 \div \$2,000,000) = \800 mobilization payment for that Work Order

3. Final Payment (10%)

The remaining 10% of the mobilization bid amount will be paid upon completion of the entire Contract.

Contact Information and Temporary Traffic Control Devices

Before Work begins, the Contractor shall submit to the Engineer the names and telephone numbers of persons who can be contacted 24 hours a day by the Ohio Department of Transportation and all interested police agencies.

The Contractor shall be responsible for placing or replacing any required temporary traffic control devices to maintain the traveled pavements safely.

Modified Construction and Material Specifications

Certain section of the 100 Section of the C&MS must be modified for ID/IQ Projects. A full recreation of the modified 100 Section with highlighted changes is printed below. This modified 100 Section must be included in every IDIQ Contract.

100 GENERAL PROVISIONS

101 DEFINITIONS AND TERMS

101.01 General. This Project shall use an Indefinite Delivery Indefinite Quantity contracting method.

This Proposal Note replaces all sections of the 2023 Construction and Material Specifications 100 GENERAL PROVISIONS sections (C&MS 100 Series Specifications). The applicable SS-800 revisions applying to the C&MS 100 Series Specifications are incorporated in this document. The same order of priority pursuant to [105.04](#) applies for all other series of specifications addressed in SS-800 and shall be deemed incorporated into the Contract Documents having the same order of priority as the Supplemental Specifications pursuant to [105.04](#)

These Construction and Material Specifications are written to the Bidder before award of the Contract and to the Contractor after award of the Contract. The sentences that direct the Contractor to perform Work are written as commands. For example, a requirement to provide cold-weather protection would be expressed as, "Provide cold-weather protection for concrete," rather than "The Contractor shall provide

cold-weather protection for concrete.” In the imperative mood, the subject “the Bidder” or “the Contractor” is understood.

All requirements to be performed by others have been written in the active voice. Sentences written in the active voice identify the party responsible for performing the action. For example, “The Engineer will determine the density of the compacted material.” Certain requirements of the Contractor may also be written in the active voice, rather than the active voice and imperative mood, if the sentence includes requirements for others in addition to the Contractor. For example, “After the Contractor provides initial written notice, the Engineer will revise the Contract as specified in [104.02](#)”

Sentences that define terms, describe a product or desired result, or describe a condition that may exist are written in indicative mood. These types of sentences use verbs requiring no action. For example, “The characteristics of the soils actually encountered in the subgrade may affect the quality of the cement and depth of treatment necessary.”

101.02 Abbreviations. The following abbreviations, when used in the Contract Documents, represent the full text shown.

AAN	American Association of Nurserymen
AASHTO	American Association of State Highway and Transportation Officials
AC	Asphalt Cement (pavement), Alternating Current (traffic)
ACBFS	Air Cooled Blast Furnace Slag (aggregate)
ACI	American Concrete Institute
ACIA	Asynchronous Communications Interface Adapter (traffic controller)
ADT	Average Daily Traffic
ADTT	Average Daily Truck Traffic
AIC	Amps Interrupting Capacity
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
ANFO	Ammonium Nitrate and Fuel Oil
ANSI	American National Standards Institute
AOS	Apparent Opening Size (fabric)
AREA	American Railway Engineering Association
AMRL	AASHTO Material Reference Library
ASCE	American Society of Civil Engineers
ASLA	American Society of Landscape Architects
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWG	American Wire Gauge
AWPA	American Wood Preservers' Association
AWS	American Welding Society
AWWA	American Water Works Association
BBR	Bending Beam Rheometer (asphalt binder test)
BMP	Best Management Practice (erosion)
BOF	Basic Oxygen Furnace (aggregate)
BSG	Bulk Specific Gravity
BTEX	Benzene, toluene, ethyl benzene, and xylene (a soil test)
BUSTR	Bureau of Underground Storage Tank Regulations (Division of Fire Marshal)
C&MS	Construction and Material Specifications
CAPWAP	Case Pile Wave Analysis Program
CBAE	Cut Back Asphalt Emulsion
CCRL	Cement and Concrete Reference Laboratory
CCS	Crushed Carbonate Stone
CECI	Contractors Erosion Control Inspector

CFR	Code of Federal Regulations
CIE	Commission Internationale d'Eclairage (illumination)
CPESC	Certified Professional in Erosion and Sediment Control
CRS	Cationic Rapid Set (asphalt emulsion)
CRSI	Concrete Reinforcing Steel Institute
CSS	Cationic Slow Set (asphalt emulsion)
CVN	Charpy V-notch (steel test)
CWT	Hundred Weight (100 lbs)
DC	Direct Current
DCA	District Construction Administrator
DCE	District Construction Engineer
DDD	District Deputy Director
DET	District Engineer of Tests
DGE	District Geotechnical Engineer
DLS	Data Logging System (traffic markings)
DNR	Department of Natural Resources
DRC	Dry Rodded Condition (asphalt aggregate test)
DSR	Daily Source Report
DZA	Deficient Zone Average (concrete test)
EAF	Electric Arc Furnace
EDA	Earth Disturbing Activity
EEI	Edison Electric Institute
EIA	Electronic Industries Alliance
EPA	Environmental Protection Agency
EQS	Exceptional Quality Solids (compost)
FAA	Fine Aggregate Angularity (asphalt aggregate)
FCM	Fracture Critical Member (steel test)
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration, Department of Transportation
FRP	Fiber Reinforced Polymer
FSS	Federal Specifications and Standards, General Services Administration
GGBFS	Ground Granulated Blast Furnace Slag
GS	Granulated Slag
HDPE	High Density Polyethylene
HMWM	High Molecular Weight Methacrylate
ICEA	Insulated Cable Engineers Association
IDIQ	Indefinite Delivery Indefinite Quantity
IEEE	Institute of Electrical and Electronic Engineers
IES	Illuminating Engineering Society
IMSA	International Municipal Signal Association
IPCEA	Insulated Power Cable Engineers Association
IPS	International Pipe Standard
ISSA	International Slurry Seal Association
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation System
IZEU	Inorganic Zinc Epoxy Urethane
JMF	Job Mix Formula
LED	Light Emitting Diode
LWT	Loaded Wheel Test (asphalt test)
MBF	Thousand Board Feet (wood)
MC	Medium Cure (asphalt emulsion)
MCB	Microchannel Bus (traffic controller)

MOV	Metal Oxide Varistor (traffic controller)
MPI	Magnetic Particle Inspection (steel test)
MSG	Maximum Specific Gravity (asphalt)
MTD	Maximum Theoretical Density (asphalt)
NACE	National Association of Corrosion Engineers
NCHRP	National Cooperative Highway Research Program
NEMA	National Electrical Manufacturers Association
NHI	National Highway Institute
NIST	National Institute of Standards and Technology
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
NWE	Normal Water Elevation
OAC	Ohio Administrative Code
ODOT	Ohio Department of Transportation
OEPA	Ohio Environmental Protection Agency
OH	Open Hearth (aggregate)
OHWM	Ordinary High Water Mark
OMM	Office of Materials Management (the Central Office Laboratory)
OMUTCD	Ohio Manual of Uniform Traffic Control Devices
ORC	Ohio Revised Code
ORDC	Ohio Rail Development Commission
OSHA	Occupational Safety and Health Administration
OTO	Office of Traffic Operations
OWPCA	Ohio Water Pollution Control Act
OZEU	Organic Zinc Epoxy Urethane
PAT	Project Average Thickness (concrete test)
PAV	Pressure Aging Vessel (asphalt binder test)
PB	Polybutylene (conduit)
PCC	Portland Cement Concrete
PCS	Petroleum Contaminated Soil
PDA	Pile Dynamic Analysis (steel piling)
PE	Polyethylene (conduit)
PG	Performance Grade (asphalt binder grading system)
pH	Potential of Hydrogen
PLS	Pure Live Seed
PVC	Polyvinyl chloride
QA	Quality Assurance
QC	Quality Control
QCFS	Quality Control Fabricator Specialist (structures)
QCP	Quality Control Program, or Plan, or Points (steel test)
QPL	Qualified Products List
RAP	Reclaimed Asphalt Pavement
RAS	Reclaimed Asphalt Shingles
RC	Rapid Cure (asphalt emulsion)
REA	Rural Electrification Act
RFI	Radio Frequency Interference (traffic controller)
RH	Relative Humidity
RMS	Root Mean Square (traffic controller)
RPCC	Recycled Portland Cement Concrete
RPM	Raised Pavement Marker (traffic)
RS	Rapid Set (asphalt emulsion)
RTFO	Rolling Thin-Film Oven (asphalt binder test)

RUS	Rural Utilities Service
SAE	Society of Automotive Engineers
SBA	Styrene Butadiene Amine
SBR	Styrene Butadiene Rubber
SBS	Styrene Butadiene Styrene
SCD	Standard Construction Drawing
SDS	Safety Data Sheets
SF	Standard Fabricated members (structures)
SI	International System of Units (Metric)
SM	AASHTOWare Project Sitemanager™
SMA	Stone Matrix Asphalt
SPD	Surge Protection Device (traffic controller)
SPST	Single Pole / Single Throw (traffic controller)
SS	Slow Set (asphalt emulsion)
SSD	Saturated Surface Dry (aggregate)
SSPC	Society for Protective Coatings
SWPPP	Storm Water Pollution Prevention Plan
TAP	Traffic Authorized Product
TCE	Trichloroethylene
TMPTA	Tri-methylpropane Tri-acrylate (paint)
TNP	Total Neutralizing Power
TODS	Tourist-Oriented Directional Signs
TSEC	Temporary Sediment and Erosion Control
TSR	Tensile Strength Ratio (asphalt mix test)
UF	Unique Fabricated members (structures)
UL	Underwriters' Laboratories, Inc.
USACE	United States Army Corps of Engineers
USC	United States Code
VA	Verification Acceptance
VAC	Volts Alternating Current
VCA	Volume of Coarse Aggregate (asphalt mix test)
VECP	Value Engineering Change Proposal
VMA	Voids in the Mineral Aggregate
VME	VersaModule Eurocard (traffic controller)
WDT	Watchdog Timer
WEAP	Wave Equation Analysis (steel piling)
WPS	Welding Procedure Specification (steel test)
WZRPM	Work Zone Raised Pavement Marker (traffic)
XCU	Explosion, Collapse and Underground

101.03 Definitions. The following terms or pronouns, when used in the Contract Documents, are defined as follows:

Advertisement. The public announcement, as required by law, inviting Bids for Work to be performed or materials to be furnished.

Award. The written acceptance by the Director of a Bid.

Bid. The offer of a Bidder, on the prescribed form properly signed and guaranteed, to perform the Work and to furnish the labor and materials at the prices quoted.

Bid Documents. The Bid Documents include the Invitation for Bids, Addenda, Proposal, Expedite file, contract form and required bonds, Specifications, [Supplemental Specifications](#), Special Provisions, general and detailed plans, Plan notes, standard construction drawings identified in the Plans, notice to

Contractor, and any other document designated by the Department as a Bid Document, all of which constitute one instrument.

Bidder. An individual, firm, or corporation submitting a Bid for the advertised Work, acting directly or through the duly authorized representative, and qualified as provided in [ORC 5525.02](#) to [5525.09](#).

Bridge. A structure, including supports, erected over a depression or an obstruction, such as water, a highway, or a railway, and having a track or passageway for carrying traffic or other moving loads and having a length measured along the center of roadway of 10 feet (3.048 m) or more between undercopings of abutments or extreme limits of openings for multiple boxes.

A. Length. The length of a bridge structure is the over-all length measured along the centerline of the roadway surface.

B. Roadway Width. The clear width measured at right angles to the longitudinal centerline of the bridge between the bottom of curbs or guard timbers or, in the case of multiple heights of curbs, between the bottoms of the lower risers. For curb widths of 1 foot (0.3 m) or less, the roadway width is measured between parapets or railings.

Calendar Day or Day. Every day shown on the calendar.

Certified Test Data. A test report from a manufacturer's or an independent laboratory approved by the Director listing actual test results of samples tested for compliance with specified Department requirements. The Department will accept certified test data from manufacturers' laboratories if their products have been used satisfactorily on prior Department contracts and their test data has been confirmed. Include a statement that the test data furnished is representative of the material furnished to a Department project or to a supplier. The report is identified by number or date and identifies the Department project or supplier to which the material is shipped. Submit reports signed by a person having legal authority to act for the manufacturer or independent laboratory.

Change Order. A written order issued by the Director to the Contractor, covering changes to the terms and conditions, plans, within or beyond the scope of the Contract and establishing the basis of payment and time adjustments for the work affected by the changes.

Claims. Disputes that are not settled through Steps 1 and 2 of the Dispute Resolution and Administrative Claim Process. The Dispute becomes a Claim when the Contractor submits a Notice of Intent to File a Claim.

Completion Date. The date, as shown in the Contract Documents, on which the Contract shall terminate.

Construction Limits. These limits must encompass all Work. This includes removals, room for construction equipment to complete work, site access, etc.

Contract. The written agreement between the Department and the Contractor setting forth the obligations of the parties, including, but not limited to, the performance of the Work and the basis of payment.

Contract Bond. The approved forms of security, executed by the Contractor and its Sureties, guaranteeing complete execution of the Work as required by the Contract Documents and the payment of all legal debts pertaining to the construction of the Project which security shall comply with and be subject to [ORC 5525.16](#) and [5525.13](#), and related provisions.

Contract Documents. The Contract Documents include the Invitation for Bids, Addenda, Proposal, contract form and required bonds, Specifications, [Supplemental Specifications](#), Special Provisions, general and detailed plans, Plan notes, standard construction drawings identified in the Plans, notice to contractor, Change Orders, Supplemental Agreements, Extra Work Contracts, "Accepted" and "Accepted as Noted" Working Drawings, and any other document designated by the Department as a Contract Document, all of which constitute one instrument.

Contract Item (Pay Item). A specifically described unit of Work for which a price is provided in the Contract.

Contract Price. The amount of compensation bid by the Contractor for a Contract Item in the Proposal or the amount of compensation established for a Contract Item added or modified pursuant to the Contract Documents.

Contract Value. The maximum contract amount specified in the Plans. The Contract is terminated once the specified value is reached.

Contract Time The number of workdays or calendar days, including authorized adjustments, allowed for completion of the Project. When a specified Completion Date is shown in the Contract Documents instead of the number of workdays or calendar days, completion of the Project shall occur on or before that date. Specified Completion Date and Calendar Day Contracts shall be completed on or before the day indicated even when that date is a Saturday, Sunday, or holiday.

Contractor. The individual, firm, or corporation contracting with the Department for performance of prescribed Work, acting directly or through a duly authorized representative and qualified under the provisions of [ORC 5525.02](#) to [5525.09](#) inclusive, and any amendments thereto.

County. The designated county in which the Work specified is to be done.

Culvert. Any structure not classified as a Bridge that provides an opening under the roadway.

Department. The [Department of Transportation, State of Ohio](#).

Director. Administrative head of the Department appointed by the Governor.

Disputes. Disagreements matters in question and differences of opinion between the Department's personnel and the Contractor.

District Testing. The Departments district testing laboratories.

Engineer. Duly authorized agent of the Department acting within the scope of its authority for purposes of engineering and administration of the Contract. In managing the administration of the contract, the Engineer may confer with representatives of Industry including, but not limited to, the designer of record, landscape architects, environmental specialists, etc.

Engineered Drawings. A type of Working Drawing that requires the practice of engineering as defined in [ORC 4733.01\(E\)](#). Examples of Engineered Drawings include: Excavation Bracing Plans, Demolition Plans, Erection Plans, Falsework Plans, Cofferdam Plans, Causeway Plans, Jacking and Temporary Support Plans, Plans for Heavy Equipment on Structures, Plans for structures for Maintaining Traffic, and Corrective Work Plans.

Equipment. All machinery and equipment, together with the necessary supplies for upkeep and maintenance, and also tools and apparatus necessary for the proper construction and acceptable completion of the Work.

Extra Work. An item of Work not provided for in the Contract as awarded but found essential to the satisfactory completion of the Contract within its intended scope.

Extra Work Contract. A Contract concerning the performance of Work or furnishing of materials involving Extra Work. Such Extra Work may be performed at agreed prices or on a force account basis.

Fabricator. The individual, firm, or corporation that fabricates structural metals or prestressed concrete members as an agent of the Contractor.

Final Inspector. An Engineer appointed by the DDD who inspects the completed Work and accepts it if it complies with the Contract Documents.

Indefinite Delivery Indefinite Quantity. A contracting method that provides for an indefinite quantity, within stated limits, of supplies or services during a fixed period at the awarded Contract Price.

Inspector. The Engineer's authorized representative assigned to make detailed inspections of Contract performance.

Invitation for Bids. The invitation for Proposals for all Work on which Bids are required. Such Proposal will indicate with reasonable estimated bidding quantity and limiting geographic area of the Work to be done or the character and quality of the material to be furnished and the time and place of the opening of Proposals.

Laboratory. The testing laboratories of the Department, including the [Office of Materials Management \(OMM\)](#) located at 1600 West Broad Street, Columbus, Ohio, and the District testing facilities.

Materials. Any materials or products specified for use in the construction of the Project and its appurtenances.

Partnering. A collaborative process for project cooperation and communication meant to achieve effective and efficient contract performance and completion of the Project within budget, on schedule, safely and with requisite quality in accordance with the contract.

Plans. The drawings, standard construction drawings and supplemental drawings provided by the Department that show the character, dimensions, and details of the Work.

Prebid Question. A written inquiry submitted by a prospective bidder.

Professional Landscape Architect. A landscape architect registered with the Ohio Landscape Architects Board to practice landscape architecture in the State of Ohio.

Profile Grade. The trace of a vertical plane intersecting the top surface of the proposed wearing surface, usually along the longitudinal centerline of the roadbed. Profile grade means either elevation or gradient of such trace according to the context.

Project Limits. Project limits are points on the mainline centerline of construction where the proposed improvement, as described in the project description on the Title Sheet (excluding incidental construction), begins and ends

Project Right-of-Way. That portion of the Right-of-Way between the beginning and end of the Project.

Project. The specific section of the highway together with all appurtenances and Work to be performed thereon under the Contract.

Proposal. The approved form on which the Department requires Bids to be prepared and submitted for the Work.

Proposal Guaranty. The security furnished with a Bid to guarantee that the Bidder will enter into the Contract if its Bid is accepted.

Questionnaire. The specified forms on which the Contractor shall furnish required information as to its ability to perform and finance the Work required under [ORC 5525.01](#).

Reasonably Close Conformity. Reasonably close conformity means compliance with reasonable and customary manufacturing and construction tolerances where working tolerances are not specified. Where working tolerances are specified, reasonably close conformity means compliance with such working tolerances. Without detracting from the complete and absolute discretion of the Engineer to insist upon such tolerances as establishing reasonably close conformity, the Engineer may accept variations beyond such tolerances as reasonably close conformity where they will not materially affect the value or utility of the Work and the interests of the Department.

Registered Engineer. An engineer registered with the [Ohio State Board of Registration for Professional Engineers and Surveyors](#) to practice professional engineering in the State of Ohio

Registered Surveyor. A surveyor registered with the [Ohio State Board of Registration for Professional Engineers and Surveyors](#) to practice professional surveying in the State of Ohio.

Right-of-Way. A general term denoting land, property, or interest therein, usually in a strip, acquired for or devoted to a highway.

Road. A general term denoting a public way for purposes of vehicular travel, including the entire area within the Right-of-Way, as defined in [ORC 5501.01](#).

Roadbed. The graded portion of a highway within top and side slopes, prepared as a foundation for the pavement structure and shoulder.

Roadside. The areas between the outside edges of the shoulders and the Right-of-Way boundaries. Unpaved median areas between inside shoulders of divided highways and infield areas of interchanges are included.

Roadside Development. Those items necessary to the highway that provide for the preservation of landscape materials and features; the rehabilitation and protection against erosion of all areas disturbed by construction through seeding, sodding, mulching, and the placing of other ground covers; such suitable planting; and other improvements as may increase the effectiveness and enhance the appearance of the highway.

Roadway. The portion of a highway within limits of construction.

Shop Drawings. Drawings accepted by the Contractor and submitted to the Department that describe portions of the Work fabricated off site that are incorporated permanently with the project. Department acceptance is not required.

Shoulder. The portion of the roadway contiguous to the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Sidewalk. That portion of the roadway primarily constructed for the use of pedestrians.

Signatures on Contract Documents. All signatures on Contract Documents must meet the requirements of [102.06](#).

Special Provisions. Additions and revisions to the standard and [Supplemental Specifications](#) covering conditions peculiar to an individual Project.

Specifications. The directions, provisions, and requirements contained herein as supplemented by the [Supplemental Specifications](#) and Special Provisions.

State. The [State of Ohio](#) acting through its authorized representative.

Street. A general term denoting a public way for purpose of vehicular travel, including the entire area within the Right-of-Way.

Structures. Bridges, culverts, catch basins, drop inlets, retaining walls, cribbing, manholes, endwalls, buildings, sewers, service pipes, underdrains, foundation drains, and other features that may be encountered in the Work and not otherwise classed herein.

Subcontractor. An individual, firm, or corporation to whom the Contractor sublets part of the Contract to be performed on the job site, who prior to such undertaking receives the written consent of the Director, and who is qualified under [ORC 5525.02](#) through [5525.09](#) inclusive.

Subgrade. The portion of a Roadbed upon which the pavement structure and shoulders are constructed.

Substructure. All of that part of the structure below the bearings of simple and continuous spans, skewbacks of arches, and tops of footings of rigid frames, together with backwalls and wings.

Superintendent. The Contractor's authorized representative in responsible charge of the Work.

Superstructure. The entire structure except the Substructure.

Supplement. A list of requirements for fabrication plants, methods of test, or other miscellaneous requirements that are maintained on file in the Office of the Director.

Supplemental Agreement. A written agreement executed by the Contractor and by the Director covering necessary alterations.

Supplemental Specifications. Detailed specifications supplemental to or superseding these Specifications.

Surety. The corporation, partnership, or individual, other than the Contractor, executing a bond furnished by the Contractor.

Titles (or Headings). The titles or headings of the sections and subsections herein are intended for convenience of reference and shall not be considered as having any bearing on their interpretation.

Waters of the United States. Waters that are under the jurisdiction of the Corps of Engineers under the Clean Water Act as defined by [33 CFR Ch. II Part 328](#), which as applied to Ohio means: the Ohio River and Lake Erie and any other river, stream, creek, lake, pond, or wetland that drains directly or indirectly into the Ohio River or Lake Erie.

Work. All labor, materials, equipment, tools, transportation, supplies, and other incidentals and all tasks that comprise the project or any portion thereof, as described by the Contract Documents.

Work Limits. Work Limits are the extreme limits of the contractor's responsibility on a project, including all temporary and incidental construction, with the exception of work zone traffic control devices required for maintenance of traffic.

Work Order. Written order from the Department providing specific authorization to the Contractor to proceed with the performance of requested Work at the specified location (s).

Work Order Response Time. The period within which the Contractor is required to complete the specified Work after receiving a Work Order.

Workday. A calendar day that the Contractor normally works.

Working Drawings. Contractor submitted drawings for work, not otherwise defined in the Bid Documents, and require Department acceptance. Examples of Working Drawings include: Engineered Drawings, installation plans, certified drawings, and any other supplementary plans or similar data that the Contractor is required to submit for acceptance.

101.04 Interpretations. In order to avoid cumbersome and confusing repetition of expressions in these Specifications, it is provided that whenever anything is, or is to be, done, if, as, or, when, or where "contemplated, required, determined, directed, specified, authorized, ordered, given, designated, indicated, considered necessary, deemed necessary, permitted, reserved, suspended, established, approval, approved, disapproved, acceptable, unacceptable, suitable, accepted, satisfactory, unsatisfactory, sufficient, insufficient, rejected, or condemned," it shall be understood as if the expression were followed by the words "by the Engineer" or "to the Engineer."

