



## LIGHTING CONTROLS UPGRADE INVITATION TO BID

ISSUE DATE: April 23, 2021

DUE DATE: **2:00 P.M. on May 25, 2021** ("Submission Deadline")

INSTRUCTIONS: Bidders are to submit one fully-completed and signed Bid Form and Diversity participation information in a sealed envelope by mail, in person, or via courier. Please write "**Lighting Controls Bid**" clearly on the outside of the sealed package. Submittals received by email, fax, or after the Submission Deadline will be rejected.

SUBMIT TO: Houston First Corporation, Attn: Mitch Miskowski, 701 Avenida de las Americas, Suite 200, Houston, TX 77010.

CONTACT INFO: Any questions concerning this Invitation to Bid must be submitted by email to [bids@houstonfirst.com](mailto:bids@houstonfirst.com) no later than **10:00 a.m. on May 12, 2021**. Materials questions will be answered collectively in one or more Letter(s) of Clarification to be made available at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business). Questions received may be edited or combined with similar questions for clarity or length at the discretion of HFC.

BID OPENING: Bids will be opened and publicly announced at 2:30 p.m. on the Submission Deadline at 701 Avenida de las Americas, Suite 200, Houston, TX 77010.

### OVERVIEW AND SCOPE

Houston First Corporation ("HFC") requests bids from qualified electrical contractors for replacement of the original lighting controls system at the George R. Brown Convention Center in Houston, Texas. The system, critical to the function of the exhibit halls and corridors, has reached the end of its expected life, and replacement parts are increasingly hard to find. No light fixture replacements or circuitry modifications are required. Project work includes supervision, labor, material and all equipment to remove and replace all existing relay panels with new panels or panel insides due to age and known issues.

Reusing existing tubs and covers is acceptable, if that is possible while still have entirely new relays and electronics. The contractor selected is to label and document all existing relay panel schedules and provide updated schedules as part of the new system documentation. All circuits to be tested and verified by the contractor as part of the replacement process. The contractor selected will need to install new network components as required to support new relay system and front-end controls and pull new interconnection wire panel to panel, per manufacturer plans and instructions. Reusing existing conduit, where in good shape, is permissible; however, it may be necessary to run new conduit if topology does not match existing conduit layout.

The contractor selected must provide and install new front-end software with graphics on computer provided by manufacturer. Graphics screens shall be floor plan based, with an overall home screen and zoomed in detail screens of individual exhibit halls. Design shall be similar to graphics of existing facility systems, with input from owner/operators as to changes they would like in how it operates.

The manufacturer shall be able to remotely support the system, by means of a cell modem. The manufacturer remote operation center shall, when called by an authorized user, login to the system to troubleshoot issues and make changes. This support shall be provided for a full 5 years as part of a service contract. All work scheduled shall be coordinated with HFC to ensure no events are interrupted.

## **BACKGROUND**

HFC is a local government corporation created by the City of Houston to facilitate economic growth through the promotion of the greater Houston area and the business of conventions, meetings, tourism, and the arts. HFC is the primary entity responsible for marketing Houston and increasing awareness of its many attractions and amenities.

HFC is responsible for the operation and management of the George R. Brown Convention Center, Avenida Houston, Partnership Tower, Wortham Theater Center, Jones Hall for the Performing Arts, Miller Outdoor Theatre, an array of outdoor properties, and parking facilities that can accommodate nearly 10,000 vehicles.

The George R. Brown Convention Center opened on the east side of downtown Houston on September 26, 1987. The building was named for internationally recognized entrepreneur, engineer, civic leader, and philanthropist George Rufus Brown (1898-1983), who donated six of the 11 blocks necessary to build the facility.

## **PRE-BID MEETING AND SITE TOUR**

A Pre-Bid Meeting will be held for the benefit of all prospective Bidders by video teleconference call at **10:00 a.m.** on **May 11, 2021**. Bidders who expect to wish to attend may click [here](#) or dialing **469-480-3855** and entering Conference ID **118-712-352#** when prompted. An in-person site tour will follow at 1:00 p.m. on the same day; complete details will be provided during the Pre-Bid Meeting. While attendance is not mandatory, all interested bidders are encouraged to attend.

## **MANNER OF SELECTION**

HFC expects to enter into a contract with the Bidder providing the lowest responsible bid received; provided, however, that HFC reserves the right to select or reject all or part of any bid, waive minor technicalities, and accept one or more bids in the manner and to the extent that they serve the best interests of HFC. This solicitation does not commit HFC to award a contract or issue a purchase order. HFC will not pay any costs incurred in the preparation of a bid in response to this solicitation. HFC reserves the right to request clarifications or additional information from some or all Bidders prior to accepting any offer.

## **LETTERS OF CLARIFICATION**

Responses to all material questions timely submitted by potential Bidders, as well as any revisions incorporated into this Invitation to Bid, will be confirmed collectively, rather than individually, in a letter made available online at <http://www.houstonfirst.com/do-business/> (each,

a “Letter of Clarification”). When issued, Letters of Clarification become part of this Invitation to Bid and automatically supersede any previous terms, conditions, specifications, or provisions in conflict therewith. By submitting their bid, Bidders shall be deemed to have reviewed all Letters of Clarification, considered all responses, as well as any revisions, and incorporated them into their submittal. Verbal responses by any HFC officer, director or employee cannot alter the terms, conditions, specifications, or provisions as stated herein. It is the responsibility of Bidders to monitor the foregoing link and ensure they review any such Letters of Clarification and incorporate them in their bid.