102 BIDDING REQUIREMENTS AND CONDITIONS

102.01 Prequalification of Bidders. A Bidder must be prequalified by the Department according to [ORC Chapter 5525](#) and the rules and regulations governing prequalification in order to submit a Bid. Upon request, the Department will provide a prequalification application, applicable rules and regulations, and other relevant information. For prospective Bidders that are not yet prequalified, furnish the Department with a properly completed prequalification application at least 30 days before the date specified for the receipt of Bids. The prequalification certificate is the Bidder's license to Bid and perform construction for the Department.

For foreign Contractors, refer to [ORC 5525.18](#) and [Ohio Administrative Rule 5501:2-3-07](#).

The Department will perform contractor performance evaluations for each contractor and subcontractor on every ODOT-let construction project. Evaluations shall be well documented, objective, and performed in a timely manner, in accordance with [Supplement 1131](#). The contractor's average scores for the previous calendar year will be used in the calculation of the contractor's bidding capacity. The contractor has the right to appeal an evaluation.

102.02 Contents of Bid Documents. Use the Proposal to prepare and submit Bids for the Work. Upon request, the Department will provide Bid Documents that include or reference the following:

- A. Geographical Region and description of the Project.
- B. Estimate of bidding quantities used to determine basis of award and description of the Work.
- C. Time to complete the Work.
- D. Amount of the Proposal Guaranty.
- E. Department's deadline for receiving a completed Bid.
- F. Schedule of contract items.
- G. Standard Specifications, Special Provisions, [Supplemental Specifications](#), and the Plans.
- H. Proposal.
- I. Contract Value

102.03 Issuance of Proposals.

A. General. Upon request, the Department will provide applicable rates and other relevant information for obtaining bidding information and submitting a Bid. The Department will specify the Contract Time and the Contract Value.

B. Department Will Not Issue. The Department may refuse to sell or issue Bid Documents to a prospective Bidder for any of the following reasons:

- 1. The prospective Bidder owes the Department for previously issued plans.
- 2. The prospective Bidder has defaulted on previous contracts.
- 3. The prospective Bidder is debarred from bidding on and receiving Department contracts.
- 4. The prospective Bidder is currently in the debarment process.

102.04 Interpretation of Quantities in Proposal. The quantities in the Bid Documents are estimated bidding quantities for determining apparent low bidder and the Department uses them for the comparison of Bids only.

The Department will only pay the Contractor for the actual quantities of Work performed and accepted according to the Contract Documents. The Department may vary quantities from the estimated bidding quantities without invalidating the Bid prices. The Department may omit any Work items from the Contract at its discretion. Variations from estimated bidding quantities will not revise the overall contract value.

102.05 Examination of Bid Documents and Geographic Region and Submission of Prebid Questions. Carefully examine the Bid Documents and perform a reasonable site investigation before submitting a Bid. Submitting a Bid is an affirmative statement that the Bidder is knowledgeable of the geographic region and is satisfied as to the character, quality, quantities, and the likely conditions to be encountered and is inherent in performing the Work.

When available, the Department will include in the Contract Documents or provide for the Bidder's review at the Department's offices or website, one or more of the following:

- A. Record drawings.

- B.** Available information relative to subsurface exploration, borings, soundings, water levels, elevations, or profiles.
- C.** The results of other preliminary investigations.

A reasonable site investigation includes a review of these documents.

Should a question arise at any time during the examination of Bid Documents or investigation of the site the Bidder may seek clarification by submitting a Prebid Question. Submit all Prebid Questions in writing via the Department's website. The Department will post a response on its website to all questions submitted before a deadline of 10:00 am four working days prior to the public opening of Bids. Responses to Prebid Questions posted on the Department's website are not revisions to the Bidding Documents and are not binding. The Department is not obligated to respond to, or otherwise act upon, a Prebid Question submitted after this deadline, but reserves the right to act upon any information received.

102.06 Preparation of Bids. Prepare a Bid according to this subsection and the requirements found in the Bid Documents. Properly complete the Expedite file and submit it using the software specified in the Bid Documents rather than completing it by handwriting, typing, or using unauthorized computer-generated forms.

Provide a unit price for each item listed in the Proposal. Calculate and place the products for the respective unit prices and estimated bidding quantities in the "Bid Amount" column. For a lump sum item, place the same price in the "Unit Price" column and in the "Bid Amount" column pertaining to that item. Indicate the total Bid amount by adding the values entered in the "Bid Amount" column for the listed items. Submit the Expedite file using the software specified in the Bid Documents.

Properly execute the Proposal by completing the miscellaneous section and attaching the required signatures in the space provided in the Expedite file.

**ENTITY SUBMITTING PROPOSAL
REQUIRED SIGNATURE**

Individual	The individual or a duly authorized agent.
Partnership	A partner or a duly authorized agent.
Joint Venture	A member or a duly authorized agent of at least one of the joint venture firms.
Corporation	An authorized officer or duly authorized agent of the corporation. Also, show the name of the state chartering the corporation and affix the corporate seal.
Limited Liability Company	A manager, a member, or a duly authorized agent.

102.07 Duty to Notify of Errors in Bid Documents. Notify the Department of errors and omissions in the Bid Documents. Make notification by submitting a question in the manner described in [102.05](#). The Contractor's duty to disclose errors and omissions is not only a bidding requirement but is also a legal requirement that cannot be ignored.

Failure to provide the required notification prior to the opening of bids shall constitute a waiver by the Contractor and does not obligate the Department for any costs based upon any apparent or patent ambiguity arising from insufficient data or obvious errors in the Bid documents. Knowingly withholding information regarding an error or omission in the Bid Documents, or intentionally misrepresenting an item of Work for financial or competitive gain may result in civil or criminal penalties in excess of the value of the item bid.

102.08 Unbalanced Bidding. Bid all items correctly and price each quantity as indicated in the Bid Documents. The Department will reject a Mathematically Unbalanced Bid if the Bid is also Materially Unbalanced. A Mathematically Unbalanced Bid is a Bid containing lump sum or unit price items that do

not include reasonable labor, equipment, and material costs plus a reasonable proportionate share of the Bidder's overhead costs, other indirect costs, and anticipated profit. A Materially Unbalanced Bid is when the Department determines that an award to the Bidder submitting a Mathematically Unbalanced Bid will not result in the lowest ultimate cost to the Department.

102.09 Proposal Guaranty. The Department will reject a Bid submitted without a Proposal Guaranty in the amount designated and payable to the Director. Submit the required Proposal Guaranty in one of the following forms:

- A. Properly executed project Bid bond submitted on the Department's form.
- B. Properly executed electronic bid transfer to the Department's account.
- C. Certified check drawn on the account of the Bidder submitting the Bid.
- D. Cashier's check.
- E. Properly executed electronic project Bid bond submitted using the software specified in the Bid Documents.

When submitting a Bid bond, ensure that the Surety is licensed to do business in the State.

If the Department invites alternate Bids and the Bidder elects to Bid more than one alternate, the Bidder may submit one Proposal Guaranty in the amount required for a single alternate. The Proposal Guaranty covers each individual Bid.

If the Department invites combined Bids and the Bidder elects to Bid only on one package, then the Bidder must submit only one Proposal Guaranty. If the Bidder bids on the combined Bid package, the Bidder must submit a Proposal Guaranty in the amount required for the combined Bid. The combined Proposal Guaranty covers each individual Bid.

102.10 Delivery of Bid. Unless otherwise indicated in the Proposal, all Bids must be submitted using the electronic Bid submission software specified in the Proposal. The Department will accept Bids until the time and date designated in the Notice to Bidders. The Department will return Bids received after the designated time to the Bidders unopened. The Department will return all Bids not prepared and submitted in accordance with the Proposal.

102.11 Withdrawal of Bids. After Bids are opened, [ORC 5525.01](#) requires that a Bidder identify a mistake in its Bid within 48 hours of the Bid opening. After Bids are opened the Bidder must provide a written request to withdraw a Bid already filed with the Department. Any Bidder for whom a request to withdraw its Bid is approved by the Department will not be permitted to participate in any manner in a contract awarded for that project for which the Bid was withdrawn.

102.12 Combination Proposals. The Department may elect to issue Bid Documents for projects in combination or separately, so that Bids may be submitted either on the combination or on separate units of the combination. The Department reserves the right to make awards on combination Bids or separate Bids to the best advantage of the Department. The Department will not consider combination Bids, other than those it specifically identifies in the Bid Documents. The Department will write separate Contracts for each individual Project included in the combination.

102.13 Public Opening of Bids. The Department will publicly open Bids at the time and place indicated in the notice to Contractors. The Department will announce the total Bid amount for each Bid.

Bidders or their authorized agent and other interested persons are invited to the opening.

The Department may postpone the receipt of Bid time or the opening of Bids time. If the Department changes the hour or the date of the receipt of Bids or the opening of Bids, it will issue an addendum or public notice to notify prospective Bidders.

102.14 Disqualification of Bidders. The Department will declare a Bid non-responsive and ineligible for award when any of the following occur:

- A. The Bidder lacks sufficient prequalification work types or dollars to be eligible for award.
- B. The Bidder fails to furnish the required Proposal Guaranty in the proper form and amount.
- C. The Bid contains unauthorized alterations or omissions.
- D. The Bid contains conditions or qualifications not provided for in the Bid Documents.
- E. The Proposal is not prepared as specified.
- F. A single entity, under the same name or different names, or affiliated entities submits more than one Bid for the same Project.
- G. The Bidder fails to submit a unit price for each contract item listed, except for lump sum items where the Bidder may show a price in the "Bid Amount" column for that item.
- H. The Bidder fails to submit a lump sum price where required.
- I. The Bidder fails to submit a complete Expedite file using the software specified in the Proposal.
- J. The Bidder is debarred from submitting Bids.
- K. The Bidder has defaulted, has had a Contract terminated for cause by the Department, has either agreed not to Bid or has had debarment proceedings initiated against the Bidder's company and/or its key personnel.
- L. The Bidder submits its Bid or Proposal Guaranty on forms other than those provided by the Department.
- M. The Bidder fails to properly complete the supplemental questionnaire section of the Expedite file.
- N. The Bidder submits a Materially Unbalanced Bid as defined by [102.08](#).
- O. The Bidder fails to acknowledge addenda.
- P. The Department finds evidence of collusion.
- Q. Any other omission, error, or act that, in the judgment of the Department, renders the Bidder's bid non-responsive.

102.15 Material Guaranty. Before any Contract is awarded, the Department may require the Bidder to furnish a complete statement of the origin, composition, and manufacture of any or all Materials to be used in the construction of the Work together with samples. The Department may test the samples as specified in these Specifications to determine their quality and fitness for the Work.

102.16 Certificate of Compliance with Affirmative Action Programs. Before any Contract is awarded, the Department will require the Bidder to furnish a valid Certificate of Compliance with Affirmative Action Programs, issued by the [State EEO Coordinator](#).

102.17 Drug-Free Safety Program. During the life of this project, the Contractor and all its Subcontractors, that provide labor on the Project site, must be enrolled in and remain in good standing in the [Ohio Bureau of Worker's Compensation](#) ("OBWC") [Drug-Free Safety Program](#) ("DFSP") or a comparable program approved by the OBWC.

In addition to being enrolled in and in good standing in an OBWC-approved DFSP or a comparable program approved by the OBWC, the Department requires each Contractor and Subcontractor that provides labor, to subject its employees who perform labor on the project site to random drug testing of 5 percent of its employees. The random drug testing percentage must also include the on-site supervisors of the Contractors and Subcontractors. Upon request, the Contractor and Subcontractor shall provide evidence of required testing to the Department.

Each Subcontractor shall require all lower-tier Subcontractors that provides labor on the project site with whom the Subcontractor is in contract for the Work to be enrolled in and be in good standing in the OBWC-approved DFSP prior to a lower-tier Subcontractor providing labor at the Site.

The Department will declare a bid non-responsive and ineligible for award if the Contractor is not enrolled and in good standing in the [Ohio Bureau of Workers' Compensation's Drug-Free Safety Program \(DFSP\) Discount Program](#) or a similar program approved by the Bureau of Workers' Compensation within 8 days of the bid opening. Furthermore, the Department will deny all requests to sublet when the subcontractor does not comply with the provisions of this section.

Failure of the Contractor to require a Subcontractor to be enrolled in and be in good standing in the an OBWC-approved DFSP prior to the time that the Subcontractor provides labor at the Site, shall result in the Contractor being found in breach of the Contract and that breach shall be used in the responsibility analysis of that Contractor or the Subcontractor who was not enrolled in a program for future contracts with the State for five years after the date of the breach.

103 AWARD AND EXECUTION OF CONTRACT

103.01 Consideration of Proposals. After opening and announcing the Bids, the Department will compare the Bidders' proposed prices. The proposed price is the summation of the products of the estimated bidding quantities shown in the Proposal and the unit Bid prices.

The Department may reject any or all Bids, waive technicalities, or advertise for new Bids without liability to the Department.

103.02 Award of Contract. The Department will award a Contract or reject Bids within 10 days after Bid opening. The Department will mail a letter to the address on the Bid notifying the successful Bidder of Bid acceptance and Contract award. The Department will award to the lowest competent and responsible bidder. The Department will not award a Contract until it completes an investigation of the apparent low Bidder.

If the Department's estimate is confidential, the Department may award the Contract according to [ORC 5525.15](#).

The Department will award the contract for the overall value and duration advertised. The summation of the products of the estimated bidding quantities may be greater, equal, or less than the contract value shown in the Proposal and the unit Bid prices.

103.03 Cancellation of Award. The Department may cancel a Contract award at any time before all parties sign the Contract without liability to the Department.

103.04 Return of Proposal Guaranty. Immediately after the opening and checking of Bids, the Department will return all Proposal Guaranties provided in the form of a certified check or cashier's check, except to the three lowest Bidders. Within 10 days after opening bids, the Department will return the Proposal Guaranties of the two remaining unsuccessful Bidders. After the successful Bidder submits the signed Contract, Contract Bonds, and other Contract Documents, and after the Department signs the Contract, the Department will return the Proposal Guaranty to the successful Bidder. The Department will not return Bid bonds.

103.05 Requirement of Contract Bond. Furnish Contract Bonds within 10 days after receiving notice of award. Furnish Contract Bonds to the Director on the prescribed form, in the amount of the Contract, and according to [ORC 5525.16](#).

103.06 Execution of Contract. Sign and return the Contract, along with the certificate of compliance, Contract Bonds, and other required Contract Documents, within 10 days after notice of award. The State does not consider a proposal binding until the Director signs the Contract. If the Director does not sign the Contract within 20 days after receiving the successful Bidder's signed Contract, certificates, Contract Bonds, and other Contract Documents, the successful Bidder may withdraw the Bid without prejudice.

103.07 Failure to Execute Contract. If the successful Bidder fails to sign the Contract and furnish the Contract Bonds, the Department will have just cause to cancel the award. The successful Bidder shall forfeit the Proposal Guaranty to the Department, not as a penalty, but as liquidated damages. The Department may award the Contract to the next lowest responsive Bidder, re-advertise the Work, or take any other action decided by the Director.

104 SCOPE OF WORK

104.01 Intent of the Contract Documents. The intent of the Contract Documents is to provide for the construction and completion of the Work. Perform the Work according to the Contract Documents.

104.02 Revisions to the Contract Documents.

A. General. The Department reserves the right to revise the Contract Documents at any time. Such revisions do not invalidate the Contract or release the Surety, and the Contractor agrees to perform the Work as revised.

B. Differing Site Conditions. During the progress of the Work, if subsurface or latent physical conditions are physical conditions of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the Work provided for in the Contract Documents, are encountered at the site, notify the Engineer as specified in [108.02.F](#) of the specific differing conditions before they are disturbed or the affected Work is performed.

Upon notification, the Engineer will investigate the conditions. If it is determined that the conditions are of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the Work and causes an increase or decrease in the cost or time required for the performance of any Work under the Contract, the Department will make an adjustment and modify the Contract as specified in [108.06](#) and [109.05](#). The Engineer will notify the Contractor of the determination whether or not an adjustment of the Contract is warranted.

C. Suspension of Work. If the performance of all or any portion of the Work is suspended or delayed by the Engineer in writing for an unreasonable period of time (not originally anticipated, customary, or inherent to the construction industry) and the Contractor believes that additional compensation or time is due as a result of such suspension or delay, notify the Engineer as specified in [108.02](#).

Upon receipt of notice, the Engineer will evaluate the Contractor's request. If the Engineer agrees that the cost or time required for the performance of the Work has increased as a result of such suspension and the suspension was caused by conditions beyond the control of and not the fault of the Contractor, its suppliers, or subcontractors at any approved tier, and not caused by weather, the Engineer will make an equitable adjustment (excluding profit) and modify the contract as specified in [108.06](#) and [109.05](#). The Engineer will notify the Contractor of its determination whether or not an adjustment to the Contract Documents is warranted. Failure of the Engineer to suspend or delay the Work in writing does not bar the Contractor from receiving a time extension or added compensation according to [108.06](#) or [109.05](#).

The Department will not make an adjustment under this subsection in the event that performance is suspended or delayed by any other cause, or for which an adjustment is provided or excluded under any other term or condition of this Contract.

D. Significant Changes in Character of the Work. The Engineer may increase or decrease quantities and alter the Work as necessary to complete the Project. The Engineer will make appropriate adjustments according to [108.06](#) and [109.05](#), if such alterations significantly change the character of the Work.

If the Contractor disagrees as to whether an alteration constitutes a significant change, use the notification procedures specified in [108.02.F](#).

The term "significant change" is defined as when the character of the Work as altered differs materially in kind or nature from that involved or included in the original proposed construction.

E. Eliminated Items. The Department may partially or completely eliminate contract items.

F. Extra Work. Perform Extra Work as directed by the Engineer. The Department will pay for Extra Work as specified in [109.05](#). Time extensions, if warranted, will be determined according to [108.06](#).

G. Unilateral Authority to Pay. The Department has unilateral authority to pay the Contractor sums it determines to be due to the Contractor for work performed on the project. This unilateral authority to pay by the Department does not preclude or limit the rights of the Department and the Contractor to negotiate and agree to the amounts to be paid to the Contractor.

104.03 Rights in and Use of Materials Found on the Work. Upon obtaining the Engineer's approval, the Contractor may use material, such as stone, gravel, or sand, found in the plan excavation for another Contract Item. The Department will pay for both the excavation of the material under the corresponding Contract Item and for the placement of the excavated material under the Contract Item(s) for which the

excavated material is used. Excavate or remove material only from within the grading limits, as indicated by the slope and grade lines.

Obtain written permission from the Engineer according to [107.11.A](#).

104.04 Cleaning Up. Maintain the Project in a presentable condition. Remove all rubbish, layout stakes, sediment control devices as directed by the Engineer, excess material, temporary structures, and equipment, including stream channels and banks within the Right-of-Way at drainage structures, and all borrow and waste areas, storage sites, temporary plant sites, haul roads, and other ground occupied by the Contractor in connection with the Work. Establish suitable vegetative cover in these areas by seeding and mulching according to Item [659](#), except for cultivated fields. Leave the Project site in an acceptable condition as determined by the Engineer. The cost of cleanup is incidental to all contract items. The Department may withhold 10 percent of the Bid amount for the mobilization contract item, if included, until performance under this section is complete. See [624.04](#).

105 CONTROL OF WORK

105.01 Authority of the Engineer. The Engineer will decide questions concerning all of the following:

- A. The quality and acceptability of Materials furnished.
- B. The quantity of Work performed.
- C. The Contractor's rate of progress.
- D. The interpretation of the Contract Documents.
- E. Acceptable fulfillment of the Contract.
- F. Contractor compensation.
- G. Issuance and content of Work Orders and Work Order Response Time

The Engineer may suspend all or part of the Work when the Contractor fails to correct conditions that are unsafe for the workers or the general public, fails to comply with the Contract Documents, or fails to comply with the Engineer's orders. The Engineer may suspend the Work due to adverse weather conditions, conditions considered adverse to the prosecution of the Work, or other conditions or reasons in the public interest.

The Engineer's acceptance does not constitute a waiver of the Department's right to pursue any and all legal remedies for defective work or work performed by the Contractor in an un-workmanlike manner.

105.02 Plans and Working Drawings. The Plans show details of potential Work. The locations of the Work shall be as directed by the Engineer. Keep at least one set of Plans at the Project at all times.

Prepare working drawings when required by the Contract Documents and after verifying applicable field and plan elevations, dimensions, and geometries. Where Work consists of repairs, extension, or alteration of existing structures, take measurements of existing structures to accurately join old and new Work.

Unless otherwise indicated, the Department will review working drawing submittals to ensure conformance with the Contract and to provide the Contractor a written response to document the results of its review as follows:

- A. **"ACCEPTED."** The Department accepts the submittal for construction, fabrication, or manufacture.
- B. **"ACCEPTED AS NOTED."** The Department accepts the submittal for construction, fabrication, or manufacture, subject to the Contractor's compliance with all Department comments or corrections to the submittal. If also marked "RESUBMIT," the Department still accepts the submittal, but requires the Contractor to provide a corrected submittal to the Department.
- C. **"NOT ACCEPTED."** The Department does not accept the submittal. The submittal does not conform to Contract requirements. Do not begin construction, fabrication, or manufacture of Work included in the submittal. Revise the submittal to comply with Department comments or corrections and Contract requirements and provide the revised submittal to the Department for another review.

"Accepted" and "Accepted as Noted" Working Drawings are Contract Documents as defined in [101.03](#). The Department's acceptance will not relieve the Contractor of responsibility to complete the Work according to the Contract nor relieve a signatory engineer's responsibility as defined by [OAC 4733-23](#). Include the cost of furnishing Working Drawings in the cost of the Work they cover.

105.03 Conformity with Contract Documents. Perform all Work and furnish all Materials in reasonably close conformity with the lines, grades, cross-sections, dimensions, and material requirements as shown on the Plans and as specified.

If the DCA determines the Work is not in reasonably close conformity with the Contract Documents and determines the Contractor produced reasonably acceptable Work, the DCA may accept the Work based on engineering judgment. The DCA will document the basis of acceptance in a Change Order that

provides for an appropriate adjustment to the Contract Price of the accepted Work or Materials. If the DCA determines the Work is not in reasonably close conformity with the Contract Documents and determines the Work is inferior or unsatisfactory, remove, replace, or otherwise correct the Work at no expense to the Department.

105.04 Coordination of the Contract Documents. The Contract Documents are those defined in [101.03](#). A requirement appearing in one of these documents is as binding as though it occurs in all. The Engineer will resolve discrepancies using the following descending order of precedence:

- A. Addenda.
- B. Proposal and Special Provisions.
- C. Plans.
- D. [Supplemental Specifications](#).
- E. Standard Construction Drawings.
- F. Standard Specifications.

Immediately notify the Engineer upon discovering any latent error or omission in the Contract Documents.

105.05 Cooperation by Contractor. The Department will supply the Contractor with two sets of the Contract Documents, except for the standard construction drawings, which will only be supplied if requested. The Department will provide only one copy of these Specifications.

Provide the constant attention necessary to progress the Work according to the Contract Documents. Cooperate with the Engineer, inspectors, and all other Contractors on or adjacent to the Project.

105.06 Superintendent. Provide a Superintendent for the Project that is available and responsive at all times and is responsible for all aspects of the Work, irrespective of the amount of subcontract Work. The Superintendent must be capable of reading and understanding the Contract Documents and experienced in the type of Work being performed. The Superintendent shall receive instructions from the Engineer or the Engineer's authorized representatives. The Superintendent shall promptly execute the Engineer's orders or directions and promptly supply the required materials, equipment, tools, labor, and incidentals.

105.07 Cooperation with Utilities. Unless otherwise provided for by the Contract Documents, the Department will direct the utility owners to relocate or adjust water lines, gas lines, wire lines, service connections, water and gas meter boxes, water and gas valve boxes, light standards, cableways, signals, and all other utility appurtenances within the limits of the proposed construction at no cost to the Contractor.

If the Contractor is directed by a utility company to perform any work not specifically contained in this note, the Department will not compensate the Contractor for this work unless the Department approves the request in writing before the work begins. If the work is not preapproved by the Department, the Contractor will be responsible for obtaining reimbursement for its work from the utility company which directed the Contractor to perform the work.

In the event that the Contractor requests that additional work, not specifically contained in this note, be performed by a utility company, the Contractor will be responsible for reimbursing the utility company for the additional work unless the Department has agreed in writing to pay for the additional work before the work begins.

The Contract Documents will indicate various utility items and indicate a time frame or date when the Department expects the owners to complete utility relocation or adjustment. Provide utility owners adjusting facilities during construction with adequate notification of the scheduled Work to prevent conflict with the Contractor's schedule of operations.

When bidding, consider all permanent and temporary utility appurtenances in present and relocated positions as shown in the Contract Documents.

According to [ORC 153.64](#) and at least 2 Workdays prior to commencing construction operations in an area that may affect underground utilities, notify the Engineer, the registered utility protection service, and the owners that are not members of the registered utility protection service.

The owner of the underground utility shall, within 48 hours, excluding Saturdays, Sundays, and legal holidays, after notice is received, start staking, marking, or otherwise designating the location, course, ± 2 feet (± 0.6 m), together with the approximate depth of the underground utilities in the construction area.

If the utility owners fail to relocate or adjust utilities as provided for in the Contract Documents and the Contractor sustains losses that could not have been avoided by the judicious handling of forces, equipment, and plant, or by reasonable revisions to the schedule of operations, then the Engineer will adjust the Contract according to [108.06](#) and [109.05](#).

105.08 Cooperation Between Contractors. At any time, the Department may contract for other work on or near the Project.

Separate Contractors working within the limits of the Project shall conduct their work without interfering with or hindering the progress or completion of Work being performed by other Contractors and shall cooperate with each other as directed by the Engineer.

105.09 Authority and Duties of the Inspector. Inspectors are authorized to inspect the Work and the preparation, fabrication, or manufacture of materials. Inspectors are not authorized to alter or waive requirements of the Contract Documents. Inspectors are authorized to notify the Contractor of Work that does not conform to the Contract; reject materials that do not conform to Specification requirements; and until the issue is decided by the Engineer, suspend portions of the Work if there is a question regarding the Contract Documents, use of unapproved material, or safety. Inspectors are not obligated or authorized to provide direction, superintendence, or guidance to the Contractor, its crew, its subcontractors, or suppliers to accomplish the Work.

Any action or inaction of the Inspector does not constitute a waiver of the Department's right to pursue any and all legal remedies for defective work or work performed by the Contractor in an un-workmanlike manner.

105.10 Inspection of Work. The Engineer may inspect materials and the Work. Provide the Engineer or the Engineer's representative access to the Work, information, and assistance necessary to conduct a complete inspection. Notify the Engineer at least 24 hours prior to all required inspections.

When directed by the Engineer, remove or uncover completed Work to allow inspection. After the Engineer's inspection, restore the Work according to the requirements of the Contract Documents. If the inspected Work conformed to the requirements of the Contract Documents, the Department will pay for uncovering or removing and restoring the Work as Extra Work according to [109.05](#). If the inspected Work did not conform to the Contract Documents, the Department will not pay for uncovering or removing and restoring the Work.

The Department shall have the discretion to dictate the level of inspection for any item of work. The Contractor bears sole responsibility for the quality of work and compliance with the contract regardless of the Department's level of inspection.

The Department's failure to identify defective Work or material shall not, in any way, prevent later rejection when defective Work or material is discovered, or obligate the Department to grant acceptance under [109.11](#) or [109.12](#).

Inspection of Work may include inspection by representatives of other government agencies or railroad corporations that pay a portion of the cost of the Work. This inspection will not make other government agencies or railroad corporations a party to the Contract and will not interfere with the rights of the Contractor or Department.

105.11 Removal of Defective and Unauthorized Work. Work that does not conform to the requirements of the Contract is defective.

Unless the Department formally accepts defective Work according to [105.03](#), immediately remove and replace defective Work.

Unauthorized Work is Work done contrary to the instructions of the Engineer, beyond the plan lines, or any extra work done without the Department's permission. The Department will not pay for unauthorized Work. The Engineer may order the Contractor to remove or replace unauthorized Work at no expense to the Department.

If the Contractor fails to comply with the Engineer's orders under the provisions of this subsection, the DCA may correct or remove and replace defective or unauthorized Work and deduct the costs from the Contract Price.

105.12 Load Restrictions. Comply with all legal load restrictions when hauling materials on public roads.

Operate equipment of a weight or so loaded as to not cause damage to structures, to the roadway, or to other types of construction. Comply with subsection [501.05.B.6](#) for allowed loads on bridges.

Do not use off road vehicles on bases or pavements unless permitted by the DCA in writing.

Do not haul on concrete pavement, base, or structures before the expiration of the curing period.

Do not exceed the legal load limits in this section unless permitted by the Director in writing.

105.13 Haul Roads. Prior to hauling equipment or materials, provide written notification to the Engineer of the specific roads or streets on the haul route. If the haul route includes roads and streets that are not under the jurisdiction and control of the State and the DCA determines that State controlled roads are not available or practical for a haul route, the Contractor may use local roads and streets that are not restricted by local authorities. If the DCA determines that state controlled roads are available and practical for a haul route, revise the proposed haul route provided in the original written notification and resubmit to the DCA.

If the Engineer determines that haul route roads were properly used during construction to haul equipment and materials and that the haul route roads were damaged, then the Engineer may order the Contractor to perform immediate and practical repairs to ensure reasonably normal traveling conditions. The Engineer will pay for repairs according to applicable provisions of [109.04](#) and [109.05](#).

The Contractor shall not file a claim for delays or other impacts to the Work caused by disputes with the local authorities regarding the use of local roads or streets as haul routes. The Contractor shall save the State harmless for any closures or hauling restrictions outside the Project limits beyond the control of the Department.

105.14 Maintenance During Construction. Maintain the Work during construction and until Final Inspector accepts the work under [109.12](#), except for portions of the Work accepted under [109.11](#). The Contractor is responsible for damage done by its equipment.

Maintain the previous courses or subgrade during all construction operations, when placing a course upon other courses of embankment, base, subgrade, concrete or asphalt pavement, or other similar items previously constructed. This maintenance includes, but is not limited to draining, re-compacting, re-grading, or if destroyed, the removal of Work previously accepted by the Department.

Maintain the Post Construction Storm Water Best Management Practice (BMP) features. Prevent sediment laden surface water from coming in contact with the BMP features during construction.

Maintain the Work during construction and before acceptance of the Work under [109.12](#), except for portions of the Work accepted under [109.11](#). The Department will not provide additional compensation for maintenance work.

105.15 Failure to Maintain Roadway or Structure. If the Contractor, at any time, fails to comply with the provisions of [105.14](#), the Engineer will immediately notify the Contractor of such noncompliance. If the Contractor fails to remedy unsatisfactory maintenance within 24 hours after receipt of such notice, the Engineer may immediately proceed to maintain the Project, and deduct the entire cost of this maintenance from monies due or to become due the Contractor on the Contract.

105.16 Borrow and Waste Areas. Prior to beginning borrow or wasting operations, obtain the Engineer's written approval of a detailed operation plan that addresses the following concerns:

- A. Control of drainage water.
- B. Cleanup, shaping, and restoration of disturbed areas.
- C. Disposal of regulated materials.
- D. Avoidance of regulated areas.
- E. Excavation and filling of waste and borrow areas.
- F. Saving of topsoil.
- G. Temporary Sediment and Erosion Control BMPs required for compliance under the [Clean Water Act](#), [Ohio Water Pollution Control Act, \(OWPCA\) \(ORC Chapter 6111\)](#) and the [NPDES permit](#).

Perform all engineering necessary to ensure long term stability of all side slopes and foundations of all borrow and waste areas. Furnish a certification by a [Registered Engineer](#) attesting to the stability of all borrow and waste areas. All damage resulting from the instability of borrow and waste areas, the removal of borrow materials, the placement of waste materials, or the hauling of material to and from these areas is the sole responsibility of the Contractor. Repairs to approved haul roads will be made in accordance with [105.13](#).

Perform all engineering, including any field investigation, necessary to ensure long term stability of all side slopes and foundations of all borrow and waste areas.

Ensure that all side slopes of all waste areas do not reduce horizontal sight distance as defined by the current version of the [Department's Location and Design Manual](#).

Have the proposed borrow and waste areas reviewed by an environmental consultant that is pre-qualified by the Department for ecological work. Have the environmental consultant certify that the proposed borrow and waste operations will not impact the "Waters of the United States" or an isolated wetland. If consultant certification is not provided, obtain the 404/401 permits necessary to perform the operations as proposed. Have the environmental consultant certify that the work conforms to the requirements of the permit(s). Provide all documentation submitted to obtain the appropriate permit(s) and a copy of the permit(s) to the Department's [Office of Environmental Services](#).

If burning is permitted under the [OAC-3745-19](#) and [ORC 1503.18](#), submit a copy of the [Ohio EPA](#) permit and the [Ohio DNR](#) permit to the Engineer and copies of all information used to obtain the permit.

Prior to the disposal of waste materials, submit to the Department an executed copy of the Contract or permission statement from the property owner. The Contract or permission statement must indicate that the waste materials are not the property of the Department. Further, it must expressly state that the Department is not a party to the Contract or permission statement and that the Contractor and property owner will hold the Department harmless from claims that may arise from their contract or permission statement.

Restoration of all borrow or waste areas includes cleanup, shaping, replacement of topsoil, and establishment of vegetative cover by seeding and mulching according to [104.04](#) and Item [659](#). Ensure the restored area is well drained unless approval is given by the Engineer to convert a pit area into a pond or lake, in which case confine restoration measures to the disturbed areas above the anticipated normal water level.

For waste sites shown on the plan, the plan will indicate if the clearances have or have not been obtained for the project right-of-way locations. No extension of time or additional compensation will be paid for any delays due to not having the written permit(s) to waste in a floodplain.

The allowed use of Project Right-of-Way and other Department property for borrow and waste is detailed in [104.03](#) and [107.11](#).

Borrow and Waste Area shall adhere to [107.10](#).

The cost of work described herein is incidental to the Contract, unless included under another item of work.

105.17 Construction and Demolition Debris. [OAC-3745-37](#), [OAC-3745-400](#), and [ORC Chapter 3714](#) regulates the use and disposal of construction and demolition debris. Notify the local Board of Health or the local [Ohio EPA](#) office 7 days before placing Clean Hard Fill off the Right-of-Way. Submit copies of this notification to the Engineer.

Legally dispose of debris containing wood, road metal, or plaster at a licensed construction and demolition debris site.

Under the regulations cited above the disposal of brush, trees, stumps, tree trimmings, branches, weeds, leaves, grass, shrubbery, yard trimmings, crop residue, and other plant matter is restricted. If allowed by the Contract Documents, the Contractor may waste brush, trees, stumps, tree trimming, branches, weeds, leaves, grass, shrubbery, yard trimmings, crop residue, and other plant matter within the Right-of-Way. Otherwise, submit a plan and any required permits to legally dispose of these materials off the Right-of-Way to the Engineer. Provide all documents submitted to obtain this permit to the Engineer.

If the Project contains garbage or solid and hazardous waste, the Contract Documents will detail the removal of these items.

When wasting PCC, mix the PCC with at least 30 percent natural soil to construct an inner core in the waste area. Cover this inner core with 3 feet (1.0 m) of natural soil on the top and 8 feet (2.4 m) on the side slopes. Place and compact the material according to [203.06.D](#) to prevent future settlement and sliding.

Clean Hard Fill consisting of reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile or stone that is free of all steel as per [703.16](#) shall be managed in one or more of the following ways:

- A. Recycled into a usable construction material.
- B. Disposed in licensed construction and demolition debris facility.
- C. Used in legitimate fill operations on the site of generation according to [105.16](#).
- D. Used in legitimate fill operations on a site other than the site of generation to bring a site up to grade.

A Beneficial Reuse Certification form needs to be properly executed by the Recipient prior to any material leaving the project.

105.18 Acceptance. The Department will accept Work according to [109.12](#) or completed sections of the Project according to [109.11](#).

105.19 Value Engineering Change Proposals. The Department will not accept Value Engineering Change Proposals.

105.20 As Per Plan Designation. Work item descriptions may include an "As Per Plan" ("APP") designation in the proposal or the plans to assist with identifying Work with project specific requirements.

Read, bid and construct all items in accordance with all governing plan notes. The absence of an "As Per Plan" designation on work item descriptions having clear and controlling project specific requirements does not relieve the responsibility to read, bid and construct those particular items per the item's

governing project specific requirements. The “order of precedence” as identified by C&MS 105.04 will not be cause for disregarding project specific requirements for Work with or without an “As Per Plan” designation.

Item descriptions in the proposal or plans must be read or interpreted with the governing project specific requirements and the C&MS. Submit a Prebid Question per C&MS 102.05 if a perceived conflict exists between the work item description and the governing project specific requirements.

106 CONTROL OF MATERIAL

106.01 Source of Supply and Quality Requirements. Notify the Engineer of the proposed sources of supply before the delivery of materials. Submit material information to the Department per Supplement 1136. The Engineer may approve materials at the source of supply before delivery. If the proposed sources of supply cannot produce the specified material, then furnish materials from alternate sources without adjustment to the Contract Price or Completion Date.

106.02 Samples, Tests, and Cited Specifications. The Engineer will inspect and determine whether the materials comply with the specified requirements before they are incorporated into the Work. The Department may sample and test materials or require certifications. Unless specified, the Department will pay for and test materials according to [AASHTO](#), [ASTM](#), or the methods on file in the office of the Engineer. A qualified representative of the Department will take test samples according to Departmental procedures. Read any reference to other specifications or testing methods to mean the version in effect at the pertinent Project Advertisement date. All materials being used are subject to inspection, test, or rejection at any time before their incorporation into the Work. The Department will furnish copies of the tests to the Contractor's representative upon request. Furnish the required samples and specified material certifications at no expense to the Department other than provided in [109.03](#).

Equip all transports and distributors hauling asphalt material with an approved submerged asphalt material sampling device.

106.03 Small Quantities and Materials for Temporary Application. The Engineer may accept small quantities and materials for temporary application that are not intended for permanent incorporation in the Work. The Engineer may accept these small quantities and materials for temporary application in either of the following cases:

- A. Where similar materials from the same source have recently been approved.
- B. Where the materials, in the judgment of the Engineer, will serve the intended purpose.

106.04 Plant Sampling and Testing Plan. The Engineer may undertake the inspection of materials at the source.

In the event plant sampling and testing is undertaken, the Contractor and its material provider shall meet the following conditions:

- A. Cooperate and assist the Engineer with the inspection of materials. Provide full entry to the Engineer at all times to such parts of the plant as may concern the manufacture or production of the materials being furnished. Agree to all documentation and inspection requirements of the [TE-24 plant sampling and testing plan \(or Daily Source Report if applicable\)](#).
- B. If required by the Engineer, arrange for the inspector to use an approved building on site. The building should be located near the plant and independent of any building used by the material producer.
- C. Maintain and provide adequate safety measures at the plant at all times.

The Department reserves the right to retest all materials that have been tested and accepted at the source of supply before their incorporation into the Work. After the approved materials have been delivered to the site, the Department may reject all materials that when retested do not meet the requirements of the Contract Documents.

106.05 Storage of Materials. Properly store all materials to ensure the preservation of their quality and fitness for the Work. The Engineer may re-inspect stored materials before their incorporation into the Work, even though they were approved before storage. Locate stored materials to facilitate their prompt inspection. The Contractor may use approved portions of the Project Right-of-Way for storage; however, if any additional space is required, the Contractor must provide it at the Contractor's expense. Do not use private property for storage purposes without written permission from the owner or lessee. If requested by the Engineer, furnish copies of the written permission. Restore all storage sites to their original condition

at no expense to the Department. The Contractor and property owner will hold the Department harmless from claims that may arise from their contract or permission statement. This subsection does not apply to the stripping and storing of topsoil, or to other materials salvaged from the Work.

Areas used to Store Materials shall conform to [107.10](#).

106.06 Handling Materials. Handle all materials in such manner as to preserve their quality and fitness for the Work. Transport aggregates from the storage site to the project site in vehicles constructed to prevent loss or segregation of materials after loading and measuring. Ensure that there are no inconsistencies in the quantities of materials loaded for delivery and the quantities actually received at the place of operations.

106.07 Unacceptable Materials. Unacceptable materials are all materials not conforming to the requirements of these Specifications at the time they are used. Immediately remove all unacceptable materials from the project site unless otherwise instructed by the DCA. The DCA will determine if unacceptable materials may remain conforming to [Supplement 1102](#). The DCA must approve the use of previously identified unacceptable materials that have been corrected or repaired. If the Contractor fails to comply immediately with any order of the DCA made under the provisions of this subsection, the DCA will have authority to remove and replace defective materials and to deduct the cost of removal and replacement from any monies due or to become due to the Contractor.

106.08 Department-Furnished Material. Furnish all materials required to complete the Work, except when otherwise provided in the Proposal.

The Department will deliver the Department-furnished materials to the Contractor at the points specified in the Contract Documents.

Include the cost of handling and placing of all Department-furnished materials in the contract price for the contract item for which they are used.

The Department will hold the Contractor responsible for all material upon delivery of the materials to the Project site. The Department will make deductions from any monies due the Contractor to make good any shortages and deficiencies, for any cause whatsoever, and for any damage that may occur after such delivery, and for any demurrage charges.

106.09 Steel and Iron Products Made in the United States. Furnish steel and iron products that are made in the United States according to the applicable provisions of Federal regulations stated in [23 CFR 635.410](#) and State of Ohio laws, and [ORC 153.011](#) and [5525.21](#). "United States" means the United States of America and includes all territory, continental or insular, subject to the jurisdiction of the United States.

A. State Requirements. All steel products used in the Work for load-bearing structural purposes must be made from steel produced in the United States. State requirements do not apply to iron.

B. Exceptions. The Director may grant specific written permission to use foreign steel products in bridge construction. The Director may grant such exceptions under either of the following conditions:

1. The cost for each contract item used does not exceed 0.1 percent of the total contract cost, or \$2,500, whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project.

2. The director determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

C. Proof of Domestic Origin. Furnish documentation to the Engineer showing the domestic origin of all steel products covered by this section, before they are incorporated into the Work. Products without a traceable domestic origin will be treated as a non-domestic product.

106.10 Qualified Products List. The Department may use [Qualified Product Lists \(QPL\)](#) for approval of manufactured materials. The [Office of Materials Management \(OMM\)](#) will maintain the [QPL](#) and the

standard procedure for the [QPL](#) process. Inclusion of a material onto the [QPL](#) will be determined by [OMM](#) with support from other Department offices. To be kept on the [QPL](#), manufacturers must recertify their material according to the Department's standard procedure by January 1 of each year. When a material requires [QPL](#) acceptance, only provide materials listed on the [QPL](#) at the time of delivery of the material to the project. Provide the Engineer documentation according to the Department's standard procedure that, at the time of delivery, the material provided is on the [QPL](#).

106.11 Maritime Transportation. On federal-aid projects, ensure that project-specific materials or equipment transported by ocean vessel are in compliance with [46 CFR 381](#) and the [Cargo Preference Act](#). Transport at least 50% of any equipment or materials on privately owned United States-flag commercial vessels, if available.

106.12 Traffic Authorized Product. The Department may use Traffic Authorized Product (TAP) List for approval of products used in Intelligent Transportation Systems (ITS) or Traffic Signal Systems. The Office of Traffic Operations will maintain the TAP and the standard procedure for the TAP process. Inclusion of a product onto the TAP will be determined by Office of Traffic Operations with support from other Department offices. To be kept on the TAP, manufacturers must recertify their product according to the Department's standard procedure by February 28 of each year. When a product requires TAP acceptance, only provide products listed on the TAP at the time of delivery of the product to the project. Provide the Engineer documentation according to the Department's standard procedure that, at the time of delivery, the material provided is on the TAP.

106.13 Certified Supplier. The Department may use Certified Suppliers for approval of manufactured materials. The Office of Materials Management (OMM) will maintain the Certified Supplier list and the standard procedure for the Certified Supplier process. Inclusion of a material onto the Certified Supplier list will be determined by OMM with support from other Department offices. Administration of the Certified Supplier Program will be in accordance with Supplement 1139.

107 LEGAL RELATIONS AND RESPONSIBILITY TO PUBLIC

107.01 Laws to be Observed. Stay fully informed of all Federal and State laws, all local laws, ordinances, and regulations, and all orders and decrees of authorities having any jurisdiction or authority that affect those engaged or employed on the Work, or that affect the conduct of the Work. Observe and comply with all such laws, ordinances, regulations, orders, and decrees. The Contractor shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by the Contractor or the Contractor's employees, subcontractors, or agents.

The Contractor, under [Title VI of the Civil Rights Act](#) and related statutes, agrees that in the hiring of employees for the performance of Work under this Contract or any subcontract hereunder, neither the Contractor, the subcontractor, nor any person acting on behalf of such Contractor or subcontractor shall, by reasons of race, religion, color, sex, national origin, disability or age, discriminate against any citizen of the United States in the employment of labor or workers, who is qualified and available to perform the Work to which the employment relates.

Neither the Contractor, the subcontractor, nor any person on their behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of Work under this Contract on account of race, religion, color, sex, national origin, disability or age.

Comply with [OAC-4123:1-3](#), entitled "Specific Safety Requirements of the Industrial Commission of Ohio Relating to Construction," as amended, and with the [Federal Occupational Safety and Health Act of 1970](#) and [Code of Federal Regulations, Title 29, Chapter XVII, Part 1926](#) and as amended.

107.02 Permits, Licenses, and Taxes. Procure all permits and licenses; pay all charges, fees, and taxes; and provide all notices necessary and incidental to the due and lawful prosecution of the Work.

107.03 Patented Devices, Materials, and Processes. Before employing any design, device, material, or process covered by letters of patent or copyright, provide for its use by suitable legal agreement with the patentee or owner. The Contractor and the Surety shall indemnify and save harmless the State, any affected third party, or political subdivision from any and all claims for infringement of patented design, device, material, process, or any trademark or copyright, and shall indemnify the State for any costs, expenses, and damages that it may be obliged to pay by reason of any infringement, at any time during the prosecution or after the completion of the Work.

107.04 Restoration of Surfaces Opened by Permit. The Director may grant to the municipality in which the Work is performed a reservation of rights to construct or reconstruct any utility service in the highway or street or to grant permits for same, at any time.

Any individual, firm, or corporation wishing to make an opening in the highway must secure a permit. Allow parties bearing such permits, and only those parties, to make openings in the highway. When ordered by the Engineer, make in an acceptable manner all necessary repairs due to such openings. The necessary repairs will be paid for as Extra Work, or as provided in the Contract Documents, and will be subject to the same conditions as the original Work performed.

107.05 Federal-Aid Provisions. When the United States Government pays for all or any portion of the Project's cost, the Work is subject to the inspection of the appropriate Federal agency.

Such inspections will not make the Federal Government a party to this Contract. The inspections will in no way interfere with the rights of either party to the Contract.

107.06 Sanitary Provisions. Provide and maintain sanitary accommodations in a neat condition for the use of employees and Department representatives that comply with the requirements of the State and local Boards of Health, or of other authorities having jurisdiction over the Project.