### **DIVERSITY PARTICIPATION**

The Bidder selected will be required to use good-faith efforts to award subcontracts to diversity participants certified by any of the identified certification agencies as defined in the [HFC Diversity Program](#). HFC has established the following goal for these services: **15%** of the total value of the Agreement. Bidders should note if they are certified as a diversity participant in their submittal; however, such certification shall not lessen or otherwise alter the requirement to use good faith efforts to award subcontracts to diversity participants. Diversity participation information provided by Bidders should be delivered with the bid in a **separately-sealed envelope** labelled “**Diversity**”.

### **FORM OF AGREEMENT**

By submitting a response to this Invitation to Bid, Bidder agrees, upon notice of selection, to promptly enter into the [Lighting Controls Upgrade Construction Services Agreement](#) provided below. Any requests for clarification or modification to the terms of such agreement must be timely submitted by email to [bids@houstonfirst.com](mailto:bids@houstonfirst.com), and responses to material questions and issues will be included in a Letter of Clarification. Bidders are advised that additional or conflicting terms, alternative pricing bids, pre-printed forms, or other objections submitted by a Bidder with their bid shall be disregarded and may result in a bid being deemed, in HFC’s discretion, as non-responsive.

### **NO SALES TAX**

As HFC is exempt from states sales and use tax, bidders should assume that there will be no sales taxes due for the purchase of materials incorporated into the project.

### **RESTRICTIONS ON COMMUNICATIONS**

Throughout the selection process, commencing with the Issue Date, Bidders are directed not to communicate, directly or indirectly, with any HFC employee, officer, director, or selection committee member regarding their bid, or any matter relating to this Invitation to Bid, other than through [bids@houstonfirst.com](mailto:bids@houstonfirst.com), during the Pre-Bid Meeting, or in response to a direct inquiry from the HFC Purchasing Agent or General Counsel Department. Bidders who disregard the Restrictions on Communications provision do so at their peril, as **HFC shall have the right to reject any bid due to violation of this provision.**

### **CONFLICTS OF INTEREST**

Bidders are advised that they have an affirmative obligation to disclose any affiliation or business relationship with an HFC employee, officer, or director creating a conflict of interest (or appearing to a reasonable person to potentially exist). Those who need the disclosure form may find it online at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. By submitting a bid, Bidders represent to HFC that they have complied with the requirements of Chapter 176 of the Texas Local Government Code.

## **VENDOR CODE OF CONDUCT**

Bidders who do business or seek to do business with HFC are expected to interact with HFC with high ethics and integrity. To promote ethical conduct by its existing and potential contractors, HFC has adopted a Code of Conduct for Vendors, available online at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business). HFC requires that all Bidders be familiar with and abide by the Code of Conduct for Vendors.

## **PROTEST PROCEDURES**

Any protest relating to the form, terms and conditions, selection criteria, specifications, exhibits, or any other material bid content must be filed by the actual or potential Bidder with the Purchasing Agent no later than five business days prior to the Submission Deadline. If the protest consists of a dispute regarding the Bidder recommended by the selection committee, or otherwise relates to the alleged misapplication of selection criteria, then the Purchasing Agent must receive the protest from an actual Bidder after the Submission Deadline, but at least three business days prior to consideration of a contract resulting from this Invitation to Bid by an HFC committee or Board of Directors, whichever is earlier.

All protests must be made in writing and delivered to Houston First Corporation, Attn: Purchasing Agent, 701 Avenida de las Americas, Ste. 200, Houston, TX 77010. To be considered by HFC, protests must be timely received and include, at a minimum, all of the following information: (a) The name, address and contact information of the Bidder, with sufficient information to establish that a bona fide Bidder is the person or entity filing the protest; (b) The full title of the Invitation to Bid; (c) Material grounds for the protest, including the provisions of the Invitation to Bid and the applicable law or regulation that serves as the basis for the protest; (d) A statement of the specific relief requested by the Bidder; (e) Reference to and attachment of any pertinent documents or sources relied upon by the protestor that the protesting party wishes to have HFC consider; and (f) An affidavit attached to support any factual allegations stated in the submission. The Purchasing Agent will notify the Bidder promptly to acknowledge receipt of a protest.

## **BID PACKETS**

A complete copy of this Invitation to Bid, including exhibits, necessary forms and other relevant information, is available on-line at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business). This Invitation to Bid provides the information necessary to prepare and submit a bid for consideration and ranking by HFC.

## **PUBLIC INFORMATION**

As HFC is subject to the Texas Public Information Act ("TPIA"). Information submitted by Bidders is subject to release under the provisions of the TPIA set forth in Chapter 552 of the Texas Government Code, any page including confidential or proprietary information appears must be labeled as such clearly and unambiguously. Bidders will be advised of any request for public information that implicates their materials and may, in accordance with applicable law, elect to assert objections to disclosure with the Texas Attorney General at their cost and expense.

## **WITHDRAWAL; ERROR**

Bids may be withdrawn due to errors or for any other reason by a written request received by [bids@houstonfirst.com](mailto:bids@houstonfirst.com) prior to the Submission Deadline.