107.07 Public Convenience and Safety. At all times, ensure that the Work interferes as little as possible with the traffic. Provide for the safety and convenience of the general public and the residents

along the highway and the protection of persons and property. Do not close any highways or streets unless specifically allowed by the Contract.

Any illegal drugs, drug paraphernalia, mobile drug labs or dumps, weapons or firearms found on the Project Right of Way shall be considered a potential crime scene and shall not be handled or moved. Immediately notify law enforcement and the Project Engineer.

107.08 Bridges Over Navigable Waters. Conduct all Work on navigable waters so that it does not interfere with free navigation of the waterways and that it does not alter the existing navigable depths, except as allowed by permit issued by the [U.S. Coast Guard](#). Work within the flood plain of a navigable stream may require a permit from the [U.S. Army Corps of Engineers](#). If an [U.S. Army Corps of Engineers](#) permit is required, provide all documentation submitted to obtain the permit(s) and a copy of the permit(s) to the Department.

107.09 Use of Explosives. When the use of explosives is necessary for the prosecution of the Work, exercise the utmost care not to endanger life or property, including new Work. The Contractor is responsible for all damage resulting from the use of explosives.

Obtain written permission to perform in-stream blasting from the Chief of the Division of Wildlife, [Ohio DNR](#) according to [ORC 1533.58](#). Provide the Engineer with all documentation submitted to obtain this permit and with a copy of the permit.

The Contractor agrees, warrants, and certifies that it will observe State laws and local ordinances and regulations relative to the use and storing of explosives kept on the Project site.

Perform all blasting operations according to Item [208](#).

107.10 Protection and Restoration of Property. The Contractor is responsible for the preservation of all public and private property impacted by the Contractor's operations.

The Contractor is responsible for all damage or injury to property, during the prosecution of the Work, resulting from any act, omission, neglect, defective work or materials, or misconduct in the manner or method of executing the Work. The Contractor will remain responsible for all damage and injury to property until the Project is accepted under [109.12](#), except for portions of the Work accepted under [109.11](#).

If the Contractor causes any direct or indirect damage or injury to public or private property by any act, omission, neglect, or misconduct in the execution or the non-execution of the Work, then it must restore, at its own expense, the property to a condition similar or equal to that existing before the damage or injury.

If mail boxes, road, or street name signs and supports interfere with the Work, then remove and erect them in a temporary location during construction in a manner satisfactory to and as directed by the Engineer. After completion of the Work and before final acceptance of the Project, erect the mailboxes, road, or street name signs and supports in their permanent locations according to the plans unless otherwise directed by the Engineer. Consider the cost of this Work as incidental to the affected items.

Cooperate with the Engineer in protecting and preserving survey monuments that are affected by the Work as required by [ORC 5519.05](#). At the beginning of the Work, verify the position of all survey monuments in the area to be improved, according to [623](#). If survey monuments not shown in the Contract Documents are unexpectedly encountered, then protect, reference, and preserve them in the same manner as survey monuments that are shown in the Contract Documents.

Do not create staging areas, store materials and equipment, or borrow or waste materials in areas labeled as an environmental resources areas in the Contract Documents. All properties to be utilized by the Contractor outside the project Work Limits must be cleared for all environmental resource impacts prior to the beginning of work. Environmental resources include but may not be limited to:

1. Cultural Resources

- a. Buildings, structures, objects, and sites eligible for or listed on the [National Register of Historic Places](#)
- b. Historic or prehistoric human remains, cemeteries, and/or burial sites (pursuant with [ORC 2909.05](#) and [2927.11](#))
2. Ecological Resources
 - a. Wetlands
 - b. Streams
 - c. Wooded areas with trees to be removed in excess of 8 inches diameter at breast height
3. Public Lands
 - a. Lands meeting the criteria of [49 U.S.C. 303](#), [23 CFR 771.135: 4\(f\)](#).
 - b. Lands meeting the criteria of [16 U.S.C. 4601-4](#), [36 CFR 59.1: 6\(f\)](#).
4. [FEMA Mapped 100 year Floodplains](#)
5. Hazardous Waste Areas

Except for locations utilized specifically for:

1. Parking of equipment between workdays for maintenance type projects:
2. Reuse of Clean Hard Fill as described in [CA-EW-20 \(ODOT Beneficial Reuse Form\)](#). Prior to transferring Clean Hard Fill from the project, fully execute form [CA-EW-20](#) and provide appropriate documentation to the Engineer as described for each reuse option.

All areas proposed to be utilized by the Contractor outside the project construction limits and not described above shall be reviewed by environmental Contractor(s) that are prequalified by the Department for each environmental resource. Exception (1.) noted above only applies to projects with "maintenance" in the project description. Have the consultant(s) certify that the proposed site to be utilized for the Contractor will not impact:

1. Cultural Resources
2. Ecological Resources
3. Public Lands
4. [FEMA Mapped 100 year Floodplains](#)
5. Hazardous Waste Areas

Provide all documentation and the consultant certification to the [Office of Environmental Services](#) with a copy to the Engineer.

Should the areas proposed for use by the Contractor outside the project right of way limits contain environmental resources the Contractor is responsible to the Department for all environmental clearances and permits prior to the beginning of work.

107.11 Contractor's Use of the Project Right-of-Way or Other Department-Owned Property.

A. Disposal of Waste Material and Construction Debris and Excavation of Borrow on the Project Right-of-Way or on Other Department-Owned Property. Dispose of waste material according to [105.16](#) and dispose of construction debris according to [105.17](#). In addition to the rights granted in [104.03](#), the Contractor's use of the Project Right-of-Way or other Department-owned property for the disposal of waste material and construction debris and excavation of borrow material is restricted as follows:

1. If the Contract Documents identify locations for the disposal of waste material and construction debris or excavation of borrow material within the Project Right-of-Way or on other Department-owned property, then only perform these operations in these designated locations.

2. If the Contract Documents do not identify locations for the disposal of waste material and construction debris or excavation of borrow material within the Project Right-of-Way or on other Department-owned property, then do not Bid assuming that the Department will make such locations available.

If the Contractor's request to use locations within the Project Right-of-Way or on other Department-owned property is approved by the Engineer, then the Department may allow the Contractor to dispose of waste material and construction debris or excavate borrow material for a fee of \$0.50 per cubic yard.

B. Contractor's Use of Portable Plants Within the Project Right-of-Way or on Other Department-Owned Property. The Contractor's use of portable plants within the Project Right-of-Way or on other Department-owned property is limited as follows:

1. If the Contract Documents identify locations within the Project Right-of-Way or on other Department-owned property to place a portable plant, then only place a portable plant in these designated locations subject to the requirements of [107.11.C](#).

2. If the Contract Documents do not identify locations within the Project Right-of-Way or on other Department-owned property to place a portable plant, then do not bid assuming that the Department will make such locations available.

C. Placement of a Portable Plant within the Project Right-of-Way or on Other Department-Owned Property. To place a portable plant within the Project Right-of-Way or on other Department-owned property, comply with the following requirements:

1. Local noise ordinances.
2. Obtain any necessary [EPA](#) permits for the operation of the plant. Provide the Department with a copy of the information submitted to obtain the permit and a copy of the permit.
3. Provide the Engineer written certification that the plant will supply material only for the Project for which it was approved. Do not use the plant to supply any other project or to sell materials commercially.
4. Submit a traffic control plan to the Engineer for approval that details the anticipated truck movements and provides acceptable protection, warning, and guidance to motorists, pedestrians, and the workers.

D. Equipment Storage and Staging. The Contractor may use, fee-free, any portion of the Project within the Project Right-of-Way for staging, equipment storage, or an office site with the approval of the Engineer, provided such usages do not interfere with the Work and are not prohibited by the Contract Documents. Do not bid in anticipation of using any properties within the Project Right-of-Way or Department-owned property outside the Project Right-of-Way for equipment storage or staging.

E. Equipment Removal and Site Restoration. Remove all Contractor equipment and completely restore all utilized sites used as required by [104.04](#) before Final Acceptance as provided in [109.12](#).

107.12 Responsibility for Damage Claims and Liability Insurance. The Contractor shall indemnify and save harmless the State and all of its representatives, municipalities, counties, public utilities, any affected railroad or railway company, and any fee owner from whom a temporary Right-of-Way was acquired for the Project from all suits, actions, claims, damages, or costs of any character brought on account of any injuries or damages sustained by any person or property on account of any negligent act or omission by the Contractor or its subcontractors or agents in the prosecution or safeguarding of the Work.

The Contractor shall procure and maintain insurance for liability for damages imposed by law and assumed under this Contract, of the kinds and in the amounts hereinafter provided from insurance companies authorized to do business in the State by the [Ohio Department of Insurance](#). The cost of insurance is incidental to all contract items. Before the execution of the Contract by the Director, furnish to the Department a certificate or certificates of insurance in the form satisfactory to the Department demonstrating compliance with this subsection. Provide an insurance certificate or certificates that show that the Contractor's liability and auto policies coverage are not reduced, restricted, or canceled until 30 days written notice has been given to the Department by the insurer. Mail all certificates and notices to: Administrator, [Office of Contracts](#), Ohio Department of Transportation, 1980 West Broad Street, Columbus, Ohio 43223. Upon request, the Contractor shall furnish the Department with a certified copy of each policy, including the provisions establishing premiums.

The types and minimum limits of insurance are as follows:

A. Workers' Compensation Insurance. Comply with all provisions of the laws and rules of the Ohio Bureau of Workers' Compensation covering all operations under Contract with the Department whether performed by it or its subcontractors. In addition, if a portion of the Work is performed from a barge or ship or requires unloading material from a barge or ship on a navigable waterway of the United States, it is the responsibility of the Contractor to arrange coverage for that portion of the Work under the Longshore and Harborworkers' Compensation Act [[33 USC Section 901](#) *et seq.*] and the [Jones Act](#) [5 USC Section 751 *et seq.*] and provide proof of coverage to the Department.

B. Commercial General Liability Insurance. The minimum limits for liability insurance are as follows:

General Aggregate Limit	\$2,000,000
Products - Completed Operations	
Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000

Obtain the above minimum coverages through primary insurance or any combination of primary and umbrella insurance. In addition, the Department will require the General Aggregate Limit on a per project basis.

Ensure that the Commercial General Liability Insurance policy names the State of Ohio, Department of Transportation, its officers, agents, and employees as additional insureds with all rights to due notices in the manner set out above. Obtain Explosion, Collapse, and Underground (XCU) coverage at the same limits as the commercial general liability insurance policy. In addition, if blasting is to be performed, obtain XCU coverage providing a minimum Aggregate Limit of \$5,000,000 and Each Occurrence Limit of \$1,000,000. Submit proof of insurance, endorsements, and attachments to the Engineer prior to starting the Work.

C. Comprehensive Automobile Liability Insurance. The Comprehensive Automobile Liability policy shall cover owned, non-owned, and hired vehicles with minimum limits as follows:

Bodily Injury and Property Damage Liability Limit	
Each Occurrence	\$1,000,000

Insurance coverage in the minimum amounts set forth neither relieves the Contractor from liability in excess of such coverage, nor precludes the Department from taking such other actions as are available to it under any other provisions of this Contract or otherwise in law.

Clearly set forth all exclusions and deductible clauses in all proof of insurance submitted to the Department. The Contractor is responsible for the deductible limit of the policy and all exclusions consistent with the risks it assumes under this Contract and as imposed by law.

If the Contractor provides evidence of insurance in the form of certificates of insurance, valid for a period of time less than the period during which the Contractor is required by terms of this Contract, then the Department will accept the certificates, but the Contractor is obligated to renew its insurance policies as necessary. Provide new certificates of insurance from time to time, so that the Department is continuously in possession of evidence that the Contractor's insurance is according to the foregoing provisions.

If the Contractor fails or refuses to renew its insurance policies or the policies are canceled or terminated, or if aggregate limits have been impaired by claims so that the amount available is under the minimum aggregate required, or modified so that the insurance does not meet the requirements of [107.12.C](#), the Department may refuse to make payment of any further monies due under this Contract or refuse to make payment of monies due or coming due under other contracts between the Contractor and the Department. The Department in its sole discretion may use monies retained pursuant to this subsection to renew or increase the Contractor's insurance as necessary for the periods and amounts referred to above. Alternatively, should the Contractor fail to comply with these requirements, the Department may default the Contractor and call upon the Contractor's Surety to remedy any deficiencies. During any period when the required insurance is not in effect, the Engineer may suspend performance of the Contract. If the Contract is so suspended, the Contractor is not entitled to additional compensation or an extension of time on account thereof.

Nothing in the Contract Documents and insurance requirements is intended to create in the public or any member thereof a third party beneficiary hereunder, nor is any term and condition or other provision of the Contract intended to establish a standard of care owed to the public or any member thereof.

107.13 Reporting, Investigating, and Resolving Motorist Damage Claims. The Contractor and the Department are required to report, investigate, and resolve motorist damage claims according to [107.10](#) and [107.12](#) and as follows.

When a motorist reports damage to its vehicle either verbally or in writing to the Contractor, the Contractor shall within 3 days make and file a written report to the District's construction office. In the event that the Department directly receives the motorist's claim, the Department shall within 3 days send the claim report to the Contractor. In the event the Contractor has not agreed to resolve the motorist claim, the District's construction office shall forward the report to the Department's Court of Claims Coordinator in the Division of Chief Legal Counsel who, as a co-insured party, may then contact the Contractor's insurance company and request that the insurance company investigate and resolve the claim. If the Contractor or their insurance company does not resolve the claim in a timely manner, the Department may advise the motorist of the option of pursuing the claim through the Tort Claims Program with the Office of Risk Management in the Department of Administrative Services (claims other than non-injury pothole claims) or in the Ohio Court of Claims (non-injury pothole claims) in accordance with ORC 2743.15.

In the event of a claim filed against the Department with the Office of Risk Management (ORM) or a lawsuit filed against the Department in the Ohio Court of Claims by the motorist, the Department, as co-insured party, may request the Contractor's insurance company to defend this claim or lawsuit and hold the Department harmless according to 107.12.

If the ORM claim or Court of Claims lawsuit claim amount is \$10,000 or less and the Court of Claims Coordinator in the Division of Chief Legal Counsel determines that the Contractor is responsible for the claimed damages then the Department's Court of Claims Coordinator in the Division of Chief Legal Counsel may, after notifying the Contractor, determine that it would be in the best interest of the Department to settle the claim or lawsuit. Any compromise or settlement amount including court costs may be assessed to the Contractor and deducted from the project. The Engineer will notify the Contractor prior to executing the deduction. The Contractor or the Contractor's insurance company may within 14 days appeal the assessment decision of the Court of Claims Coordinator to the District Construction Engineer. The decision of the District Construction Engineer will be made within 14 days. Should the

District Construction Engineer decision differ from the Court of Claims Coordinator, the District Construction Engineer will forward the decision to the District Deputy Director or Capital Program Administrator for final determination.

107.14 Opening Sections of Project to Traffic. The Engineer may order the Contractor to open a section of the Work to the safe use of traffic at any time. The Department will make an adjustment according [108.06](#) and [109.05](#) to compensate the Contractor for the added costs and delay, if any, resulting from such an opening.

107.15 Contractor's Responsibility for Work. Until the Final Inspector accepts the Work during the Final Inspection according to [109.12.A](#), the Contractor is responsible for the Project and will take every precaution against injury or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the Work. Rebuild, repair, restore, and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before final acceptance. Bear the expense of the repairs except when damage to the Work was due to unforeseeable causes beyond the control of and without the fault or negligence of the Contractor. Unforeseeable causes include but are not restricted to; (a) earthquake, floods, tornados, high winds, lightning or other catastrophes proclaimed a disaster or emergency, (b) slides, (c) civil disturbances, or (d) governmental acts.

In the event that the Engineer determines that damage to completed permanent items of Work results from traffic using a substantially completed section of Roadway, the Department may compensate the Contractor for repair of the damage as authorized by Change Order. Additionally, if traffic permanently damages beyond use and of the following temporary maintenance of traffic items, the Department may compensate the Contractor for replacement of the item as authorized by Change Order:

1. Arrow board.
2. Work zone signal, pole, or controller.
3. Lighting unit or pole.
4. Changeable message sign.
5. Work Zone Impact Attenuator
6. Truck Mounted Impact Attenuator
7. Digital Speed Limit Sign Assembly
8. Portable Barrier

To receive compensation for the damage to permanent items of Work or temporary maintenance of traffic items named above, the Contractor must first meet the following requirements.

- A. Notify the Engineer of each occurrence of damage in writing within 10 Calendar Days.
- B. Contact the local law enforcement agency to determine if the accident was investigated and a report filed. If an accident report was filed, obtain the report and notify the motorist, and copy their insurance company, via certified mail informing both that the motorist is responsible for the cost of damage repairs. If the motorist does not respond within 30 days, make a second attempt to contact the motorist and copy the insurance company via certified mail.
- C. If no response is received from the motorist or insurance company within 30 days of the motorist receipt of the second notice, send a letter to the Engineer within eighteen months of the event and include documentation of good faith effort to seek recovery from responsible parties.
- D. The Department will make an adjustment according to 108.06 and 109.05 to compensate the Contractor for the added costs and delays, if any, resulting from the repair or replacement of damaged Work.

If there is no accident report on file and no means of identifying the responsible motorist, the Contractor may likewise be compensated to repair the damaged Work.

In case of suspension of Work by the Contractor or under the provisions of [105.01](#), the Contractor is responsible for the Project and shall take necessary precautions to prevent damage to the Project; provide for normal drainage; and erect any necessary temporary structures, signs, or other facilities at its expense. During such period of suspension of Work, properly and continuously maintain in an acceptable growing condition all living material in newly established plantings, seedings, and soddings furnished under the Contract, and take adequate precautions to protect new tree growth and other important vegetative growth against injury.

The Engineer may direct the Contractor to remove graffiti any time during the Work. The Department will make an adjustment according to [108.06](#) and [109.05](#) to compensate the Contractor for the added costs and delays, if any, resulting from all ordered graffiti removal.

107.16 Contractor's Responsibility for Utility Property and Services. At points where the Contractor's operations are adjacent to properties of railway, cable, telephone, and power companies, or are adjacent to other property, and any damage to their property may result in considerable expense, loss, or inconvenience, do not commence with the operation until all arrangements necessary for the protection of the property have been made.

Cooperate with the owners of any underground or overhead utility lines in their removal and rearrangement operations to ensure these operations progress in a reasonable manner, that duplication of rearrangement Work may be reduced to a minimum, and that services rendered by those parties will not be unnecessarily interrupted.

In the event interruption to underground or overhead utility services results from an accidental breakage or from being exposed or unsupported, immediately alert the occupants of nearby premises as to any emergency that the accidental breakage may create at or near such premises. Then notify the Engineer and the owner or operator of the utility facility of the disruption and cooperate with the said utility owner or operator in the restoration of service. If water service is interrupted, perform the repair work continuously until the service is restored unless the repair work is performed by the local governmental authority. Do not begin Work around fire hydrants until the local fire authority approves provisions for continued service.

107.17 Furnishing Right-of-Way. The Department is responsible for securing all necessary Right-of-Way in advance of construction. The Bid Documents will indicate any exceptions. The Department will notify all prospective Bidders in writing before the date scheduled for receipt of Bids regarding the specific dates certain parcels will be made available to the Contractor.

107.18 No Waiver of Legal Rights. The following Department actions do not waive the Department's rights or powers under the Contract, or any right to damages herein provided:

- A. Inspection by the Engineer or by any of Engineer's duly authorized representatives.
- B. Any order, measurements, or certificate by the Director, or Department representatives.
- C. Any order by the Director or Department representatives for the payments of money or the withholding of money.
- D. Acceptance of any Work.
- E. Any extension of time.
- F. Any possession taken by the State or its duly authorized representatives.

The Department will not consider any waiver of a breach of this Contract to be a waiver of any other subsequent breach.

107.19 Environmental Protection. Comply with all Federal, State, and local laws and regulations controlling pollution of the environment. Avoid polluting streams, lakes, ponds, and reservoirs with fuels,

oils, bitumens, chemicals, sediments, or other harmful materials, and avoid polluting the atmosphere with particulate and gaseous matter.

By execution of this contract, the Contractor, will be deemed to have stipulated as follows:

A. That any facility that is or will be utilized in the performance of this contract, unless such contract is exempt under the Clean Air Act, as amended ([42 U.S.C. 1857](#) et seq., as amended by Pub.L. 91-604), and under the Federal Water Pollution Control Act, as amended ([33 U.S.C. 1251](#) et seq., as amended by Pub.L. 92-500), [Executive Order 11738](#), and regulations in implementation thereof ([40 CFR 15](#)) is not listed, on the date of contract award, on the U.S. Environmental Protection Agency ([EPA](#)) List of Violating Facilities pursuant to [40 CFR 15.20](#).

B. That the firm agrees to comply and remain in compliance with all the requirements of [Section 114 of the Clean Air Act](#) and [Section 308 of the Federal Water Pollution Control Act](#) and all regulations and guidelines listed thereunder.

C. That the firm shall promptly notify the Department of the receipt of any communication from the Director, [Office of Federal Activities, EPA](#), indicating that a facility that is or will be utilized for the contract is under consideration to be listed on the [EPA List of Violating Facilities](#).

D. That the firm agrees to include or cause to be included the requirements of paragraph 1 through 4 of this Section in every nonexempt subcontract, and further agrees to take such action as the government may direct as a means of enforcing such requirements.

Fording of streams is prohibited. Causeways for stream and river crossings or for Work below a bridge are permitted provided:

A. The causeway complies with the requirements of the [404 Permit](#) the Department obtained for the Project.

B. The Contractor obtains a [404 Permit from the U.S. Army Corps of Engineers](#) if the Department has not obtained such a permit. Obtain the [404 Permit](#) prior to beginning construction of the causeway. The Department does not guarantee that the Contractor will be able to obtain a [404 Permit](#).

Comply with all current provisions of the Ohio Water Pollution Control Act ([OWPCA](#)), ([ORC Chapter 6111](#)). The Department will obtain a storm water permit under the [OWPCA](#) provisions when the plan work acreage requires a permit. Apply for a permit to cover operations outside the Project limits shown on the plans as required by the [OWPCA](#) provisions. When the Department has not applied for a permit on the Project and a permit is required under the provisions of the [OWPCA](#) because of the total area of the Contractor's work, apply for, obtain, and comply with the required permit for both the Work within Project limits and the Contractor's work.

The Department has obtained the required permits from the [U.S. Army Corps of Engineers](#) and [Ohio EPA](#) for Work in the "Waters of the United States" and isolated wetlands under [ORC Chapter 6111](#). Comply with the requirements of these permits.

When equipment is working next to a stream, lake, pond, or reservoir, appropriate spill response equipment is required. Do not stockpile fine material next to a stream, lake, pond, or reservoir.

Take precautions to avoid demolition debris and discharges associated with the excavation and hauling of material from entering the stream. Remove any material that does fall into the stream as soon as possible.

When excavating in or adjacent to streams, separate such areas from the main stream by a dike or barrier to keep sediment from entering the stream. Take care during the construction and removal of such barriers to minimize sediment entering the stream.

Contain, collect, characterize and legally dispose of all liquid waste and sludge generated during the work. Do not mix wastes with storm water. Do not discharge any liquid waste without the appropriate regulatory permits. Manage liquid waste and sludge in accordance with [ORC Chapter 6111](#) and all other

laws, regulations, permits and local ordinances relating to this waste. Liquid waste management is incidental to the Work unless otherwise specified in the contract.

Control the fugitive dust generated by the Work according to [OAC-3745-17-07\(B\)](#), [OAC-3745-17-08](#), [OAC-3745-15-07](#), and [OAC-3745-17-03](#) and local ordinances and regulations. Prior to the initiation of abrasive coating removal, pavement cutting or any other construction operation that generates dust, demonstrate to the Engineer that construction related dust will be controlled with appropriate Reasonable Available Control Measures (RACM) as described in [OEPA Engineering Guide #57](#).