# LIGHTING CONTROLS UPGRADE

## BID FORM

Bidders are asked to provide their best pricing for performance of services and completion of the GRBCC Lighting Controls Upgrade Project, based on the terms of this Invitation to Bid, including the Lighting Controls Upgrade Construction Services Agreement, Specifications and Drawings.

### BID AMOUNT

In exchange for the following amount, Bidder offers to furnish all labor, materials, supplies, equipment, supervision, permits, insurance, and bonds necessary to complete the GRBCC Lighting Control Upgrade Project, including the removal and replacement of all existing relay panels with new panels or panel insides due, all of such work to be done as set out in full in the Lighting Controls Upgrade Construction Services Agreement.

Bid Amount: \$ \_\_\_\_\_

### BIDDER CONTACT INFORMATION

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Bidder a certified diversity entity under the HFC [Diversity Program](#)? \_\_\_\_\_

### BID TERMS AND REPRESENTATIONS

- a. Submission of a bid represents an offer to contract with Houston First Corporation.
- b. Bid is intended to and shall remain valid for 90 days from the Submission Deadline.
- c. Bidder represents to HFC that Bidder is prepared to deliver statutory payment and performance bonds upon 7 days' notice of selection.
- d. Bidder is prepared to complete the project within 30 calendar days

### ACKNOWLEDGMENT AND SIGNATURE

By signing below, Bidder represents and warrants to HFC that all of the information provided by Bidder in this Bid Form is true, correct and may be relied upon by Houston First Corporation without exception.

Signature: \_\_\_\_\_

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

Name/Title: \_\_\_\_\_

## LIGHTING CONTROLS UPGRADE CONSTRUCTION SERVICES AGREEMENT

This Lighting Controls Upgrade Construction Services Agreement (“Agreement”) is made by and between Houston First Corporation (“HFC”), whose address is 701 Avenida de las Americas, Suite 200, Houston, TX 77010 and [TBD] (“Contractor”), whose address is [TBD]. In consideration of the mutual promises contained herein, the parties hereby agree as follows:

### **1.0 Project Overview**

1.1 The name of this project is the GRBCC Lighting Controls Upgrade Project (the “Project”). The location of the Project is the George R. Brown Convention Center, located at 1001 Avenida de las Americas, Houston, Texas 77010.

1.2 Contractor agrees to and shall undertake and complete the Work to achieve the Project in strict accordance with this Agreement, including the Terms & Conditions, Specifications and Drawings.

**1.3 CONTRACTOR AND HFC ACKNOWLEDGE AND AGREE THAT THE PROJECT AND ALL WORK RELATED THERETO CONSTITUTE AND SHALL BE CONSIDERED FOR ALL PURPOSES TO BE A PUBLIC WORKS PROJECT OF A MUNICIPALITY, INCLUDING CHAPTER 151 OF THE TEXAS INSURANCE CODE.**

1.4 HFC has retained **Jacobs Engineering Group, Inc.** (“Engineer”) to perform certain professional services relating to the Project.

1.5 Contractor agrees to and shall commence the Work immediately on the Effective Date (defined below) and shall complete the Project in **30 calendar days** (“Contract Time”). Contractor agrees that time is of the essence.

### **2.0 Payment**

2.1 Subject to the terms of this Agreement, HFC agrees to pay Contractor **[\$TBD]** (“Contract Sum”). The Contract Sum represents the total compensation to Contractor for performance of the Work and is not subject to modification except as expressly set forth in this Agreement or the Terms and Conditions.

2.2 Contractor may request a progress payment from HFC based on the percentage of completion of the Work using the schedule of values to be approved in advance by HFC. HFC agrees to pay Contractor within 30 calendar days of the receipt and approval by HFC of each such invoice by check or electronic funds transfer, at the sole option of HFC.

2.3 If any item in any invoice is disputed by HFC for any reason, including lack of supporting documentation, then HFC shall delete the disputed item and pay the remaining amount of the invoice; provided, however, that HFC shall promptly notify Contractor of the dispute and request clarification and/or remedial action. After any dispute shall have been settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

2.4 Neither partial payments made hereunder nor approval of invoices by HFC shall be construed as final acceptance or approval of that part of Contractor’s Work to which such partial payment or approval relates, nor shall such payments be construed as relieving Contractor of any of its obligations hereunder with respect thereto.

2.5 In no event shall HFC pay Contractor more than **90%** of the Contract Sum prior to the final completion of the Project, notwithstanding any provision in the Agreement to the contrary.

### **3.0 Warranties and Representations**

3.1 Contractor shall provide HFC with a warranty on materials and workmanship equal to one year, subject to the provisions of this Section 3.0. Warranty periods shall commence the date on which HFC approves final completion of the Project (the "Date of Completion").

3.2 Contractor hereby transfers and assigns to HFC all manufacturer's warranties for materials used in connection with this Project and shall complete and execute all forms required to further evidence such transfer and assignment. The parties agree that no warranty made by Contractor under the Contract Documents is intended to limit, nor shall it be construed as limiting in any manner or to any extent, any manufacturer's or supplier's warranty. Upon request from HFC, Contractor agrees to provide reasonable assistance in enforcing such warranties against the manufacturer or supplier at no additional cost to HFC.