In addition, use dust control measures when fugitive dust creates unsafe conditions as determined by the Engineer. Perform this work without additional compensation except for Item [616](#).

Perform open burning according to [105.16](#).

107.20 Civil Rights. Comply with Federal, State, and local laws, rules, and regulations that prohibit unlawful employment practices including that of discrimination because of race, religion, color, sex, national origin, disability or age and that define actions required for Affirmative Action and Disadvantaged Business Enterprise (DBE) programs.

107.21 Prompt Payment. In accordance with ORC 4113.61, make payment to each subcontractor and supplier within 10 Calendar Days after receipt of payment from the Department for Work performed or materials delivered or incorporated into the Project, provided that the pay estimate prepared by the Engineer includes Work performed or materials delivered or incorporated into the public improvement by the subcontractor or supplier.

A. Bonded subcontractors. Withhold no retainage from bonded subcontractors.

B. Unbonded subcontractors and suppliers. Withhold from unbonded subcontractors and suppliers the percent retainage, if any, the Contractor feels necessary to protect itself.

Retainage cannot exceed eight percent of the estimates paid until fifty percent of the work has been satisfactorily completed, then the amount retained cannot exceed four percent. Progressively and proportionately release any retainage held, as set forth in any subcontractor or supplier agreement. For the purposes of this section, a subcontractor's work is satisfactorily completed when payment for a subcontractor's work or supplier's material has been made by the Department. No subcontract provision shall permit the Contractor to delay subcontractor's retainage payments until the Project's final payment.

Also require that this contractual obligation be placed in all subcontractor and supplier contracts that it enters into and further require that all subcontractor and suppliers place the same payment obligation in each of their lower tier contracts. If the Contractor, subcontractors, or supplier subject to this provision fail to comply with the 10 Calendar Day requirement, the offending party shall pay, in addition to the payment due, interest in the amount of 18 percent per annum of the payment due, beginning on the eleventh Calendar Day following the receipt of payment from the Department and ending on the date of full payment of the payment due plus interest.

Repeated failures to pay subcontractors and suppliers timely pursuant to this subsection will result in a finding by the Department that the Contractor is in breach of Contract and subject to all legal consequences that such a finding entails. Further, repeated failures to pay timely pursuant to this subsection will result in a lower evaluation score for the Contractor and those subcontractors who are subject to evaluation by the Department.

107.22 Unmanned Aircraft Systems. If the project requires or anticipates the use of Unmanned Aircraft Systems within ODOT Right of Way, the Contractor will follow proper risk assessment and federal regulations in accordance with [Supplement 1132](#).

108 PROSECUTION AND PROGRESS

108.01 Subletting of the Contract. Perform Work amounting to not less than 50 percent of the Contract Price with its own organization, unless otherwise approved by the Director. The phrase “its own organization” includes only workers employed and paid directly, inclusive of employees who are employed by a lease agreement acceptable to the Department, and equipment owned or rented with or without operators by the Contractor. The phrase does not include employees or equipment of a subcontractor, assignee, or agent of the Contractor. Obtain the Director’s written consent to subcontract, sublet, sell, transfer, assign, or otherwise relinquish rights, title, or interest in the Work. Provide the Director with a copy of all Disadvantaged Business Enterprise subcontracts.

The Contractor’s percentage of the total Contract Price includes the cost of materials and manufactured products purchased by the Contractor, but not the cost of materials and manufactured products purchased by subcontractors.

The Director will calculate the Contractor’s percentage based on the quantities shown in the Proposal and the unit prices of the contract items to be performed by the Contractor’s organization. If the Contractor performs only a portion of a contract item, then the Director will determine the proportional value administratively on the same basis. The Director will follow this procedure even when the part not subcontracted consists only of the procurement of materials. However, if a firm both sells the materials to the Contractor and performs the Work of incorporating the materials into the Project, then the Department will consider these two phases in combination and as a single subcontract. If an affiliate of the firm either sells the materials or performs the Work, the Department may refuse approval. An affiliate is one who has some common ownership or other close relation to said firm.

Use actual subcontract prices for calculating compliance with any Disadvantaged Business Enterprise (DBE) percentage subcontracting obligations. If only a part of a contract item is sublet, then determine its proportional value administratively on the same basis. The Director will follow this procedure even when the part not sublet consists only of procuring materials. However, if a firm both sells the materials to the Contractor and performs the work of incorporating the materials into the Project, then the Department will consider these two phases in combination and as a single subcontract. If an affiliate of the firm either sells the materials or performs the Work, the Department may refuse approval.

108.02 Partnering. It is the intent of the Department to partner every project. The purpose of Partnering is to develop a proactive effort and spirit of trust, respect, and cooperation among all stakeholders in a project. Partnering does not affect the terms and conditions of the Contract. The Partnering process in this section is Self-facilitated Partnering performed by the Project personnel. Costs associated with the Self-facilitated Partnering process are incidental to the Contract.

A. Preconstruction Meeting. Meet with the Engineer for a Preconstruction Meeting before beginning the Work. At or before the meeting, submit the initial progress schedule to the DCE. Prepare the schedule according to [108.03](#).

Furnish a list of proposed subcontractors and material suppliers at or before the Preconstruction Meeting. If the Contractor fails to provide the required submissions at or before the Preconstruction Meeting, the Engineer may order the meeting suspended until they are furnished. Do not begin the Work until the meeting is reconvened and concluded or the Engineer gives specific written permission to proceed.

B. Initial Partnering Session. In conjunction with the Engineer, determine whether the Initial Partnering Session will be conducted as part of the Preconstruction Meeting or as a separate meeting. Partnering shall have its own agenda with specific time set aside to develop the necessary partnering protocols. Develop the Partnering agenda with the Engineer.

Identify and invite all stakeholders necessary to make the Project successful including utility companies, other transportation entities (i.e., railroads), community leaders, all Project participants including subcontractors.

During the Initial Partnering Session, consider developing Partnering teams consisting of Department and Contractor senior personnel and Project personnel. Consider the following items for discussion:

1. Identifying and developing a consensus on project goals consistent with the contractual obligations, including specific goals concerning safety, quality, schedule, and budget.
2. Deciding how the teams will measure progress on Project goals.
3. Identifying any potential risks to the Project's success, mitigation strategies and an implementation plan for the appropriate strategies.
4. Defining key issues, project concerns, joint expectations, roles of key partnership leaders, lines of decision making authority, and share relevant information to help determine the scope of the Partnering efforts.
5. Identifying any opportunities for project enhancement, enhancement strategies and a specific action plan for implementing strategies.
6. Developing a communication protocol to enhance communication on the Project
7. Developing an issue identification and resolution process that identifies and attempts to resolve issues at the level closest to the work. The issue identification and resolution process will develop all the necessary steps for issue elevation including Notice and Mitigation defined in [108.02.F](#) and the Dispute Resolution and Administrative Claims Process defined in [108.02.G](#).
8. On-line surveys of Project participants may be used to evaluate Project goals and help identify issues either before or immediately after the Initial Partnering Session. The on-line survey is located on the Division of Construction Management's Partnering website:

www.dot.state.oh.us/Divisions/ConstructionMgt/Pages/Partnering.aspx

C. Progress Meetings. Hold monthly Progress Meetings unless the frequency is otherwise mutually determined by the Engineer and Contractor. Coordinate with the Engineer to determine agenda topics prior to each meeting. The purpose of Progress Meetings is to keep open communication between the Contractor and the Engineer. The senior personnel team is encouraged to participate in all Progress Meetings. Include Partnering as an agenda item at the Progress Meetings.

D. Post-milestone Meeting. In conjunction with the Engineer, determine whether the Post-milestone Meeting will be conducted as part of the Progress Meeting or as a separate meeting for multi-year, multi-phase, or projects with critical items of work or milestone dates. Consider discussing and updating items from the Initial Partnering Session in addition to items specific to the Project. All stakeholders should be invited to attend.

E. Partnering Monitoring. Monitor the progress of the Partnering relationship based on the goals decided during the Initial Partnering Session. On-line surveys of Project participants may be used to monitor progress on Project goals and help identify issues as they arise. The on-line surveys are consistent with the Department's Partnering Project Rating Form which is located on the Division of Construction Management's Partnering website:

<http://www.dot.state.oh.us/Divisions/ConstructionMgt/Pages/Partnering.aspx>

F. Mitigation and Notice. Mitigation of any issue, whether caused by the Department, Contractor, third-party or an intervening event, is a shared contract and legal requirement. Mitigation efforts include, but are not limited to, re-sequencing work activities, acceleration, and substitution of materials. Mitigation efforts may or may not result in additional costs. Mitigation efforts which result in additional cost will be compensated per 109.05.B or 109.05.C..

1. **Contractor Initial Oral Notification.** Provide oral notification upon discovery of an issue to the Engineer that a circumstance may require a revision to the Contract Documents prior to pursuing or

constructing future work that will impact mitigation efforts of the issue. Upon notification, the Engineer will attempt to resolve the identified issue as quickly as possible.

2. Contractor Written Early Notice. If the Engineer has not resolved the identified issue within two (2) working days after receipt of oral notification, provide written notice to the Engineer of any circumstance that may require a revision to the Contract Documents or may result in a dispute. This early notice must be given by the end of the second working day following the discovery of the circumstance.

The Engineer and Contractor shall maintain records of labor, equipment, and materials used on the disputed work or made necessary by the circumstance. Such records will begin when early notice is received by the Engineer. Tracking such information is not an acknowledgement that the Department accepts responsibility for payment for this disputed work.

If an issue is not resolved through the initial mitigation efforts, either abandon or escalate to the Dispute and Administrative Claims Process defined in [108.02.G](#).

G. Dispute Resolution and Administrative Claims Process. Whenever an issue is elevated to a dispute, the parties shall exhaust the Department's Dispute Resolution and Administrative Claim process set forth below as a condition precedent to filing an action in the Ohio Court of Claims. The following procedures do not otherwise compromise the Contractor's right to seek relief in any Ohio Court with legal jurisdiction.

All parties to the dispute must adhere to the Dispute Resolution and Administrative Claim process. Informal discussions with the DCE are permissible during the Step 1 review. Do not contact Department personnel who are to be involved in a Step 2 or Step 3 review until a decision has been issued by the previous tier. Department personnel involved in Step 2 or Step 3 reviews will not consider a dispute until the previous tier has properly reviewed the dispute and issued a decision.

Failure to meet any of the timeframes outlined above or below or to request an extension may terminate further review of the dispute and serve as a waiver of the Contractor's right to file a claim. Failure by the Department to meet the timeframes outlined in this section will be a de facto equivalent time extension to the Contractor for the subsequent Dispute Resolution and Administrative Claims Process step.

Disputes and claims by subcontractors and suppliers may be pursued by the Contractor on behalf of subcontractors or suppliers. Disputes and claims by subcontractors and suppliers against the Department but not supported by the Contractor will not be reviewed by the Department. Disputes and claims of subcontractors and suppliers against the Contractor will not be reviewed by the Department.

Continue with all Work during the Dispute Resolution and Administrative Claims process, including that which is in dispute. The Department will continue to pay for Work.

The Department will not make the adjustments allowed by [104.02.B](#), [104.02.C](#), and [104.02.D](#) if the Contractor did not give notice as specified in [108.02.F.1](#) and [108.02.F.2](#). This provision does not apply to adjustments provided in Table [104.02-2](#).

1. Step 1 (Project Level Determination). The Engineer will meet with the Contractor's superintendent within two (2) working days of receipt of the Contractor Written Early Notice set forth in [108.02.F.2](#). They will jointly review all pertinent information and contract provisions and negotiate in an effort to reach a resolution. The Engineer will issue a written Step 1 decision within seven (7) calendar days of the meeting. If the dispute is not resolved, either abandon or escalate the dispute to Step 2.

2. Step 2 (District Dispute Resolution Committee). Each District will establish a District Dispute Resolution Committee (DDRC) which will be responsible for hearing and deciding disputes at the Step 2 level. The DDRC will consist of the District Deputy Director, District Construction Engineer and the Capital Program Administrator or designees (other than the project personnel involved in the dispute).

Within seven (7) calendar days of receipt of the Step 1 decision, either abandon the dispute or submit a written request for a Step 2 meeting to the District Construction Engineer (DCE). The DCE will

assign the dispute a dispute number. Within fourteen (14) calendar days of submitting the request for a Step 2 meeting, submit three (3) complete copies of the Dispute Documentation to the DCE as follows:

- a) Identify the Dispute on a cover page by county, project number, Contractor name, subcontractor or supplier if involved in the dispute, and the dispute number.
- b) Clearly identify each item for which additional compensation and/or time is requested.
- c) Provide a detailed narrative of the disputed work or project circumstance at issue. Include the dates of the disputed work and the date of early notice.
- d) Reference the applicable provisions of the plans, specifications, proposal, or other contract documents in dispute. Include copies of the cited provisions in the Dispute Documentation.
- e) Include the dollar amount of additional compensation and length of contract time extension requested.
- f) Include supporting documents for the requested compensation stated above.
- g) Provide a detailed schedule analysis for any dispute involving additional contract time, actual or constructive acceleration, or delay damages. At a minimum, this schedule analysis must include the Schedule Update immediately preceding the occurrence of the circumstance alleged to have caused delay and must comply with accepted industry practices. Failure to submit the required schedule analysis will result in the denial of that portion of the Contractor's request.
- h) Include copies of relevant correspondence and other pertinent documents.

Within fourteen (14) calendar days of receipt of the Contractor's Dispute Documentation, the Engineer will provide the Contractor with all documentation it intends to rely on at the DDRC meeting to rebut the Contractor's dispute.

After allowing at least fourteen (14) calendar days for the Contractor to review the Engineer's Dispute Documentation, the DDRC will conduct the Step 2 meeting with Contractor personnel who are authorized to resolve the dispute. The DDRC will issue a written Step 2 decision to the Contractor and the Dispute Resolution Coordinator within fourteen (14) calendar days of the meeting. If the dispute is not resolved, either abandon or escalate the dispute to Step 3.

3. Step 3 (Director's Claims Board Hearing or Alternative Dispute Resolution). Submit a written Notice of Intent to File a Claim to the Dispute Resolution Coordinator in the Division of Construction Management within seven (7) calendar days of receipt of the Step 2 decision. The dispute becomes a claim when the Dispute Resolution Coordinator receives the Notice of Intent to File a Claim. Include the Contractor's request for either: 1) a Director's Claim Board hearing on the claim or 2) Alternative Dispute Resolution (ADR).

a) **Director's Claims Board Hearing.** The Director's Claims Board (the "Board") will consist of the Deputy Director of the Division of Construction Management, Deputy Director of Engineering and a District Capital Program Administrator from a district not involved in the claim, or their designees. A representative from the Division of Chief Legal Counsel and Division of Opportunity, Diversity, and Inclusion may be present to observe the hearing. The Director or designee will be responsible for deciding claims.

(1) Electronically submit the Claim Documentation to the Dispute Resolution Coordinator within thirty (30) calendar days of receipt of the Notice of Intent to File a Claim. This timeframe may be extended with approval of the Dispute Resolution Coordinator.

In addition to the documentation submitted at Step 2:

- (a) Enhance the narrative to include sufficient description and information to enable understanding by a third party who has no knowledge of the dispute or familiarity with the project.
- (b) Certify the claim in writing and under oath using the following certification:

"I, (Name and Title of an Officer of the Contractor) certify that this claim is made in good faith, that all supporting data is accurate and complete to the best of my knowledge and belief, and that the claim amount accurately reflects the contract amendment for which (Contractor Company name) believes the Department is liable."

Sign and date this claim certification and have the signature notarized pursuant to the laws of the State of Ohio. The date the Dispute Resolution Coordinator receives the certified claim documentation is the date of the Department's Receipt of the Certified Claim for the purpose of the calculation of interest as defined in [108.02.G.4](#). The Dispute Resolution Coordinator will forward one (1) complete copy of this documentation to the District.

(2) Within thirty (30) calendar days of the District's receipt of the Contractor's Claim Documentation, the District will submit six (6) complete copies of its Claim Documentation to the Dispute Resolution Coordinator. This timeframe may be extended with approval from the Dispute Resolution Coordinator. At a minimum, the District's Claim Documentation should include:

- (a) An overview of the project
- (b) A narrative of the disputed work or project circumstance at issue with sufficient description and information to enable understanding by a third-party who has no knowledge of the dispute or familiarity with the project
- (c) The dates of the disputed work and the date of early notice
- (d) References to the applicable provisions of the plans, specifications, proposal, or other contract documents. Copies of the cited provisions shall be included in the claim document
- (e) Response to each argument set forth by the Contractor
- (f) Any counterclaims, accompanied by supporting documentation, the District wishes to assert
- (g) The status of the negotiations of the Claim that have occurred to-date, including the amount of any offers and counteroffers made by the parties
- (h) Copies of relevant correspondence and other pertinent documents

(3) Within fourteen (14) calendar days of receipt of the District's Claim Documentation, the Dispute Resolution Coordinator will forward one (1) complete copy to the Contractor and will schedule a hearing on the dispute.

Once a hearing date has been established, both the Contractor and District shall provide the Dispute Resolution Coordinator with a list of names of persons who may be presenting information at the hearing. Unless otherwise permitted by the Board, the exchange of documentation and all disclosures specified in this step of the process shall be completed at least fourteen (14) calendar days prior to the hearing.

Upon request or at the Board's discretion, the Board may delay the hearing to allow more time for preparation and review, or to fulfill requests for more documentation.

The Board will hear the entire claim on behalf of the Director. The Board may have its own technical advisors at the hearing for consultation and assistance in reviewing the claim. The Contractor and District will each be allowed adequate time to present their respective positions before the Board. The Contractor and District will also each be allowed adequate time for rebuttal, limited to the scope of the opposing party's presentation. The Board may suspend any portion of a presentation or rebuttal it deems to be argumentative, repetitive, or irrelevant to the claim. The Contractor's position will be presented by one or more of the Contractor's employees who are thoroughly knowledgeable of the claim.

The Contractor may have legal counsel present during the hearing to observe or for private consultation but shall not present on behalf of the Contractor. Similarly, the District's position will be presented by one or more District representatives who are thoroughly knowledgeable of the claim..

The Board may, on its own initiative, request information in addition to that submitted for the hearing. If the Contractor fails to reasonably comply with such request, the Board may render its decision without such information.

Upon completion of the hearing and following consideration of any additional information submitted upon request, the Board will submit a written recommendation on the disposition of the claim to the Director. The Director or designee will ratify, modify, or reject the recommendation of the Board and render a decision within sixty (60) calendar days of the hearing. Within thirty (30) calendar days of receipt of the Board's decision, either accept or reject the decision in writing. In the event the Contractor fails to do so, the Board may revoke any offers of settlement contained in the decision.

The decision of the Director is the final step of the Department's Dispute Resolution Process and may not be appealed within the Department. The Director is not bound by any offers of settlement or findings of entitlement made during Steps 1 and 2 of the Dispute Resolution Process.

b) Alternative Dispute Resolution (ADR). In lieu of the Director's Claim Board hearing, the parties may opt to proceed through an Alternative Dispute Resolution (ADR) Process. The parties will then choose either arbitration or mediation in the manner in which those methods are practiced by the Department and allowed by law.

The Dispute Resolution Coordinator will coordinate the agreement of the parties to the ADR method, and the selection of a neutral third-party or technical expert. The fees of the neutral third-party or technical expert will be shared equally between the Department and the Contractor. The Dispute Resolution Coordinator will obtain a written agreement, signed by both parties, that establishes the ADR process. The neutral third-party or technical expert will have complete control of the claim upon execution of the ADR agreement.

Prior to any ADR meeting, certify the claim in writing and under oath using the following certification:

"I, (Name and Title of an Officer of the Contractor) certify that this claim is made in good faith, that all supporting data is accurate and complete to the best of my knowledge and belief, and that the claim amount accurately reflects the contract amendment for which (Contractor Company name) believes the Department is liable."

4. Interest on Claims. The Department will pay interest in accordance with [ORC Section 5703.47](#) on any amount ultimately found due on a claim which is not paid within 30 days of the expenditure of funds by the Contractor in accordance with ORC 126.30 when all Work related to the Claim is complete. However, interest will not be paid on the amount of any agreed settlement unless specifically itemized and included in the total settlement prior to agreement.

H. Post Construction Meeting. The District will conduct a Post Construction Meeting with the Contractor prior to the project finalization. The District will invite the design agency and any other stakeholders deem necessary including utility companies, other transportation entities (i.e. railroads), community leaders, all Project participants including subcontractors performing critical work to attend this meeting.

Consider the following items for discussion:

1. Project Safety.
2. How were the goals evaluated or measured?
3. How were foremen/ workers involved in the Partnering process?
4. How were the subcontractors involved in the Partnering process?

5. How were relationships with key stakeholders managed?
6. Teambuilding activities or unique motivational activities.

I. Partnering Close-Out Survey. Complete the final Partnering evaluation to get participants' feedback and improve the Partnering process. The Partnering Close-Out Survey is located on the Division of Construction Management's Partnering website:

<http://www.dot.state.oh.us/Divisions/ConstructionMgt/Pages/Partnering.aspx>

108.03 Prosecution and Progress. Start the Work according to 108.02. Perform work upon receipt of authorization from the Engineer. Authorization shall be in the form of a Work Order. The Work Order shall direct the Contractor on the location and work to be performed. The Engineer shall furnish to the Contractor a completed and signed Work Order for each work location.

Pursue the Work Order's Work diligently and continuously as to complete the Work Order by the Work Order Response Time.

108.04 Limitation of Operations. Limit operations to prevent unnecessary inconvenience to the traveling public. If the Engineer concludes that the extent of the Contractor's Work unnecessarily inconveniences the public or concludes limiting operations are necessary to protect the existing or new construction from damage, the Engineer will require the Contractor to finish portions of Work in progress before starting new Work.

108.05 Character of Workers Methods and Equipment. Provide personnel with sufficient skills and experience to perform assigned tasks.

Ensure that no debarred individuals listed on the Federal website:

<https://www.sam.gov/SAM/pages/public/samStatusTracker.jsf>

or State debarment list at the website:

<http://www.dot.state.oh.us/divisions/contractadmin/Pages/default.aspx>

act in any ownership, leadership, managerial, or other similar position that could influence the operations of an entity doing business with the Department.

If the Engineer gives written notification that specific Contractor or subcontractor personnel are improperly performing the Work, intemperate, disorderly, or creating a hostile work environment, remove the identified personnel from the Project. Do not allow removed personnel to return to the Project without the Engineer's approval.

The Engineer may suspend the Work by written notice under this subsection for the following reasons:

A. The Contractor does not furnish sufficient skilled and experienced personnel to complete the Work Orders by the Work Order Response Time.

B. The Contractor does not remove personnel from the Project as directed in writing by the Engineer.

Use equipment of sufficient size and mechanical condition to complete the Work Orders by the Work Order Response Time. Ensure that the equipment does not harm the roadway, adjacent property, other highways, workers, or the public.

If the Contract Documents do not prescribe the methods and equipment required to accomplish the Work, determine the methods or equipment necessary to complete the Work according to the Contract.

If the Contract Documents specify methods and equipment to perform the Work, use such methods and equipment, unless others are authorized by the Engineer. Obtain the Engineer's written approval before substituting alternate methods or equipment. To obtain the Engineer's approval, submit a written description of the alternate methods and equipment proposed and an explanation of the reasons for making the change. The Engineer's approval of the substitute methods and equipment does not relieve the Contractor of the obligation to produce Work according to [105.03](#). If after trial use of the substituted

methods or equipment, the Engineer determines that the Work does not conform to the Contract Documents, then complete the remaining Work using the specified methods and equipment. Remove all deficient Work and replace it according to the Contract Documents, or take such other corrective action as directed by the Engineer. The Engineer's authorization to substitute alternate methods and equipment will not change the basis of payment for the construction items involved or the Contract Time.

108.06 Determining a Time Extension to the Work Order Response Time and Payment for Excusable Delays.

A. General. Work Order duration shall be mutually agreed upon by the Engineer and the Contractor unless otherwise specified in the plans.

The Department will only extend the Work Order Response Time for excusable delays as specified in [108.06.B](#) or [108.06.D](#). Any extension of a Work Order Response Time will be in writing from the Engineer.

Mitigation of any delay, whether caused by the Department, Contractor, third-party or an intervening event, is a shared contract and legal requirement. Mitigation efforts include, but are not limited to, re-sequencing work activities, acceleration, and continuation of work through an otherwise planned shutdown period. The Contractor and Engineer must explore and discuss potential mitigation efforts in a timely manner.

The Department will not evaluate a request for extension of the Work Order Response Time unless the Contractor notifies the Engineer as specified in [108.02.F](#). Notification shall be in writing to the Engineer within 30 days following the termination of the event giving rise to the request and shall be accompanied by supporting analysis and documentation.

The Engineer will evaluate the Contractor's analysis and determine the time extension due, if any. The Engineer will measure all time extensions in Calendar Days. For delays measured in Workdays, the Engineer will convert Workdays to Calendar Days by multiplying by 1.4 for a 5-day work week or less; 1.2 for a 6-day work week; and 1 for a 7-day work week; and extend the Work Order Response Time by the resulting number of Calendar Days plus any holidays the Contractor does not normally work that occur in the extension period. When the conversion of Workdays to Calendar Days results in a decimal of 0.5 or greater, the Engineer will round the number of Calendar Days to the next highest whole number. When the conversion results in a decimal less than 0.5, the Engineer will delete the decimal portion of the Calendar Days.

The Engineer may order the Contractor to continue Work after November 30 and compensate the Contractor for costs incurred due to cold weather Work.

The Contractor's plea that insufficient time was specified is not a valid reason for an extension of time.

The Department will relieve the Contractor from associated liquidated damages, as specified in [108.07](#), if the Engineer extends the Work Order Response Time under [108.06.A](#).

The extended Work Order Response Time shall then have the same standing and effect as though it was the original Work Order Response Time.

If the Contractor contends that an excusable delay is also compensable, as specified in [108.06.D](#), submit a detailed cost analysis of the requested additional compensation along with the request for extension of the Work Order Response Time.

B. Excusable, Non-Compensable Delays. Excusable, non-compensable delays are delays that are not the Contractor's or the Department's fault or responsibility. The Engineer will not grant additional payment for excusable, non-compensable delays.

The following are excusable, non-compensable delays:

1. Delays due to floods, tornadoes, lightning strikes, earthquakes, or other cataclysmic phenomena of nature.
2. Delays due to weather as specified in [108.06.C](#).
3. Extraordinary delays in material deliveries the Contractor or its suppliers cannot foresee or avoid resulting from freight embargoes, government acts, or area-wide material shortages. Delays due to the Contractor's, subcontractor's, or supplier's insolvency or mismanagement are not excusable.
4. Delays due to civil disturbances.
5. Delays from fires or epidemics.
6. Delays from labor strikes that are beyond the Contractor's, subcontractor's, or supplier's power to settle and are not caused by improper acts or omissions of the Contractor, subcontractor, or supplier.
7. Engineer added quantities after issuing the Work Order that directly delays the Work Order
8. All other delays not the Contractor's and Department's fault or responsibility.

C. Extension to the Work Order Response Time for Weather or Seasonal Conditions. A weather day is defined as a workday that weather or seasonal conditions reduced production by more than 50 percent on items of work. Submit the dates and number of weather days in writing to the Engineer at the end of each Work Order. In the event the Contractor fails to submit weather days at the end of each Work Order the Engineer will determine the dates and number of weather days from project records. Delays caused by weather and seasonal conditions should be anticipated and will be considered for an extension of time. Time compensation will be day for day.

The Engineer will not consider weekends and holidays as lost workdays unless the Contractor normally works those days or unless the Engineer directs the Contractor to work those days.

D. Excusable, Compensable Delays. Excusable, compensable delays are delays that are not the Contractor's fault or responsibility, and are the Department's fault or responsibility or are determined by judicial proceeding to be the Department's sole responsibility or are the fault and responsibility of a local government. For the following excusable, compensable delays, the Engineer will extend the Work Order Response Time if the conditions specified in [108.06.A](#) are met:

1. Delays due to revised Work as specified in [104.02.B](#), [104.02.D](#), or [104.02.F](#).
2. Delays due to utility or railroad interference within the Project limits.
3. Delays due to an Engineer-ordered suspension as specified in [104.02.C](#).
4. Delays due to acts of the government or a political subdivision other than the Department.
5. Delays due to the neglect of the Department or its failure to act in a timely manner.

Compensation for excusable, compensable delays will be determined by the Engineer according to [109.05.D](#).

E. Non-Excusable Delays. Non-excusable delays are delays that are the Contractor's fault or responsibility. All non-excusable delays are non-compensable.

F. Concurrent Delays. Concurrent delays are separate critical delays that occur at the same time. When a non-compensable delay is concurrent with a compensable delay, the Contractor is entitled to additional time but not entitled to additional compensation.

108.07 Failure to Complete on Time. If the Contractor fails to complete the Work Order by the Work Order Response Time, then the Director, if satisfied that the Contractor is making reasonable progress, and deems it in the best interest of the public, may allow the Contractor to continue in control of the Work. The Department will pay the Contractor for Work performed on the Project less any Disincentives incurred.

If the Work Order is not completed by the Work Order Response Time and the Director permits the Contractor to remain in control, prosecute the Work Order at as many different places, at such times, and with such forces as the Director requests. Provide a written plan for the completion of the Work.

For each calendar day (or Time Period as designated) that a Work Order remains uncompleted after the Work Order Response Time, the Department will deduct a disincentive amount as described in the plans. The Engineer will adjust the Work Order Response Time or other contractually mandated dates for delays specified in [108.06.B.7](#) and [108.06.D](#).

Permitting the Contractor to continue and complete the Work Order or any part of the Work Order after the Work Order Response Time, or after extensions to the Work Order Response Time, will in no way operate as a waiver on the part of the Department of any of its rights under the Contract.

The Director may stop deducting disincentives when:

- A. The Work Order is substantially complete, and the project is available for use as intended by the contract.
- B. The Contractor is diligently pursuing the remaining Work Order's Work.
- C. The Work Order's remaining Work will not interfere with the intended use of the project and will not impact traffic. For the limited purposes of assessing liquidate damages, the closing of a shoulder is not considered an impact upon traffic.
- D. All contract safety items are complete and operational. These safety items include but are not limited to signs, pavement markings, guardrail, attenuators, and signals. Raised pavement markers (RPM) are required safety items if the roadway section involved had RPMs before the project started.
- E. Deemed reasonable and appropriate by the District Deputy Director.

108.08 Unsatisfactory Progress and Default of Contractor. The Director will notify the Contractor in writing of unsatisfactory progress for any of the following reasons:

- A. The Contractor has not commenced the Work or Work Order by the dates established.
- B. The Contractor does not proceed with the Work in a manner necessary for completion of the Work or Work Order.
- C. The Contractor is performing the Work improperly.
- D. The Contractor abandons, fails, or refuses to complete the Work.
- E. Any other reason the Director believes jeopardizes completion of the Work by the Work Order Response Time.

If the Contractor does not respond to the satisfaction of the Director, the Director may declare the Contractor in default and may notify the Contractor and Surety that the responsibility to complete the Work is transferred to the Surety. Upon receipt of this notification, the Contractor's right to control and supervise the Work will immediately cease. In such a case, the Director will proceed as specified in [ORC 5525.17](#). The defaulted Contractor will not be compensated for costs resulting from the default and is not eligible to be retained by the Surety to complete the Work. If it is determined that the Department's default of the Contractor according to [108.08](#) is wrongful, then the default will revert to a termination of the Contract according to [108.09](#).

108.095 Partial Severability Due to Legal Revisions. If any term of the Contract is to any extent illegal, otherwise invalid, or incapable of being legally enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other requirements hereof shall remain in full force and effect.

108.09 Termination of the Contract for Convenience of the Department. The Director may terminate the Contract at any time for the convenience of the Department. The Department will

compensate the Contractor according to [109.04](#) and [109.05](#) for termination of the Contract for the convenience of the Department.

108.10 Payroll Records. Keep payroll records as specified in [ORC 4115.07](#) or as required by Federal law.

Authorized representatives of the Director may inspect the certified payroll and other payroll records. Upon completion of the Work and before receiving the final estimate and when required by [ORC 4115.07](#), submit an affidavit stating that wages have been paid according to the minimum rates specified in the Contract Documents.

108.11 Extension of Contract Time. The Department may increase the Contract Time up to one (1) year. The Engineer shall provide written notice of the Department's intent to extend the Contract Time and the intended extension to the Contract Time to the Contractor ninety (90) days prior to the Completion Date

The Contractor shall respond in writing within thirty (30) days to the Department's extension notification. The Contractor shall respond either

- 1) Agreeing with the extension of Contract time, or
- 2) Rejecting the proposed extension of Contract Time.

If the Contractor agrees with the extension of Contract time, the Contractor agrees to continue Work at the bid Unit Prices

If the Contractor rejects the Department's proposed Time Extension and the Department takes no exception to the Contractor's rejection, the Contract will terminate the Contract per 108.12.

If the Contractor rejects the Department's proposed Time Extension, the Department may continue to issue Work Orders and the Contractor shall perform those issued Work Orders. During the rejected period, 108.07 applies. The Department will pay for the costs specified in 109.05.D for the period from the Completion Date to the issuance of the final Work Order.

108.12 Active Contract Duration. A contract will be considered active from the date of the Pre-Construction Meeting until the earliest occurrence of one of the following events:

- 1) Completion of the designated final Work Order,
- 2) Expiration of the Contract Time; or
- 3) Fulfillment of the Contract Value.

The Engineer shall formally identify which Work Order is to be considered the final Work Order.

109 ACCEPTANCE, MEASUREMENT, AND PAYMENT

109.01 Measurement of Quantities. The Department will measure the quantities of Work and calculate payments based on the method of measurement and basis of payment provisions provided in these Specifications. When the following units of measure are specified, the Department will measure quantities as described below unless otherwise specified in the Contract Documents. The accuracy for both Daily Diary payment and Final Quantity payment will be in accordance with Supplement 1133.

Lump Sum. Not measured. Describes payment as reimbursement for all resources necessary to complete the Work. When a complete structure or structural unit is specified as the unit of measurement, the unit will include all necessary fittings and accessories.

Each. Measured by the number of individual items of Work completed.

Foot (Meter). Measured parallel to the longitudinal base or foundation upon which items are placed, or along the longitudinal surface of the item. Measured vertically to the nearest 0.1 foot (0.01 m), with a minimum vertical measurement of 1 foot (0.10 m), at each unit.

Square Yard or Square Foot (Square Meter). Measured by a two-dimensional area method on the surface of the item.

M Square Feet. One thousand square feet.

Cubic Yard (Cubic Meter). Measured by a three-dimensional volume method. Measure all "loose material" or material "measured in the vehicle" by the cubic yard (cubic meter). Haul material "measured in the vehicle" in approved vehicles and measure in the vehicle at the point of delivery. For this purpose, use approved vehicles of any type or size satisfactory to the Engineer, provided the vehicle's bed is of such type that the actual contents are readily and accurately determined. Unless all approved vehicles on a job are of uniform capacity, each approved vehicle must bear a legible identification mark indicating the specific approved capacity. The Inspector may reject all loads not hauled in such approved vehicles.

Cubic Yard (Cubic Meter) for Asphalt Concrete. Measure as specified in [401.21](#).

Acre (Hectare). Measured by a two-dimensional area method on the surface to the nearest 0.1 acre (0.05 ha).

Pound (Kilogram). Measured by actual item net weight avoirdupois (mass).

Ton (Metric Ton). The term "ton" means the short ton consisting of 2000 pounds avoirdupois. The term "metric ton" means 1000 kilograms. Weigh all materials that are proportioned by weight on accurate and approved scales that are operated by competent, qualified personnel at locations approved by the Engineer. However, car weights will not be acceptable for materials to be passed through mixing plants. If trucks are used to haul material being paid for by weight, weigh the empty truck at least once daily and as the Engineer directs and only if the weight of the truck is used in determining the ticket weight. Place a plainly legible identification mark on each truck bearing the weight of the truck.

For Work on a tonnage basis, file with the Engineer receipted freight bills for railroad shipments and certified weight-bills when materials are received by any other method, showing the actual tonnage used. For Work on a volume basis, itemize evidence of the volume used.

Gallon (Liter). Measured by actual item liquid volume. The Department will measure the following materials by the gallon (liter) at the following temperatures:

Temperatures	Items
60 °F (16 °C)	Creosote for Priming Coat, Creosote Oil, Creosote Solutions for Timber Preservatives, Asphalt Primer for Water-proofing, and Liquefier
100 °F (38 °C)	RC, MC Asphalt Emulsions, CBAE, Primer 20, and Primer 100
300 °F (149 °C)	Asphalt Binder

Measure tank car outage of asphalt material at its destination before any material has been removed from the tank car according to [Supplement 1060](#).

Convert the net weight of asphalt material shipments to gallons (liters) at the specified pay temperature according to [Supplement 1060](#).

Convert the gallons (liters) at the measured temperature to gallons (liters) of asphalt material at the specified pay temperature according to [Supplement 1060](#).

M Gallon. One thousand gallons.

Thousand Board Feet, MBF (Cubic Meter). Measure timber by MBF (cubic meter) actually incorporated in the structure. Base the measurement on nominal widths, thicknesses, and the extreme length of each piece.

Standard Manufactured Items. When standard manufactured items are specified such as fence, wire, plates, rolled shapes, pipe conduit, etc., and these items are identified by size, unit weight, section dimensions, etc., such identification will be to nominal weights or dimensions set by the industry.

109.02 Measurement Units. The Department will measure using either English or metric units as indicated in the Contract Documents. Use the Tables [109.02-1](#) and [109.02-2](#) to convert units when required. If Tables [109.02-1](#) and [109.02-2](#) do not provide a required factor, then use the appropriate factor provided in the [IEEE/ASTM SI 10](#).

TABLE 109.02-1 ENGLISH TO SI (METRIC) CONVERSION FACTORS

Symbol	When You Know	Multiply By	To Find	Symbol
Length				
mil	mils	25.4	micrometers	μm
in	inches	25.4	millimeters	mm
ft	feet	0.3048	meters	m
yd	yards	0.9144	meters	m
mi	miles	1.609347	kilometers	km
Area				
in^2	square inches	645.16	square millimeters	mm^2
ft^2	square feet	0.09290304	square meters	m^2
yd^2	square yards	0.8361274	square meters	m^2
ac	acres	0.4046873	hectares	ha
ac	acres	4046.873	square meters	m^2
mi^2	square miles	2.589998	square kilometers	km^2
Volume				
fl oz	fluid ounces	29.57353	milliliters	mL
gal	gallons	3.785412	liters	L
ft^3	cubic feet	0.02831685	cubic meters	m^3
yd^3	cubic yards	0.7645549	cubic meters	m^3
Mass				
oz	ounces	28.34952	grams	g
lb	pounds	0.4535924	kilograms	kg
T	2000 pounds	0.9071847	metric tons	t
Temperature				
$^{\circ}\text{F}$	Fahrenheit	$C = (F-32)/1.8$	Celsius	$^{\circ}\text{C}$
Illumination				
fc	foot-candles	10.76391	lux	lx
fl	foot-lamberts	3.426259	candelas per square meter	cd/m^2
Force and Pressure or Stress				
lbf-ft	pounds-force foot	1.355818	newton meter	N-m
lbf	pounds force	4.448222	newtons	N
lbf/ft^2 (psf)	pounds force per square foot	47.88026	pascals	Pa
lbf/in^2 (psi)	pounds force per square inch	0.006894757	megapascals	MPa

TABLE 109.02-2 SI (METRIC) TO ENGLISH CONVERSION FACTORS

Symbol	When You Know	Multiply By	To Find	Symbol
Length				
µm	micrometers	0.03937	mils	mil
mm	millimeters	0.03937	inches	in
m	meters	3.28084	feet	ft
m	meters	1.093613	yards	yd
km	kilometers	0.62137	miles	mi
Area				
mm ²	square millimeters	0.00155	square inches	in ²
m ²	square meters	10.76391	square feet	ft ²
m ²	square meters	1.19599	square yards	yd ²
ha	hectares	2.4710437	acres	ac
m ²	square meters	0.000247	acres	ac
km ²	square kilometers	0.3861	square miles	mi ²
Volume				
mL	milliliters	0.033814	fluid ounces	fl oz
L	liters	0.264172	gallons	gal
m ³	cubic meters	35.31466	cubic feet	ft ³
m ³	cubic meters	1.30795	cubic yard	yd ³
Mass				
g	grams	0.035274	ounces	oz
kg	kilograms	2.204622	pounds	lb
t	metric tons	1.1023114	2000 pounds	T
Temperature				
°C	Celsius	F = 1.8C + 32	Fahrenheit	°F
Illumination				
lx	lux	0.09290304	foot-candles	fc
cd/m ²	candelas per square meter	0.29186352	foot-lamberts	fl
Force and Pressure or Stress				
N·m	newton meters	0.7375621	pounds-foot force	lbf ft
N	newtons	0.22480892	pound force	lbf
Pa	pascals	0.02088543	pounds force per square foot	lbf/ft ² (psf)
MPa	megapascals	145.03774	pounds force per square inch	lbf/in ² (psi)

109.03 Scope of Payment. Payment of the Contract Price is full compensation for all resources necessary to complete the Contract Item and maintain the Work. Assume liability for risk, loss, damage, or expense resulting from the Work. The Contract Price and Contract Time shall only be changed by written Change Order or as determined by the Department in writing in accordance with the contract documents.

109.04 Compensation for Termination of the Contract for Convenience of the Department. The Department will manage the IDIQ contract within the preestablished budget and timeframe.

The Department may terminate the Contract for its own convenience at any time. The Contractor shall only be entitled to the final payment mobilization charge identified in the Proposal Note.

109.05 Changes and Extra Work.

A. General. If the Department revises the Contract under: [104.02](#), [105.07](#), [105.10](#), [105.13](#), [107.10](#), [107.14](#), [107.15](#), [108.09](#), [109.06](#), or [109.07](#), the Department will pay for changes and Extra Work with a Change Order using the sequence specified in [109.05.B](#) through [109.05.E](#).

The Department will pay for Extra Work as stipulated in approved Extra Work Change Orders or written authorizations. Such authorizations for emergencies and to avoid Project delays are in advance of an approved Extra Work Change Order and commit the Department only to the terms of the authorizations. The Department will pay for Extra Work after the approval of the subsequent Change Order.

In establishing the method of payment for contract changes or Extra Work Change Orders, force account procedures shall only be used when strictly necessary, such as when agreement cannot be reached with the Contractor on the price of a new work item, or when the extent of work is unknown or is of such character that a price cannot be determined to a reasonable degree of accuracy. The reason or reasons for using force account procedures shall be documented.

Unless otherwise stated in [109.05](#), the compensation provided in [109.05.B](#) through [109.05.E](#) constitutes payment in full for all changes and Extra Work completed by original Contract Price, agreed unit price, agreed lump sum price, and for work performed on a force account basis, including:

1. Administration.
2. Superintendence.
3. Project and field office overhead.
4. Home office overhead.
5. Use of tools and equipment for which no rental is allowed.
6. Profit.
7. Taxes other than sales tax.
8. Premiums on insurance including additional premiums for Commercial General Liability Insurance required by [107.12.B](#) and any additional coverage carried by the Contractor or subcontractor, excluding pollution and railroad General Liability Insurance. The Department will pay the Contractor's pollution and railroad liability insurance premiums, if required by the contract, by a separate Change Order for the cost of the premium without any markup. When the Contractors or subcontractors basic rate for General Commercial Liability Insurance required by [107.12.B](#) is greater than 5 percent of payroll, the Department will pay directly without markup the portion of the premium in excess of 5 percent and provide copies of paid premiums.

Sales tax will not be allowed on any item for which tax exemption was obtained.

B. Negotiated Prices. Negotiated prices for changes and Extra Work shall be comparable to prices that would have resulted from a competitive bid contract. The Engineer and Contractor will negotiate agreed unit or lump sum prices using one or more of the following methods:

1. Original Contract prices for similar work but adjusted for:
 - a. increased or decreased material costs specified in [109.05.C.3](#).
 - b. increased or decreased labor costs specified in [109.05.C.2](#)
 - c. increased or decreased equipment costs specified in [109.05.C.4](#)

Adjustments of these prices for inflation or markup for subcontractor work is not allowed.

2. State-wide average unit price awarded for the item or items as listed in the Department's annual "Summary of Contracts Awarded." These prices may be adjusted for inflation using factors issued by the [Office of Construction Administration](#). No markup for subcontractor work is allowed.

3. Average price awarded on three different projects of similar work and quantity. These prices may be adjusted for inflation using factors issued by the [Office of Construction Administration](#). No markup for subcontractor work is allowed.

4. Prices computed by the Office of Estimating.

5. Cost analysis of labor, material, equipment, and markups as allowed in [109.05.C](#).

6. For the cost of compensable delays as defined in [108.06](#), prepare a cost analysis as allowed by [109.05.D](#).

Provide proposed pricing and cost justification for changes or Extra Work within 5 business days after the Department's request. The Department will respond within 5 business days after receipt of the Contractor's proposal. The Department and the Contractor can mutually agree to extend these 5-day time limits.

If the Department negotiates with the Contractor but does not agree on a price adjustment, the Engineer may direct the Contractor to perform all or part of the revised Work under force account.

C. Force Account.

1. **General.** The Engineer may direct the Contractor to perform the revised Work under force account. Submit a written proposal and estimated costs for the Work, including the planned equipment, materials, labor, and a work schedule.

The Department will pay the Contractor as specified in [109.05.C](#) as full compensation for performing the force account Work. The Project and Contractor personnel will document the labor and equipment used on the force account work on a Daily Force Account Record. At the end of each Workday, the Project and Contractor personnel will compare and sign the Daily Force Account Record. The Department will make no force account payment before the Contractor submits an itemized statement of the costs for that work.

The Engineer will examine and, if found to be acceptable, approve all rates and costs submitted by the Contractor.

Provide the following content in itemized statements for all force account work:

- a. Name, classification, date, daily hours, total hours, rate, and amount for all labor.
- b. Designation, dates, daily hours, total hours of actual operation and idle time, [Blue Book](#) rate with reference or category, and amount for each unit of equipment and the applicable [Blue Book](#) hourly operating cost for each unit of equipment and invoices for all rental equipment. The designation includes the manufacturer's name or trademark, model number, and year of manufacture.
- c. Quantities of materials and prices.
- d. Transportation charges on materials, free on board (F.O.B.) at the job site.
- e. Cost of workers' compensation insurance premiums, all applicable insurance premiums, unemployment insurance contributions, and social security tax and fees or dues required by a collective bargaining agreement. Express each of these items of cost as a percentage of payroll, except fees or dues, which should be expressed as a cost per hour.
- f. Documentation showing payment for all surveying, professional, or similar specialized Work not normally a part of a Department contract.

g. If materials are taken from Contractor's stock and original receipted invoices for the materials and transportation charges do not exist, provide an affidavit and certify all of the following:

- (1) The materials were taken from the Contractor's stock.
- (2) The quantity shown was actually used for the force account work.
- (3) The price and transportation costs represent the actual cost to the Contractor.

h. Documentation showing payment to trucking firms and owner-operators. Submit documentation showing owner-operations status. When the trucking is subject to prevailing wage, submit payroll and equipment usage records according to [109.05.C.1.a](#), [109.05.C.1.b](#), and [109.05.C.1.e](#).