3.2 Warranty work shall be completed at Contractor's sole cost and expense. Without limiting the foregoing, Contractor shall be, with regard to warranty work to be performed off site, responsible for all shipping and/or freight expense from HFC's designated location to Contractor's facility for all warranty repair and/or maintenance and return to HFC's designated location.

3.3 Work performed by the Contractor shall be in accordance with the latest City of Houston Building Codes. Contractor represents that all electricians, plumbers and other tradespersons employed by Contractor or its Subcontractors shall be licensed by the Texas Department of Licensing and Regulation.

3.4 Contractor shall protect all areas and equipment when working at the Project Site. Caution warning signs shall be placed near any slippery or wet surfaces.

3.5 Contractor is solely responsible for any necessary permits, licenses and inspections by government agencies necessary for proper execution and completion of the Work. Contractor acknowledges that the affiliation of HFC with the City of Houston does not in any way relieve Contractor from compliance with any City of Houston ordinances, codes or requirements relating to performance of the Work.

3.6 Contractor shall on a daily basis or as requested by HFC, clean the Project Site and any adjacent areas affected by the Project. Contractor shall promptly remove and dispose of demolished items such as piping removed by Contractor and other debris from the Project Site in a safe, environmentally responsible manner at its sole cost and expense.

3.7 Contractor represents and warrants that services performed by Contractor shall conform to the standards declared by OSHA, including, but not limited to, compliance with federal and state safety standards/directives for setting-up and utilizing platforms, lifts, ladders, scaffolding, safety lines and belts, and similar equipment used for construction.

3.8 Contractor's employees, agents, contractors and subcontractors shall use personal protective equipment, safety harnesses, fall protection equipment, hard hats or other equipment required to perform the Work in safe manner. Contractor will hold safety training, safety briefings or other meetings to ensure all staff are fully prepared to perform the Work with safety in mind.

3.9 Contractor shall conduct daily safety and health inspections of the Project Site. Contractor shall promptly report any accidents, injuries, spills, or near misses to HFC.

#### **4.0 Insurance**

4.1 With no intent to limit, and without limiting, Contractor's liability hereunder, Contractor shall provide and maintain in full force and effect, for the duration of the Work, at least the following insurance and available limits of liability:

- |  |  |
|--|--|
| a. Commercial General Liability                  | Coverage shall include personal injury/advertising injury, broad form property damage coverage, products/completed operations, medical payments, and fire legal liability with per occurrence limits of \$2,000,000 per occurrence, a products/completed operations aggregate of \$2,000,000, and a general aggregate of \$3,000,000. Products and completed operations coverage shall extend for a period of not less than 10 years following final completion of the Work. Must be occurrence written on occurrence basis. |
| b. Automobile Liability Insurance                | \$1,000,000 combined single limit including Owned, Hired, and Non-Owned and Auto Coverage  |
| c. Workers' Compensation                         | Statutory amounts for Workers' Compensation (Contractor shall not self-insure Workers' Compensation)   |
| d. Employer's Liability                          | Bodily Injury by accident \$1,000,000 (each accident); Bodily Injury by disease \$1,000,000 (policy limit); and Bodily Injury by disease \$1,000,000 (each employee)   |
| e. Owner's and Contractor's Protective Liability | \$1,000,000 combined single limit  |
| f. Builder's Risk                                | Coverage for all structures under construction, temporary structures, property, and materials shall be provided in an amount equal at all time to the full cost of the Work, including change orders and cost of debris removal for any single occurrence. Coverage shall be at least as broad as an unmodified ISO Special form and shall be provided on a completed-value basis  |

4.2 Insurance may be in one or more policies of insurance, form of which is subject to approval by HFC. Contractor acknowledges and agrees, however, that nothing HFC does or fails to do with regard to insurance policies relieves Contractor in any manner from its duties to provide required coverage and HFC's actions or inactions will never be construed as waiving HFC's rights.

4.3 Each policy, except Workers' Compensation and Owner's and Contractor's Protective Liability, must include an additional insured endorsement in favor of HFC and the City of Houston equivalent to CG2037 and CG2010. Each policy shall be endorsed to require the carrier(s) to notify HFC and the City of Houston at least 30 calendar days prior to any cancellation or non-renewal of any required insurance (10 calendar days' notice for cancellation due to non-payment of premium). No commercial general liability policies shall be written with deductibles in excess of \$25,000 unless authorized in writing in advance by HFC.

4.4. Each policy, except Workers' Compensation and Owner's and Contractor's Protective Liability, must contain an endorsement that the policy is primary insurance to any other insurance carried by or available to HFC. Contractor represents to HFC that there shall be no sub-limits for coverage on covered risks.

4.5 Each policy except must include endorsements waiving any claim or right in nature of subrogation to recover against Houston First Corporation or the City of Houston.

4.6 The issuer of any policy shall have a Certificate of Authority to transact insurance business in Texas or be an eligible non-admitted insurer in the State of Texas and have a minimum financial strength of A-VI by the A.M. Best Key Rating Guide.

#### **5.0 Release**

**CONTRACTOR AGREES TO AND DOES HEREBY RELEASE HFC AND THE CITY OF HOUSTON FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR OTHER LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE BY CONTRACTOR UNDER THIS AGREEMENT, EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF HFC OR THE CITY OF HOUSTON.**

#### **6.0 Indemnification**

**6.1 TO THE FULLEST EXTENT ALLOWED UNDER APPLICABLE LAW, CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HFC AND THE CITY OF HOUSTON, INCLUDING THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AND AGENTS (COLLECTIVELY, "INDEMNITEES") HARMLESS FROM AND AGAINST ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, TICKETS, CITATIONS, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR ANY INJURY, DEATH, DAMAGE, OR OTHER LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO THE WORK OR PERFORMANCE BY CONTRACTOR UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY OR RELATING TO CONTRACTOR AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY, "CONTRACTOR'S") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS; INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF INDEMNITEES; MATERIAL FAILURE OF CONTRACTOR TO PERFORM OR OBSERVE ANY OF THE COVENANTS, TERMS AND CONDITIONS OF THIS AGREEMENT; OR ACTUAL OR ALLEGED VIOLATIONS OF ANY FEDERAL, STATE OR LOCAL ENVIRONMENTAL AND/OR EMPLOYMENT LAWS BY CONTRACTOR, INCLUDING, WITHOUT LIMITATION, ALL CLAIMS AND CAUSES OF ACTION BROUGHT AGAINST INDEMNITEES BY CONTRACTOR'S PERSONNEL AND/OR GOVERNMENT AGENCIES ARISING FROM, RELATING TO, OR INVOLVING SERVICES OF CONTRACTOR'S EMPLOYEES, AGENTS, OR CONTRACTOR OF ANY TIER.**

**6.2 CONTRACTOR SHALL REQUIRE ITS SUBCONTRACTORS TO RELEASE AND INDEMNIFY THE INDEMNITEES TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS CONTRACTOR'S RELEASE AND INDEMNITY TO INDEMNITEES.**

#### **7.0 Indemnification Procedures**

7.1 If HFC or Contractor receive notice of any claim or circumstances, which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 30 calendar days. The notice must include a description of the indemnification event in reasonable detail, the basis on which indemnification may be due, and the anticipated amount of the indemnified loss.

7.2 This notice does not stop or prevent HFC from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If HFC does not provide this notice within the 30-calendar-day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

7.3 Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to HFC. Contractor shall then control the defense and any negotiations to settle the claim. Within 10 calendar days after receiving written notice of the indemnification request, Contractor must advise HFC as to whether or not it will defend the claim. If Contractor does not assume the defense, HFC may assume and control the defense, and all defense expenses constitute an indemnification loss.

7.4 If Contractor elects to defend the claim, HFC may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor may settle the claim without the consent or agreement of HFC, unless it would result in injunctive relief or other equitable remedies or otherwise require the Indemnitees to comply with restrictions or limitations that adversely affect the Indemnitees, would require the Indemnitees to pay amounts that Contractor does not fund in full, or it would not result in the Indemnitees' full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

7.5 Contractor's indemnification obligations hereunder shall survive the completion of the Work or the sooner termination of this Agreement.

## **8.0 Diversity Commitment**

8.1 Contractor shall make good faith efforts to award subcontracts equal to **15%** of the Contract Sum to certified, diverse suppliers of goods and services in accordance with the Diversity Program established by HFC, which is incorporated herein by this reference. Contractor shall disclose to HFC the manner and extent to which it has made good faith efforts to achieve such goal and submit reports on forms provided by HFC.

## **9.0 Prevailing Wage Requirement**

9.1 Contractor shall comply with governing statutes providing for labor classification of wage scales for each craft or type of laborer, worker, or mechanic.

9.2 Prevailing wage rates applicable to the Work may be one or a combination of the following wage rates identified in the attached Exhibit "B" attached hereto and made a part hereof for all purposes by this reference.

9.3 Contractor warrants and represents that it has carefully examined the classifications for each craft or type of worker needed to execute the Work and determined that such classifications include all necessary categories to perform the Work. If Contractor believes that an additional classification for a particular craft or type of worker is necessary to perform Work under the Contract, it must submit such request to HFC to use an additional labor classification not listed therein and specify the proposed new classification. If HFC decides that a new classification is necessary, it will determine the appropriate prevailing wage

rate for any resurveyed, amended, new, or additional craft or type of worker not covered. Such determination will be made by HFC in compliance with applicable law.

9.4 Each week, Contractor shall submit directly to the HFC project manager certified copies of payrolls showing classifications and wages paid by Contractor, subcontractors, and suppliers for each employee under the Contract, for any day included in the Contract.

### **10.0 Time is of the Essence**

10.1 Timely performance by both parties is essential to this Agreement.

### **11.0 Termination**

11.1 Either party may terminate this Agreement for cause if the other party defaults and fails to cure the default after receiving notice thereof, subject, however, to the provisions of Section 11.2 below. Default occurs if a party fails to perform one or more of its duties under this Agreement. If a default occurs, then the injured party shall deliver a written notice to the defaulting party describing the default and the proposed termination date. Subject to the provisions of Section 11.2 below, the date must be at least 30 calendar days after receipt of the notice. The injured party, at its sole option, may extend the proposed termination date to a later date. If the defaulting party cures the default before the proposed termination date, then the proposed termination is ineffective. If the defaulting party does not cure the default before the proposed termination date, then the injured party may terminate this Agreement on the termination date.