- i. Provide "receipted invoices" for all costs substantiated by an invoice.

If only part of the expenditure represented by an invoice is applicable to force account work, or if the invoice represents expenditure for more than one item of work, clearly indicate the actual amount of expenditure applicable to each item of work.

2. Labor. The Department will pay the wages and fringe benefits currently in effect for each hour the Work is performed by all labor employed in the Work and all foremen in direct charge of the specific operation. The Department will pay an additional 38 percent markup on these wages and benefits. "Fringe benefits" are the actual costs paid to, or on behalf of, workmen by reason of health and welfare benefits, pension fund benefits, or other benefits, when such amounts are required by prevailing wage laws or by a collective bargaining agreement or other employment contracts generally applicable to the classes of labor employed on the Project.

The Department will pay the actual itemized cost, without markup, of the following payroll taxes and legally required insurances:

- a. Social Security Tax.
- b. Medicare Tax.
- c. Ohio Workers' Compensation Premiums.
- d. State and Federal Unemployment Insurance.
- e. Longshore and Harborworkers' Compensation Insurance for work from a barge or ship, or unloading material from a barge or ship.

Provide itemized statements in addition to the documentation requirements for all labor including the name, classification, date, daily hours, total hours, rate, and amount. If any person is paid more than the one rate, a separate listing shall be made for that person for each rate paid. Provide itemized statements for Ohio Workers' Compensation insurance premiums, all applicable insurance premiums, State and Federal Unemployment Insurance contributions, and Social Security Tax and fees or dues required by a collective bargaining agreement. Express each of these items of cost as a percentage of payroll, except fees or dues, which shall be expressed as a cost per hour.

Instead of itemizing the cost of Social Security Tax, Ohio Workers' Compensation, and State and Federal Unemployment Insurance, the Contractor may elect to receive as compensation for these payroll taxes and premiums, an amount equal to 22 percent of the paid wages. If the Contractor pays fringes directly to the worker in lieu of paying into a fringe benefit program, then the Department will treat these fringe payments as paid wages when calculating the allowed 22 percent compensation.

The Department will pay, without markup, the actual itemized cost of fees and dues paid to labor unions or to business associations when they are based on payroll hours and required by a collective bargaining agreement.

The Department will not pay for wages or benefits for personnel connected with the Contractor's forces above the classification of foreman that have only general supervisory responsibility for the force account work.

If the foreman or timekeeper is employed partly on force account work and partly on other work, the Contractor shall prorate the number of hours between the force and non-force account work according to the number of people on each task as shown on payrolls.

The Department will pay the prevailing wage and fringe rates that apply to the Project for the classifications required for Extra Work. The Contractor must provide payroll records for pay rates higher than the prevailing wages and establish that the higher than prevailing rates are paid for original Contract Work. The Department will pay for foremen and time keepers not covered by prevailing wages not more than the salaried rate they receive when engaged in original Contract Work.

The Department will pay actual costs for subsistence and travel allowances when such payments are required by the collective bargaining agreement or other employment contracts applicable to the classes of labor employed on the Project. The Department will not pay a percent markup on these costs.

3. Materials. The Department will pay the Contractor's actual invoice costs, including applicable taxes and actual freight charges, for Engineer approved materials the Contractor uses in force account Work. The Department will pay an additional 15 percent markup on these costs.

Freight or hauling costs charged to the Contractor and not included in unit prices shall be itemized and supported by invoices. The cost of owned or rented equipment used to haul materials to the project is not part of the materials cost. Such equipment, when used for hauling materials, shall be listed under cost of equipment.

Provide itemized statements in addition to the documentation requirements for all equipment including the quantity and price of each material and transportation charges free on board (F.O.B.) at the job site. Attach invoices to support the quantities of materials used, unit prices paid and transportation charges. If the Contractor uses materials from the Contractor's stock and original receipted invoices for the materials and transportation charges do not exist, the Department and the Contractor will agree on a price that represents the actual cost to the Contractor. Provide an affidavit and certify all of the following:

- a. The materials were taken from the Contractor's stock.
- b. The quantity shown was actually used for the force account work.
- c. The price and transportation costs represent the actual cost to the Contractor.

Do not incorporate materials into the Work without a price agreement.

4. Equipment.

a. General. The Department will pay the Contractor's costs for equipment the Engineer deems necessary to perform the force account work for the time directed by the Engineer or until the Contractor completes the force account Work, whichever happens first. The Department will pay the Contractor the established rates for equipment only during the hours that it is operated, except as otherwise allowed elsewhere in these Specifications. The Department will pay for non-operating hours at the idle equipment rate as specified in [109.05.C.4.c](#). Report equipment hours to the nearest 1/2 hour. The established equipment rates in these Specifications include compensation for overhead and profit except as otherwise specified.

The Department will pay for use of Contractor-owned equipment the Engineer approves for force account Work at established rates. The Department will pay the rates, as modified in [109.05.C.4.b](#), given in the [Equipment Watch Cost Recovery](#) (formerly Rental Rate [Blue Book](#)), by EquipmentWatch, a division of Penton Business Media, Inc.

Provide, and the Engineer will confirm, the manufacturer's ratings and manufacturer-approved modifications required to classify equipment for rental rate determination. For equipment with no direct power unit, use a unit of at least the minimum recommended manufacturer's rating.

The Department will not pay rental for small tools or equipment that show a daily rate less than \$5.00 or for unlisted equipment that has a value of less than \$400.

Tool trucks will be allowed for compensation if they are used at the force account site. Only the tools used from the tool truck will be allowed for compensation. Tools in the tool truck that are not used in the force account work will not be compensated. A tool trailer that remains at the Contractor's office or yard will not be allowed on the force account work. Tool trailers that are taken to the force account site will be allowed for compensation along with the tools used on the force account work that were taken from the trailer.

Treat traffic control devices used in Maintaining Traffic and owned by the Contractor as owned equipment. Allowed rates for common traffic control devices and concrete barrier that are not listed in the [Blue Book](#) will be as determined by the Department.

Use Engineer approved equipment in good working condition and providing normal output or production. The Engineer may reject equipment not in good working condition or not properly sized for efficient performance of the Work.

For each piece of equipment used, whether owned or rented, provide the Engineer with the following information:

- (1) Manufacturer's name or trademark.
- (2) Equipment type.
- (3) Year of manufacture.
- (4) Model number.
- (5) Type of fuel used.
- (6) Horsepower rating.
- (7) Attachments required, together with their size or capacity.
- (8) All further information necessary to determine the proper rate.
- (9) Dates, daily hours, total hours of actual operation and idle time,
- (10) [Blue Book](#) rate with reference or category,
- (11) Amount
- (12) Applicable [Blue Book](#) hourly operating cost
- (13) Invoices for all rental equipment.

b. Hourly Owned Equipment Rates. The base rate for the machine and attachments represent the major cost of equipment ownership, such as depreciation, interest, taxes, insurance, storage, and major repairs. The hourly operating rate represents the major costs of equipment operation, such as fuel and oil lubrication, field repairs, tires, expendable parts, and supplies.

For all equipment used on force account work, determine, and have the Department confirm, the hourly owned equipment rates as follows:

$$\text{HOER} = [\text{RAF} \times \text{ARA} \times (\text{R} / 176)] + \text{HOC}$$

Where:

HOER = hourly owned equipment rate

RAF = regional adjustment factor shown in the [Blue Book](#)

ARA = age rate adjustment factor shown in the [Blue Book](#)

R = current [Blue Book](#) monthly rate

HOC = estimated hourly operating cost shown in the [Blue Book](#)

However, compensation for equipment normally used on a 24 hours per day basis will not exceed the monthly rate plus adjustments and operating costs.

The rate adjustment factor assigned to any attachment will be the yearly factor as determined for the base equipment.

When multiple attachments are included with the rental equipment, only the attachment having the highest rental rate will be eligible for payment, provided that the attachment has been approved by the Engineer as being necessary to the force account Work.

When a piece of owned equipment is not listed in the [Blue Book](#), use the rate for similar equipment found in the [Blue Book](#) or use 6 percent of the purchase price as the monthly rate (*R*) and add the hourly operating rate found in the [Blue Book](#) for similar equipment of the same horsepower.

For equipment brought to the Project exclusively for force account work and on the Project for less than a month, multiply the monthly rate (*R*) by the factor listed below:

TABLE 109.05-1

Working Hours	Factor
Less than or equal to 8.0	2.00
8.1 to 175.9	2.048 - (hours/168)
176 or greater	1.00

The term "WORKING HOURS," as used in Table [109.05-1](#), includes only those hours the equipment is actually in operation performing force account work; apply the factor, as determined above, to these actual working hours only. Calculate compensation for any idle time according to [109.05.C.4.c](#) without application of the factor.

The Department will pay as working equipment for the entire Workday equipment used intermittently during the Workday. The following criteria qualify for intermittently used equipment:

(1) Equipment dedicated to the force account exclusively all day and not used on bid work.

(2) Equipment works before and after the intermittent idle period and its total working time during the Workday is at least 2 hours.

Equipment that is captive to the force account work (i.e. it must remain at the force account site), but does not qualify for intermittently used owned equipment, is paid as idle equipment according to [109.05.C.4.c](#) for the time it is not working.

c. Hourly Idle Equipment Rate. For equipment that is in operational condition, on site, and necessary for force account Work, but is idle, the Department will pay an hourly idle equipment rate. The procedure to determine the hourly idle equipment rate for Contractor owned equipment is as follows:

$$\text{HIER} = \text{RAF} \times \text{ARA} \times (\text{R} / 176) \times (1/2)$$

Where:

HIER = Hourly idle equipment rate.

RAF = Regional adjustment factor shown in the [Blue Book](#).

ARA = Age rate adjustment factor shown in the [Blue Book](#).

R = Current [Blue Book](#) monthly rate.

If rented equipment necessary for force account work is idle, the Department will pay the Contractor for the actual invoiced rates prorated for the duration of the idle period. The actual invoiced rates must be reasonably in line with the [Blue Book](#) rates and approved by the Engineer. The Department will pay a 15 percent markup for overhead and profit for the actual invoiced rates during the idle period.

The Department will not pay idle owned equipment costs for more than 8 hours in a 24-hour day or 40 hours in a week.

The Department will not pay for inoperable equipment.

The Engineer may order specific equipment to the site up to 5 days before its planned usage. If this equipment is not used for other work, the Department will pay for it as idle equipment until used.

The Department will pay for the cost of idle owned or rented equipment when the Work was suspended for the convenience of the State. The Department will not pay the cost of idle equipment when the Work was suspended by the Contractor for the Contractor's own reasons.

The Department will only pay for the number of Calendar Days during the existence of the suspension. The Department will not compensate the Contractor for days that the Engineer determined were lost to weather.

The Department will only pay for equipment physically located at the Project site that was received to prosecute the scheduled work during the delay.

Compensation for idle equipment will stop at the completion of the force account Work or at the end of the suspension of Work.

d. Rented Equipment. The Department will pay a 15 percent markup for overhead and profit for all rented equipment, its corresponding [Blue Book](#) hourly operating costs, and State and Local sales taxes.

(1) Equipment Rented Solely for Force Account Work. If the Contractor rents or leases equipment from a third party exclusively for force account Work, the Department will pay the actual invoiced amount. The actual invoiced rates must be reasonably in line with the [Blue Book](#) and approved by the Engineer. The Department will pay a 15 percent markup for overhead and profit for all rented equipment paid for by the actual invoices. Add the [Blue Book](#) hourly operating cost to the marked up actual invoiced rates.

(2) Equipment Rented for Original Contract Work, but Used for Force Account Work. If the Contractor uses rented equipment currently on the Project for original Contract Work to perform force account Work, then determine the hourly outside-rented equipment rate as follows:

$$\text{HRER} = (\text{HRI} \times 115\%) + \text{HOC}$$

Where:

HRER = hourly rented equipment rate

HRI = hourly rental invoice costs prorated for the actual number of hours that rented equipment is operated solely on force account work. Use a monthly invoice rate divided by 176, a weekly invoice rate divided by 40, or a daily invoice rate divided by 8.

HOC = hourly operating cost shown in the [Blue Book](#)

The Department will not compensate for rental rates that exceed the [Blue Book](#) rates unless approved in advance of the Work by the Engineer.

e. Moving of Equipment. The Department will also pay for the time required to move needed equipment to the location of the force account work and to return it to its original location. The Department will pay for loading and transportation costs instead of moving time if equipment is moved by means other than its own power. Moving time back to the original location or loading and transportation costs will not be allowed if the equipment is used at the site of the force account work on contract items or related work.

The Department will consider the actual cost of transferring the equipment to the Project and returning it to the original location as an additional expense and pay for it as specified, for equipment moved on the Project exclusively for force account work.

The Engineer will confirm the original location of the equipment before the Contractor moves and uses it for force account work.

If the equipment is transported by a common carrier, the allowance is the invoiced amount paid for the freight plus 15 percent. However, if the Contractor's forces transport the equipment, the allowable compensation will be [Blue Book](#) rate of the hauling unit and hourly [Blue Book](#) operating cost plus the driver's wages and the cost of loading and unloading the equipment calculated according to [109.05.C.2](#).

5. Foreman's Transportation. The Department will pay the [Blue Book](#) rate for every hour the foreman's truck is on the force account site or moving to or from the site. This rate includes equipment cost, fuel and lubricants, overhead, profit, and mobile phone or two-way radios.

6. Subcontract Work. For Work performed by an approved subcontractor, the Department will pay an amount to cover administrative costs of 8% on the first \$10,000 of work and 5% for work in excess of \$10,000 as provided in [109.05.C.4](#) through [109.05.C.5](#). No additional mark-up is allowed for work of a sub-subcontractor or trucking services employed by a subcontractor.

7. Final Adjustment to Premium for Contract Bonds. The final bond premium amount for the payment and performance bonds will be computed based on the actual final contract value. For the purpose of computing a bond premium adjustment the actual final contract value is defined as the whole sum of money, excluding any bond premium adjustment, which is passed from the Department to the Contractor as a result of the completion of the Work. If the actual final contract value is different from the original contract value, the premium shall be adjusted accordingly; either by refund of part of the original bond premium by the Contractor if the original contract value is larger than the actual final contract value; or by payment of additional bond premium by the Department if the original contract value is smaller than the actual final contract value. Additional payment by the Department or refund by the Contractor will be based on the difference between the invoiced bond premium for the original contract value and the invoiced bond premium for the actual final contract value without any markup. A final bond premium adjustment will not be made when the actual final contract value differs from the original contract value by less than \$ 40,000.00.

8. Trucking.

a. Trucking firms and owner operators not subject to prevailing wage will be paid at the invoiced cost plus 8% on the first \$10,000 of trucking and 5% for trucking in excess of \$10,000 to cover administrative costs.

b. Trucking that is subject to the prevailing wage law will be compensated according to [109.05.C.1](#), [109.05.C.2](#), [109.05.C.4](#), [109.05.C.6](#), [109.05.C.10](#).

Provide documentation showing payment to trucking firms and owner-operators and owner-operations status. When the trucking is subject to prevailing wage, submit payroll and equipment usage records according to [109.05.C.2](#) and [109.05.C.4](#).

9. Professional and Specialized Work. The following work, when performed by a firm hired by the Contractor, is paid at the reasonable and fair market invoiced cost plus 8% on the first \$10,000 of work and 5% for work in excess of \$10,000.

- a. Surveying.
- b. Engineering design.
- c. Specialized work that is not normally part of a Department Contract and is not normally subject to prevailing wage.

d. Installation, periodic maintenance, and removal of traffic control devices under [Item 614](#) performed by a traffic control service or rental company, provided the workers are not on the Project full-time. Maintenance of Traffic services performed by LEO.

e. Other professional or specialized work not contemplated at the time of Bid.

Provide documentation showing payment for professional and specialized Work.

10. Payment for Force Account Work. Submit an analysis of estimated cost prepared in accordance with [109.05.C](#) for work that will be performed on a force account basis. Attach an original affidavit to the analysis stating:

“Labor rates shown are the actual rates paid for labor, unit prices for materials and rates for owned and rented equipment have been estimated on the basis they are not in excess of those charged in the area in which the work will be performed.”

The Engineer will process an Estimated Cost of Force Account (ECFA) if the amount of the force account work is likely to be greater than \$100,000 and is expected to take more than two weeks to complete. The Engineer will process an Actual Cost of Force Account (ACFA) to make any necessary adjustment between the ECFA and the final itemized costs for the force account work.

For force account work estimated to be less than \$100,000 and anticipated to require less than two weeks to perform, the Engineer will process an Actual Cost of Force Account (ACFA) at the conclusion of the work.

Submit biweekly itemized statement of costs prepared from the Daily Force Account Records to the Engineer as the work is being performed. The Engineer will process estimates as the force account work is performed. Payment will only be made upon receipt of the Contractor's itemized statement of costs.

Upon conclusion of the work performed by an ECFA or work performed by an ACFA submit an itemized statement of the actual costs prepared from the Daily Force Account Record and utilizing the Department's electronic template titled “Electronic Force Account.” Submit a compact disk (CD), labeled with the Contractor's name and the project number, and a hard copy of the “Electronic Force Account.” The “Electronic Force Account” template can be downloaded from the following website:

www.dot.state.oh.us/divisions/constructionmgt/admin/pages/default.aspx

The Engineer may approve an alternative electronic template provided all calculations and printouts are equivalent to those generated by the “Electronic Force Account” template.

Attach an original affidavit to the hard copy stating:

“The name, classification, total hours worked and rates paid each person listed on the Summary of Actual Cost are substantiated by actual records of persons employed on the force account work. All unit prices for materials and rates for owned and rented equipment listed on the Summary of Actual Costs are substantiated by actual records of materials and equipment actually used in performance of the force account work and the price of any owned equipment not previously agreed upon does not exceed prices charged for similar equipment in the area in which the work was performed.”

Daily Force Account Records signed by both the Department and Contractor will govern over other Department and Contractor records subject to the following:

a. When the Contractor is subject to a Union Contract that requires a minimum number of paid hours, the compensation will be for the verified contract minimum hours.

b. Material quantity disagreements will be resolved by field measurements of the installed quantities or the Engineer's estimate of the amount of temporary or un-measurable material used. The

Engineer may also review and consider the Contractor's material invoices and material certifications to make the final determination.

In the event the Contractor declines to sign the Daily Force Account Record, the Department's records shall govern. Any resulting dispute must be pursued in accordance with 108.02.G.

D. Delay Costs.

1. General. If the Department agrees that it has caused a delay, the Department will pay for the costs specified in [109.05.D](#) as allowed by [108.06.D](#), unless these costs have been previously paid as listed in [109.05.B](#) or [109.05.C](#). Such payment constitutes full compensation for any and all delay costs

The Department will make no payment for delays occurring during the period from December 1 to April 30 unless the Contractor's approved progress schedule depicts critical Work occurring throughout this period.

The Department will not pay for delay costs until the Contractor submits an itemized statement of those costs. Provide the content specified in [109.05.C.1](#), for the applicable items in this statement and as follows:

- a. Proof of cost of Superintendent, or other project staff salaries, wages, and payroll taxes and insurance.
- b. Proof of cost of office rent, utilities, land rent, and office supplies.
- c. Proof of escalated cost for labor and material.
- d. Proof of material storage costs.

2. Allowable Delay Costs

a. Extended Labor. Compute labor costs during delays as specified in [109.05.C.4](#) for all non-salaried personnel remaining on the Project as required under collective bargaining agreements or for other Engineer-approved reasons.

b. Escalated Labor. To receive payment for escalated labor costs, demonstrate that the Department-caused delay forced the Work to be performed during a period when labor costs were higher than planned at the time of Bid. Provide adequate support documentation for the costs, allowances, and benefits specified in [109.05.C.4](#). The Department will pay wages and fringes with a 20 percent mark-up to cover administrative costs.

c. Idle Equipment or Equipment Demobilization. The Department will pay the Contractor according to [109.05.C.4.c](#) for idle equipment, other than small tools, that must remain on the Project during the delays. The Department will pay the Contractor's transportation costs to remove and return equipment not required on the Project during the delays. No other equipment costs are recoverable as a result of delay.

d. Material Escalation or Material Storage. The Department will pay the Contractor for increased material costs or material storage costs due to the delay. Obtain the Engineer's approval before storing materials due to a delay. Payment will be based upon the accepted quantity of work performed during the period for which escalated costs have been approved. The Department will pay increased material costs with an 8 percent mark-up to cover administrative costs and any material waste inherent to the Work.

e. Field Overhead. The Department will pay any Contractor or subcontractor for field overhead costs which include the cost of supervision, field office and office supplies, and utilities for which payment is not provided for in [109.05.D.2.f](#), during a delay period provided all of the following criteria are met:

(1) The Contractor or subcontractor has incurred an excusable, compensable delay that delays the Work at least 10 Calendar Days beyond the original Work Order Response Time. These days are cumulative throughout the project.

(2) The delay for which payment of field overhead is sought is only due to delays defined in [108.06.D.2](#), [108.06.D.3](#), [108.06.D.4](#), [108.06.D.5](#) or for delays due to revised Work as specified in [104.02.B](#) or [104.02.F](#).

The Department will pay the salary and fringes plus a 5 percent markup for field personnel identified in Table [109.05-4](#).

TABLE 109.05-4

Original Contract Amount	Field Personnel
Up to \$5,000,000	One Superintendent
\$5,000,001 to \$50,000,000	One Superintendent, One Assistant Superintendent or One Engineer, One Clerk
Over \$50,000,000	One Superintendent, One Assistant Superintendent, One Engineer, One Clerk

Superintendent's transportation is compensable at the same rate allowed for foreman's transportation in Section [109.05.C.5](#), which includes the cost of mobile communication devices. The allowed hours are when the superintendent is at the project site.

Superintendent's subsistence, provided this is the company's terms of compensation to such employees, as documented by the Contractor's written company policy or contracts with their employees.

The Contractor's or subcontractor's field office costs include field office trailers, tool trailers, office equipment rental, temporary toilets, and other incidental facilities and supplies. Compute these costs on a Calendar Day basis. Owned trailers are paid at the [Blue Book](#) rate. Rented trailers are paid at the invoiced cost plus a 15 percent markup. Rented office space, toilets, and office equipment are allowed a 5 percent markup. Purchased office supplies are allowed a 5 percent markup.

Office utilities include, but are not limited to, telephone, electric, water, and natural gas. Compute these costs on a Calendar Day basis and allow a 5 percent markup.

f. Home Office Overhead. The Department will pay the Contractor for home office overhead, unabsorbed home office overhead, extended home office overhead, and all other overhead costs for which payment is not provided for in [109.05.D.2.e](#), including overhead costs that would otherwise be calculated using the Eichleay formula or some other apportionment formula, provided all of the following criteria are met:

(1) The Contractor has incurred an excusable, compensable delay that delays the Work at least 10 Calendar Days beyond the original Work Order Response Time. These days are cumulative throughout the project.

(2) The delay for which payment of home office overhead is sought is only due to delays defined in [108.06.D.2](#), [108.06.D.3](#), [108.06.D.4](#), and [108.06.D.5](#).

Any subcontractor that has approved C-92's for subcontracted work totaling \$4,000,000 or more is eligible for reimbursement of home office overhead provided the criteria set forth in [109.05.D.2.f.\(1\)](#) and [109.05.D.2.f.\(2\)](#) are met.