11.2 In addition to the foregoing, the following shall constitute a default under the Contract Documents by Contractor:

(a) Contractor fails to make payment to Subcontractors and such failure continues for a period of three calendar days following written notice to Contractor;

(b) if (1) an order for relief is entered on behalf of Contractor pursuant to Title 11 of the United States Code, (2) if any other similar order is entered under any other debtor relief laws, (3) if Contractor makes a general assignment for the benefit of its creditors, (4) if a receiver is appointed for the benefit of its creditors, or (5) if a receiver is appointed on account of its insolvency, that any such event could impair or frustrate Contractor's performance of the Contract Documents. Upon the occurrence of any such events, HFC shall be entitled to request of Contractor to its successor in interest, adequate assurance of future performance in accordance with the terms and conditions of the Contract Documents. Failure to comply with such request within 10 calendar days of delivery of the request shall entitle HFC to terminate the Contract Documents. Upon the occurrence of one of the events described above, during the pendency of HFC's receipt of adequate assurance of performance and actual performance in accordance therewith, HFC shall be entitled to proceed with the Work with its own forces or with other Contractors on a time and materials or other appropriate basis, the cost of which will be back charged against the Contract Sum.

11.3 HFC may terminate this Agreement for its convenience at any time by giving 10 calendar days' written notice to Contractor. HFC's right to terminate this Agreement for convenience is cumulative of all rights and remedies that exist now or in the future. On receiving such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice to HFC showing in detail the services performed under this Agreement up to the termination date. HFC shall then pay the amount due Contractor for services actually performed, but not paid previously, based on the percentage of completion using the approved schedule of values. **TERMINATION OF THIS AGREEMENT AND**

**RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S EXCLUSIVE REMEDIES FOR TERMINATION FOR CONVENIENCE BY HFC, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT FOR SERVICES PERFORMED), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM HFC'S TERMINATION FOR CONVENIENCE.**

11.4 Upon a determination by a court of competent jurisdiction that termination of Contractor pursuant to either Section 11.1 or Section 11.2 was wrongful, such termination will be deemed converted to a termination for convenience pursuant to Section 11.3 and Contractor's sole and exclusive remedy for wrongful termination shall be limited to recovery of the payments permitted for termination for convenience as set forth in Section 11.3.

## **12.0 Miscellaneous**

12.1 Access to Records. Contractor grants HFC, including its authorized representatives, access and the right to examine and review Contractor's books, documents, papers, and records that are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. Contractor shall maintain such books, records, and billing documents for three years after the cessation of Contractor's services under this Agreement. Nothing in this Section shall affect the time for bringing a cause of action or the applicable statute of limitations.

12.2 Notices. All notices required or permitted hereunder shall be in writing and shall be deemed received when actually received or if earlier, on the third day following deposit with a national overnight delivery services or United States Postal Service post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the other party at the address prescribed in the preamble hereof or at such other address as the receiving party may have theretofore prescribed by notice to the sending party.

12.3 Limitation of Liability. **HFC SHALL NOT BE LIABLE TO CONTRACTOR FOR, AND CONTRACTOR WAIVES ALL RIGHTS TO SEEK, CLAIM OR ENFORCE ANY AWARD OR JUDGMENT FOR, ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS (DIRECT OR INDIRECT) AND LOST REVENUES HOWSOEVER ARISING, WHETHER OR NOT CHARACTERIZED IN NEGLIGENCE, TORT, CONTRACT, OR OTHER THEORY OF LIABILITY, EVEN IF HFC HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN ANY SUCH DAMAGES.**

12.4 Independent Contractor. The relationship of Contractor to HFC shall be that of an independent contractor. No principal/agent, partnership, joint venture, joint employer, or other relationship, other than an independent contractor relationship, is created or intended by this Agreement. Services provided by Contractor under this Agreement are non-exclusive and may be supplemented or augmented by HFC at any time, without notice to Contractor, in the sole and absolute discretion of HFC.

12.5 Venue and Applicable Law. Contractor shall strictly comply with all applicable laws, ordinances, codes, and regulations that affect performance by Contractor hereunder. Agreement shall be construed and enforced in accordance with the laws of the State of Texas, notwithstanding any choice-of-law or conflicts-of-law rules to the contrary. Any action to enforce this Agreement, or any litigation or claims otherwise regarding this Agreement, must be brought in a court of competent jurisdiction in Harris County, Texas. Contractor and consents to the exclusive jurisdiction of such courts and hereby waives any defenses or objections based on venue, inconvenient forum, or lack of personal jurisdiction.

12.6 Non-Waiver. Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon default or failure of performance shall not be considered a waiver of the right to insist on and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure of performance.

12.7 Terms & Conditions. The Terms & Conditions are attached hereto as Exhibit “A” and made a part hereof for all purposes by this reference.

12.8 Assignment. Contractor shall not assign this Agreement in whole or in part without the express prior written consent of HFC. For purposes hereof, any transfer of ownership interests in Contractor, direct or indirect, occurring after the Effective Date shall be deemed an assignment by Contractor requiring prior written consent of HFC. HFC may assign this Agreement in whole or in part, including any enforcement rights granted hereunder, at any time upon written notice to Contractor.

12.9 Severability. Each and every agreement contained in this Agreement is, and shall be construed as, a separate and independent agreement. If any provision of this Agreement should be held to be invalid or unenforceable, then the validity and enforceability of the remaining provisions of this Agreement to another person or circumstance shall not be affected thereby.

12.10 Survival. Contractor shall remain obligated to HFC under all clauses of this Agreement that expressly or by their nature extend beyond the completion of the Project or termination of this Agreement.

12.11 Contractor’s Representations and Warranties. Contractor represents and warrants to HFC as follows:

(a) It is duly organized, validly existing and in good standing under the laws of its jurisdiction of formation with all requisite power and authority to enter into the Contract Documents and to conduct its respective business.

(b) The Contract Documents constitute the legal, valid and binding obligation of the party enforceable in accordance with its terms.

(c) No consents or approvals are required from any governmental authority or other person or entity for the party to enter into and perform the Contract Documents. All corporate or partnership action on the part of the party necessary for the authorization, execution and delivery of the Contract Documents, and the consummation of the transactions contemplated hereby, have been duly taken.

(d) The execution and delivery of the Contract Documents by the party, and the consummation of the transactions contemplated hereby, do not conflict with or contravene the provisions of its

organizational documents or any agreement or instrument by which it or its properties are bound or any law, rule, regulation, order or decree to which it or its properties are subject.

(e) It has not retained any broker, finder or other commission or fee agent, and no such person has acted on its behalf in connection with the execution and delivery of the Contract Documents.

(f) It has sought, or had the opportunity to seek and elected not to seek, advice from an attorney of its own choosing to review and provide legal advice and counsel with regard to the Contract Documents and has read and fully understands all of the terms and provisions of, and requirements of, the Contract Documents. Each provision of the Contract Documents shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question.

12.12 Notice. All notices and other communications required or permitted hereunder shall be in writing and given by registered or certified mail (return receipt requested and postage prepaid), by personal delivery or by a recognized overnight delivery service (such as DHL, Federal Express or UPS), and shall be determined to have been effectively given upon actual receipt or upon refusal of delivery or, if earlier and whether or not actually received, (i) one (1) business day after deposit with a recognized overnight delivery service for next business day delivery, properly addressed to the intended recipient, with delivery charges prepaid by, or billed to, the sender, or (ii) three (3) business days after deposit with the United States mail, registered or certified mail, return receipt requested, postage prepaid, properly addressed to the intended recipient. Notice must be addressed to the party to whom the notice is given at its address set out in this Agreement, or such other address the receiving party has designated previously by proper notice to the sending party.

12.13 Entire Agreement. This Agreement, including the exhibits which are made a part hereof, represents the entire and integrated agreement between HFC and Contractor and supersedes all prior negotiations, representations or agreements either written or oral. This Agreement may not be altered or amended except in writing executed on behalf of all of the parties.

12.14 Authority to Sign. The signer of this Agreement for Contractor hereby represents and warrants that he or she has full authority to execute this Agreement and bind Contractor.

The parties hereto have caused this agreement to be duly executed, to be effective for all purposes as of the date of countersignature by HFC (the "Effective Date"):

[Signature block to follow in final agreement]

**Exhibit “A”**  
**Terms & Conditions**

**ARTICLE 1: GENERAL PROVISIONS**

1.1 The Contract Documents form the contract. The term “Contract Documents” consists of the Lighting Controls Upgrade Construction Services Agreement, Terms & Conditions, Drawings, and Specifications.

1.2 The Contract Documents represent the entire and integrated agreement between the parties hereto and supersede prior negotiations, representations or agreements, either written or oral. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than HFC and Contractor. The Contract Documents may not be amended except as expressly set forth in a Change Order signed by the parties, or otherwise in a written instrument executed by the parties and that expressly provides that it is an amendment to the Contract Documents.

1.3 In the event of a conflict, the following order shall control: (i) Lighting Controls Upgrade Construction Services Agreement; (ii) Terms & Conditions; (iii) Drawings; and (iv) Specifications. The more stringent or strict term and condition shall control over the less strict term or condition.

1.4 The term “Work” means the equipment and services required by the Contract Documents and what is reasonably inferable therefrom, whether completed or partially completed, and includes all other labor, supervision, materials, personnel lifts, transportation, and services of any kind or type provided or to be provided by Contractor to fulfill Contractor’s obligations. The Work may constitute the whole or a part of the Project.

1.5 The term “Drawings” means the detailed Project drawings and specifications document prepared by the Engineer and made a part of the Contract Documents for all purposes by this reference.

1.6 The term “Specifications” means the Project document prepared by the Engineer and made a part of the Contract Documents for all purposes by this reference detailing the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

1.7 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by Contractor. The Contract Documents are complementary, and what is required by one shall be as binding upon Contractor as if required by all.

**ARTICLE 2: HFC**

2.1 HFC agrees to respond to inquiries from Contractor within a reasonable time and provide information in a timely manner regarding requirements for and limitations on the Project, including HFC’s objectives, constraints, space requirements, flexibility, expandability and site requirements. A “reasonable time” for purposes of this paragraph shall in no event be less than 10 calendar days.

2.2 HFC will endeavor to render decisions and approve Contractor’s submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Work. HFC will coordinate the services of its own contractors with those services provided by Contractor. In no event shall HFC be deemed to have failed, for purposes of this paragraph, to have acted in a timely manner if HFC renders decisions or approvals within 10 calendar days following Contractor’s written request to HFC therefor.

2.3 No employee of HFC has the authority to authorize Contractor to perform an act or work contrary to the Contract Documents.

2.4 Except to the limited extent provided in Article 4, the Engineer does not have authority to represent or bind HFC with respect to any matter requiring HFC's approval or authorization.