Payment will be made for every eligible day beyond the Work Order Response Time at the rate determined by [109.05.D.2.f.\(1\).i](#). Payment for eligible days occurring during an unanticipated construction period will be calculated in accordance with [109.05.D.2.f.\(1\).ii](#). Payment for eligible days occurring during an unanticipated winter period will be calculated in accordance with [109.05.D.2.f.\(1\).iii](#).

(i) Home Office Overhead Daily Rate

Calculate the home office overhead daily rate using the following formula:

$$\text{Daily HOOP} = (A \times C)/B$$

Where:

A = original contract amount
B = contract duration in Calendar Days
C = value from [Table 109.05-5](#)

TABLE 109.05-5

Original Contract Amount	C
Up to \$5,000,000	0.08
\$5,000,001 to \$25,000,000	0.06
Over \$25,000,000	0.05

Daily HOOP = home office overhead daily rate

Contract duration term, B, includes every Calendar Day from the execution of the Contract, unless otherwise specified by the Director, to the original Work Order Response Time.

When the Contractor requests home office overhead compensation for a subcontractor, use the above formula to calculate the subcontractor's Daily HOOP; however, in the subcontractor calculation, A is equal to the subcontractor's portion of the original contract amount as determined by the sum of all approved C-92's issued for the subcontracted work.

(ii) Home Office Overhead Payment for an Unanticipated Construction Period

Calculate the home office overhead payment for an unanticipated construction period occurring between May 1 and November 30 using the following formula:

$$\text{CP HOOP} = \text{Daily HOOP} \times D$$

Where:

D = sum of all excusable, compensable delays in Calendar Days minus the sum of all delays due to [108.06.D.1](#) and [108.06.D.4](#) in Calendar Days

Daily HOOP = daily home office overhead rate

CP HOOP = home office overhead payment for an unanticipated construction period occurring between May 1 and November 30

The excusable, compensable delay term, D, is the additional, unanticipated extended period for work performed between May 1 and November 30 in Calendar Days.

(iii) Home Office Overhead Payment for an Unanticipated Winter Period

Calculate the payment for home office overhead for an unanticipated winter period occurring between December 1 and April 30 using the following formula:

$$\text{WP HOOP} = \text{Daily HOOP} \times F \times D/E$$

Where:

D = sum of all excusable, compensable delays in Calendar Days minus the sum of all delays due to [108.06.D.1](#) and [108.06.D.4](#) in Calendar Days

E = sum of all excusable, compensable delays in Calendar Days plus the sum of all excusable, non-compensable delays in Calendar Days

F = 151 for a non-leap year or 152 for a leap year

Daily HOOP = daily home office overhead rate

WP HOOP = home office overhead payment for an unanticipated winter period occurring between December 1 and April 30

Payment for Home Office Overhead for an unanticipated winter period will not be made when the value of the remaining work is below the lesser of \$500,000.00 or 10 percent of the estimated final contract value.

(iv) Total Home Office Overhead Payment

Calculate the total home office overhead payment using the following formula:

$$\text{Total HOOP} = \text{CP HOOP} + \text{WP HOOP}$$

Where:

CP HOOP = home office overhead payment for an unanticipated construction period occurring between May 1 and November 30

WP HOOP = home office overhead payment for an unanticipated winter period occurring between December 1 and April 30

Total HOOP = total home office overhead payment

g. Subsistence and Travel Allowance. The Department will pay costs for subsistence and travel allowances for labor that must remain on the Project during the delays, when such payments are required by the collective bargaining agreement or other employment contracts applicable to the classes of labor employed on the project. Overnight lodging will be reimbursed if the person is at a location greater than forty-five miles from their residence up to a maximum of \$106 per day. Meals and incidental expenses will be reimbursed up to a maximum of \$56 per day. The Department will not pay a percent markup on these costs.

E. Changes in Materials. Changes in material specifications that result in increased cost to the Contractor are compensated by lump sum adjustment to the reference number. The allowed compensation is equal to the invoice supported material cost increase plus 15 percent markup for profit and overhead.

Material cost savings resulting from a specification change shall be credited to the project by a lump sum adjustment to the reference number plus a 15 percent markup if the originally specified material has not been ordered.

If the original material was ordered before the Contractor was informed of the change, the savings markup allowed is 2.5 percent in order to exclude profit on the original bid price and pay only for incurred overhead.

F. Contract Value Change Order. The Department will issue a change order to adjust the Contract Value, up to a maximum two hundred thousand dollars (\$200,000) or ten per cent (10%) of the advertised contract value, whichever is less to 1) make final any final Work Order payments and to finalize overall contract value or 2) to extend the value of the Contract to continue Work at the bid Unit Prices, if mutually agreed with the Contractor. The Department will not increase the value of the Contract if the contract duration term has been exhausted.

109.06 Directed Acceleration. The Engineer may order the Contractor to accelerate the Work to avoid delay costs or to complete the Project early. The Director and the Contractor will negotiate acceleration costs.

109.07 Inefficiency. The Department will compensate the Contractor for inefficiency or loss of productivity resulting from [104.02](#) Revisions to the Contract Documents. Use the Measured Mile analysis comparing the productivity of work impacted by a change to the productivity of similar work performed under un-impacted conditions to prove and quantify the inefficiency.

109.08 Unrecoverable Costs. The Contractor is not entitled to additional compensation for costs not specifically allowed or provided for in [109.05](#) including, but not limited to, the following:

A. Loss of anticipated profit.

B. Consequential damages, including loss of bonding capacity, loss of bidding opportunities, insolvency, and the effects of force account work on other projects, or business interruption.

C. Indirect costs.

D. Attorney's fees, claim preparation expenses, and the costs of litigation.

109.09 Estimates. If satisfactory progress is being made, the Contractor will receive monthly payments equaling the Work and materials in place. The monthly payment is approximate, and all partial estimates and payments are subject to correction in the Final Estimate and payment. Payment for Work and materials shall not, in any way, prevent later rejection when defective Work or material is discovered, or constitute acceptance under [109.11](#) or [109.12](#). Any pay item deficient in material approval can be withheld for payment on an estimate.

Except for the final estimate, the Department will not pay an estimate until the Contractor certifies to the Engineer that the work for which payment is being made was performed in accordance with the contract. Certification will be made on forms provided by the Department.

The Department may pay estimates twice each month if the Engineer concludes the amount of work performed is sufficient.

No estimate or payment shall be construed as acceptance of defective Work or improper materials.

The Department will not pay the adjusted final estimate until the Contractor remedies all defective Work and accepted Work damaged by the Contractor's operations.

Interest will be paid in accordance with [ORC 126.30](#) when warranted.

109.10 Payment for Delivered Materials. The Department may pay, up to 75 percent of the applicable contract item, for the invoiced cost of the delivered and approved materials before they are incorporated in the Work, if the approved materials are delivered, accepted, and properly stored on the project or stored in acceptable storage places in the vicinity of the Project.

The Department may pay for the cost of approved materials before they are incorporated in the Work when asked by the Contractor, if the Engineer determines that it is not practical to deliver the material to the Project site. This provision applies only to bulky materials that are durable in nature and represent a significant portion of the project cost, such as aggregates, steel, and precast concrete.

The Department will only pay for delivered and approved materials if

- 1) the Contractor provides written notice prior to a request for payment and
- 2) only if the Engineer agrees to such a request.

In the notice of a potential Delivered Materials payment request, provide the anticipated value and quantity of items which will be requested. The Engineer may reject a request (partial or in whole) if, in the sole judgement of the Engineer, that the quantity of remaining Work may not be necessary prior to 108.12 (Termination of the Contract for Duration or Value). The Engineer shall not unreasonably reject a Payment for Delivered Materials request.

The Department will pay for un-fabricated structural steel if the following requirements are met:

A. The Contractor has provided both the Engineer and the [Office of Materials Management](#) an itemized invoice from the steel mill for the steel for which reimbursement is requested

B. Project structural Steel design plans are complete with no forthcoming revisions. For design build projects, Contractor accepted show drawings per [501.04](#), will need to be provided.

C. Contractor accepted certified test data for all steel in question along with mill shipping notices have been received by the [Office of Materials Management](#) per [501.06](#).

D. The steel is properly stored to allow inspection by the [Office of Materials Management](#). It shall also be properly set apart from other material and identified as belonging to ODOT.

E. The Contractor will provide the Engineer a written statement that under [106](#), the Contractor is responsible for the steel that has been paid for until the actual steel is erected and accepted in the field.

F. Payment shall only be authorized after all the aforementioned documentation has been received by the [Office of Materials Management](#) and the steel has been inspected by the [Office of Materials Management](#) to verify that all steel listed in the itemized invoice has been received by the fabricator and properly stored. The amount to be paid shall be equivalent to the itemized invoice from the steel mill, but shall not exceed 50% of the bid price for the structural steel.

The Department will not pay delivered materials on small warehouse items or for plant materials.

109.11 Partial Acceptance. Upon completion of a portion of the Work, the Contractor may request acceptance of a completed portion of the Work.

A. An inspection may be performed on a completed portion of the project roadway section provided:

1. All safety items are in place including permanent pavement markings.
2. Traffic is in its final pattern.
3. A completed portion of the project constitutes a completed geographic section of the project or a direction of traffic on a divided highway.
4. Is in accordance with other contract provisions.

B. An inspection may be performed on a completed bridge provided:

1. All work on the bridge and approaches are complete, including all safety items and permanent pavement markings.
2. The Contractor will not return to the bridge for any work except as allowed in 4.
3. Traffic is in its final pattern.
4. Painting of structural steel is either completed or scheduled to be performed.
5. Is in accordance with other contract provisions.

The Final Inspector will grant written partial acceptance for that portion of the Work or reject the Contractor's request. Such written partial acceptance will designate what portion of the Work is accepted, the date of acceptance, and the warranty provisions started by the partial acceptance.

Partial acceptance will relieve the Contractor of maintenance responsibility for the designated portion of the Work. This does not relieve the Contractor of responsibility to correct defective Work or repair damage caused by the Contractor or waive any other remedy to which the Department is entitled at law or in equity.

109.12 Final Acceptance.

A. **Final Inspection.** The Department will perform a Final Inspection for the sole purpose of relieving the Contractor of maintenance responsibility for the Work.

The Final Inspection shall be a limited visual review of the Work and shall only serve as the Department's verification that the Work appears substantially complete. Final Inspection does not waive any available rights or remedies of the Department, nor divest the Contractor of any responsibility for compliance with the contract or liability for damages.

Notify the Engineer when the Project is complete and all of the Engineer's punch list items are complete. If the Engineer agrees the Project is complete, then within 15 business days the District Final Inspector will inspect the Work and categorize it as one of the following:

1. Unacceptable or not complete.

2. Substantially complete with punch list items found by the Final Inspector.
3. Substantially complete.

If the Final Inspector finds the Work substantially complete or substantially complete with punch list items, then the Contractor's maintenance responsibilities end on the day of the Final Inspection, except for any maintenance related to unfinished punch list items. This does not relieve the Contractor of responsibility to correct defective Work or repair damage caused by the Contractor or waive any other remedy to which the Department is entitled at law or in equity. The Final Inspector will issue a Final Inspection Report that will document the findings of the inspection and start any warranty period.

B. Punch List. The Final Inspector will issue to the Contractor a written punch list of work required as a condition of acceptance. For project involving multiple public agencies, the Final Inspector will receive and compile punch lists from all agencies that have authority to provide one prior to issuing the Department's punch list. The Final Inspector's punch list will stipulate a reasonable time to complete the required Work. Failure of the Contractor to complete the punch list items by the stipulated time will result in the assessment of fifty percent of the Liquidated Damages according to [108.07](#) for each Calendar Day for every day beyond the stipulated time the punch list work remains incomplete.

C. Finalization. The Contractor shall accept the final quantities as determined by the Engineer or provide a written notice indicating the reason for disagreement within 30 Calendar Days of receiving the Engineer's list of final quantities. The prescribed 30 Calendar Day period can be modified by mutual agreement of the Contractor and the District Construction Engineer. If no notice of disagreement is received, then the final payment will be based on the Engineer's list of final quantities.

Supply all documents necessary for Project finalization within 60 Calendar Days from the date that the Work is physically complete. These documents include:

1. Delinquent material certifications.
2. Delinquent certified payrolls or required revised payrolls.
3. Wage affidavit required by [ORC Chapter 4115](#) on projects without any Federal funding.
4. Delinquent force account records.
5. If applicable, DBE affidavits.
6. Any other document required to complete finalization of the project.

Failure to submit these acceptably completed documents will result in an administrative fee of \$100 per Calendar Day for every day that any of the required documents remain delinquent, starting 30 Calendar Days after receipt of written notification from the Engineer of a document deficiency.

D. Final Payment. Final payment is based on:

1. The agreed final quantities or as determined by the Engineer if agreement is not possible, no compensation for unauthorized work is allowed.
2. Finding of substantial completion by the Final Inspector.
3. Receipt of acceptable finalization documents.
4. Contractor certification that the Work was performed in accordance with the contract.

E. Completion of Contract and Continuation of Contractor's Responsibility. The Contract is complete, except for items covered by the required bonds, when the contract is no longer active as defined in 108.12 and Contractor receives final payment. The DCA will issue a letter confirming completion of the contract, noting any exception as provided in Items 659 and 661 and any warranty. The date the final payment is approved by the District constitutes acceptance for the purpose of ORC 5525.16. Neither Completion of the Contract nor substantial completion relieves the Contractor of any

responsibilities to properly perform or correct the Work or to repair damage or waives any remedies to which the Department is entitled at law or in equity.

Project Number: 260335

To the Director of the Ohio Department of Transportation: The undersigned, having full knowledge of the site, plans and specifications for the following improvement and the conditions of this proposal, hereby agrees to furnish all services, labor, materials, and equipment necessary to complete the entire project, according to the plans, specifications and completion dates, and to accept the unit prices specified below for each item as full compensation for the work in this proposal.

Date Set for Completion: **12/31/2027**

Unit Price Contract

Project Number: 260335

Section 0001 ROADWAY

Line	Alt	Item Code	Item Description	WT	Unit	Quantity
00001		625E00450	CONNECTION, FUSED PULL APART (WT: 43)	43	EACH	59.000
00002		625E00460	CONNECTION, UNFUSED PULL APART (WT: 43)	43	EACH	10.000
00003		625E00480	CONNECTION, UNFUSED PERMANENT (WT: 43)	43	EACH	25.000
00004		625E02500	TRANSFORMER BASE, TYPE AT-A (WT: 43)	43	EACH	17.000
00005		625E02600	TRANSFORMER BASE, TYPE AT-C (WT: 43)	43	EACH	3.000
00006		625E02803	TRANSFORMER BASE, MISC.: INSTALLATION ONLY, AS PER PLAN (WT: 43)	43	EACH	10.000
00007		625E10500	LIGHT POLE, MISC.: LIGHTPOLE (725.21), 30' HEIGHT (34' M.H.) (WT: 43)	43	EACH	2.000
00008		625E10500	LIGHT POLE, MISC.: LIGHTPOLE (725.21), 33'-6" HEIGHT (34' M.H.) (WT: 43)	43	EACH	5.000
00009		625E10500	LIGHT POLE, MISC.: LIGHTPOLE (725.21), 50' HEIGHT (WT: 43)	43	EACH	1.000
00010		625E10500	LIGHT POLE, MISC.: LIGHTPOLE (725.21), VGCS, 20'-54' HEIGHT (WT: 43)	43	EACH	2.000
00011		625E10503	LIGHT POLE (INSTALLATION ONLY), AS PER PLAN, CONVENTIONAL (WT: 43)	43	EACH	2.000
00012		625E10503	LIGHT POLE (INSTALLATION ONLY), AS PER PLAN, LOW MAST (WT: 43)	43	EACH	2.000
00013		625E10504	ERECTING REUSABLE DOWNED LIGHT POLE, CONVENTIONAL (WT: 43)	43	EACH	15.000
00014		625E10504	ERECTING REUSABLE DOWNED LIGHT POLE, LOW MAST (WT: 43)	43	EACH	2.000
00015		625E14501	LIGHT POLE FOUNDATION, AS PER PLAN (WT: 43)	43	EACH	2.000
00016		625E18600	BRACKET ARM, MISC.: BRACKET ARM (WT: 43)	43	EACH	1.000
00017		625E19101	BALLAST FOR TOWER LIGHT FIXTURE, AS PER PLAN (WT: 43)	43	EACH	80.000
00018		625E23200	NO. 4 AWG 2400 VOLT DISTRIBUTION CABLE (WT: 43)	43	FT	6,510.000
00019		625E23201	NO. 4 AWG 2400 VOLT DISTRIBUTION CABLE, AS PER PLAN (WT: 43)	43	FT	800.000
00020		625E23401	NO. 10 AWG POLE AND BRACKET CABLE, AS PER PLAN (WT: 43)	43	FT	600.000
00021		625E25300	CONDUIT, 1-1/2", 725.04 (WT: 43)	43	FT	10.000
00022		625E25400	CONDUIT, 2", 725.04 (WT: 43)	43	FT	10.000
00023		625E25402	CONDUIT, 2", 725.05 (WT: 43)	43	FT	30.000
00024		625E25500	CONDUIT, 3", 725.04 (WT: 43)	43	FT	10.000
00025		625E25502	CONDUIT, 3", 725.05 (WT: 43)	43	FT	10.000
00026		625E25504	CONDUIT, 3", 725.051 (WT: 43)	43	FT	2,175.000
00027		625E25902	CONDUIT, JACKED OR DRILLED, 725.04, 3" (WT: 43)	43	FT	10.000
00028		625E25906	CONDUIT, JACKED OR DRILLED, 725.051, 3" (WT: 43)	43	FT	285.000
00029		625E26253	LUMINAIRE, CONVENTIONAL, SOLID STATE (LED), AS PER PLAN, 3000K, TYPE III DISTRIBUTION, 10000-13000 LUMENS (WT: 43)	43	EACH	130.000
00030		625E26263	LUMINAIRE, HIGH MAST, SOLID STATE (LED), AS PER PLAN, 3000K, TYPE V DISTRIBUTION, 50000-60000 LUMENS (WT: 43)	43	EACH	10.000

Project Number: 260335

00031	625E26273	LUMINAIRE, LOW MAST, SOLID STATE (LED), AS PER PLAN, 3000K, TYPE V DISTRIBUTION, 30000-31500 LUMENS (WT: 43)	43	EACH	20.000
00032	625E27503	LUMINAIRE, UNDERPASS, SOLID STATE (LED), AS PER PLAN, 6000-6500 LUMENS (WT: 43)	43	EACH	15.000
00033	625E27561	LUMINAIRE, INSTALLATION ONLY, AS PER PLAN (WT: 43)	43	EACH	15.000
00034	625E27600	LUMINAIRE, MISC.: LED NAVIGATIONAL LIGHT FIXTURE (WT: 43)	43	EACH	2.000
00035	625E28001	GLARE SHIELD, AS PER PLAN (WT: 43)	43	EACH	1.000
00036	625E29002	TRENCH, 24" DEEP (WT: 43)	43	FT	2,175.000
00037	625E31506	PULL BOX REMOVED AND REPLACED (WT: 43)	43	EACH	1.000
00038	625E32001	GROUND ROD, AS PER PLAN (WT: 43)	43	EACH	1.000
00039	625E33100	CIRCUIT BREAKER, TOWER LIGHTING, 30 AMP, 480 VAC (WT: 43)	43	EACH	2.000
00040	625E34450	CONTROL CENTER CABINET, COMPLETE, 100 AMP (WT: 43)	43	EACH	1.000
00041	625E34450	CONTROL CENTER CABINET, COMPLETE, 30 AMP (WT: 43)	43	EACH	1.000
00042	625E34450	CONTROL CENTER CABINET, COMPLETE, 60 AMP (WT: 43)	43	EACH	1.000
00043	625E50100	TROUBLESHOOTING UNDERGROUND AND ABOVE GROUND CIRCUITRY PROBLEM (WT: 43)	43	EACH	75.000
00044	625E50401	REPAIR INTEGRAL LUMINAIRE LOWERING MECHANISM OF TOWER LIGHTING FIXTURE, AS PER PLAN (WT: 43)	43	EACH	1.000
00045	625E50451	SECONDARY SURGE PROTECTOR, AS PER PLAN, (LIGHTNING ARRESTOR) TOWER LIGHTING FIXTURE (WT: 43)	43	EACH	2.000
00046	625E70000	LIGHTING CONTACTOR, 100 AMP (WT: 43)	43	EACH	2.000
00047	625E70000	LIGHTING CONTACTOR, 60 AMP (WT: 43)	43	EACH	2.000
00048	625E75351	LIGHT TOWER REMOVED, AS PER PLAN (WT: NR)	NR	EACH	1.000
00049	625E98000	LIGHTING, MISC.: ANNUAL OPERATION AND INSPECTION OF TOWER LIGHTING DEVICES (WT: 43)	43	EACH	250.000
00050	625E98000	LIGHTING, MISC.: CIRCUIT LOCATING (WT: 43)	43	EACH	50.000
00051	625E98000	LIGHTING, MISC.: CONNECTOR KIT, KTK FUSE (WT: 43)	43	EACH	250.000
00052	625E98000	LIGHTING, MISC.: FOUNDATION AND POLE BASE INSPECTION (WT: 43)	43	EACH	76.000
00053	625E98000	LIGHTING, MISC.: PHOTOCELL, 30 AMP (WT: 43)	43	EACH	5.000
00054	625E98000	LIGHTING, MISC.: PHOTOCELL, 60 AMP (WT: 43)	43	EACH	5.000
00055	625E98000	LIGHTING, MISC.: VARMINT GUARD (WT: 43)	43	EACH	300.000
00056	625E98000	LIGHTING, MISC.: WEATHERTIGHT TWIST LOCK POWER INLET FOR LIGHT TOWER (WT: 43)	43	EACH	25.000
00057	632E64021	PEDESTAL FOUNDATION, AS PER PLAN (WT: 44)	44	EACH	2.000

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Section 0002 MAINTENANCE OF TRAFFIC

Line	Alt	Item Code	Item Description	WT	Unit	Quantity
00058		614E11110	LAW ENFORCEMENT OFFICER WITH PATROL CAR FOR ASSISTANCE (WT: 39)	39	HOUR	90.000
00059		614E13900	MAINTENANCE OF TRAFFIC FOR SHOULDER CLOSURE (WT: 39)	39	EACH	135.000
00060		614E18000	MAINTAINING TRAFFIC, MISC.: DOUBLE LANE CLOSURE (WT: 39)	39	EACH	2.000
00061		614E18000	MAINTAINING TRAFFIC, MISC.: RAMP CLOSURE (WT: 39)	39	EACH	2.000
00062		614E18000	MAINTAINING TRAFFIC, MISC.: ROUNDABOUT CLOSURE (WT: 39)	39	EACH	5.000
00063		614E18000	MAINTAINING TRAFFIC, MISC.: SINGLE LANE CLOSURE (WT: 39)	39	EACH	25.000

Section 0003 INCIDENTALS

Line	Alt	Item Code	Item Description	WT	Unit	Quantity
00064		103E05000	PREMIUM FOR CONTRACT PERFORMANCE BOND AND FOR PAYMENT BOND (WT: NR)	NR	LS	1.000
00065		623E10001	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN (WT: NR)	NR	LS	1.000
00066		624E15001	MOBILIZATION, AS PER PLAN, EMERGENCY RESPONSE - KNOCKDOWN ROADWAY HAZARD AND/OR LIVE EXPOSED WIRE, CONVENTIONAL LIGHT POLE (WT: NR)	NR	EACH	12.000
00067		624E15001	MOBILIZATION, AS PER PLAN, EMERGENCY RESPONSE - KNOCKDOWN ROADWAY HAZARD AND/OR LIVE EXPOSED WIRE, HIGH MAST TOWER (WT: NR)	NR	EACH	2.000
00068		832E30000	EROSION CONTROL (WT: 08)	08	EACH	1,000.000