### ARTICLE 3: CONTRACTOR

3.1 Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. Contractor shall designate a representative who shall have express authority to bind Contractor with respect to all matters under the Contract Documents. The term "Contractor" means Contractor or Contractor's authorized representative.

3.2 Contractor shall perform the Work expeditiously to ensure the orderly progress of the Project in strict accordance with the Contract Documents. Contractor shall manage and coordinate the Work with those services provided by HFC, its contractors and agents, and any third party managing or performing work on the Project.

3.3 Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents by activities or duties of Engineer in the administration of the Contract Documents, or by tests, inspections or approvals required or performed by persons or entities other than Contractor.

3.4 Execution of the Agreement by Contractor is a representation that Contractor has visited the Project Site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

3.5 Because the Contract Documents are complementary, Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. Contractor shall promptly report to HFC and Engineer any errors, inconsistencies or omissions discovered by or made known to Contractor as a request for information in such form as HFC may require.

3.6 Contractor shall promptly report to HFC and Engineer any nonconformity discovered in the Contract Documents with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities as a request for information in such form as HFC may require.

3.7 Contractor shall supervise and direct the Work, using Contractor's best skill and attention. Contractor shall be solely responsible for, and have control over, means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract Documents, unless the Contract Documents give other specific instructions concerning these matters. If the Contract Documents give specific instructions concerning means, methods, techniques, sequences or procedures, Contractor shall evaluate the jobsite safety thereof and shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures.

3.8 Contractor shall be liable to HFC for acts and omissions of Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, Contractor or any of its Subcontractors. Contractor shall be solely responsible for conforming

to the standards declared by OSHA, including but not limited to compliance with federal and state safety standards/directives for setting-up and utilizing platforms, lifts, ladders, scaffolding and safety lines/belts.

3.9 Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

3.10 Contractor shall provide and pay for labor, materials, equipment (including but not limited to personnel lifts), tools, machinery, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.11 Contractor may make substitutions only with the consent of HFC, after evaluation by Engineer and in accordance with a Change Order.

3.12 Contractor shall enforce strict discipline and good order among Contractor's employees and other persons carrying out the Work. Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

3.13 Contractor warrants that it shall perform the Work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under the Contract Documents as more fully described herein.

3.14 With respect to any materials and equipment furnished under the Contract Documents, Contractor warrants: (i) that all items are free of defects in title, design, material, and workmanship, (ii) that each item meets or exceeds the requirements of the Contract Documents, (iii) that each replacement item is new, in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and will not cause any manufacturer's warranties to lapse or become invalid, and (iv) that no item or its use infringes any patent, copyright, or proprietary right.

3.15 Work, materials, or equipment not conforming to the requirements of this Article shall be considered defective. If required by HFC, Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

3.16 Contractor shall pay before delinquent all sales, consumer, use and other taxes for the Work provided by Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

3.17 HFC is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to HFC must not contain assessments of any of these taxes. HFC will furnish HFC's exemption certificate and federal tax identification number to Contractor if requested.

3.18 Contractor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are legally required at the time bids are received or negotiations concluded.

3.19 Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

3.20 If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, Contractor shall be liable for such Work and shall bear the costs attributable to correction.

3.21 Contractor shall include in the Contract Sum all allowances, if any, stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as HFC may direct, but Contractor shall not be required to employ persons or entities to whom Contractor has reasonable objection. Allowances cover the cost to Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts; and Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts are included in the Contract Sum but not in the allowances, and shall not reduce the amount of allowances available to HFC for materials and equipment.

3.22 Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project Site during performance of the Work. The superintendent shall represent Contractor, and communications given to the superintendent shall be as binding as if given to Contractor.

3.23 Prior to replacing Contractor's superintendent for the Project, Contractor agrees to and shall furnish in writing to HFC the name and qualifications of any proposed superintendent. HFC may reply within seven business days to Contractor in writing stating whether HFC has reasonable objection to the proposed superintendent or that HFC requires additional time to review. Failure of HFC to reply within the seven-business-day period shall constitute notice of no reasonable objection.

3.24 Contractor shall not employ a proposed superintendent to whom HFC has made reasonable and timely objection. Contractor shall not change the superintendent without HFC's consent, which shall not unreasonably be withheld or delayed.

3.25 Contractor shall confine operations at the site to areas designated by HFC and as permitted under applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities and the Contract Documents and shall not unreasonably encumber the site with materials or equipment. Contractor shall obtain and maintain, at its sole cost and expense, all permits and licenses necessary for the proper execution and performance of the Work.

3.26 Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting and patching shall be restored to the condition existing prior to the cutting, fitting and patching, unless otherwise required by the Contract Documents.

3.27 Contractor shall not damage or endanger a portion of the Work or fully or partially completed work of HFC or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. Contractor shall not cut or otherwise alter such work by HFC or a separate contractor except with written consent of HFC and of such separate contractor; such consent shall not be unreasonably withheld. Contractor shall not unreasonably withhold from HFC or a separate contractor Contractor's consent to cutting or otherwise altering the Work.

3.28 Contractor acknowledges and agrees that (i) the Project Site will be occupied throughout the course of the Work, (ii) the Work shall be subject to suspension, delay or interruption by HFC in its sole, but reasonable discretion due to events and other activities at the Project Site; and (iii) Contractor has

anticipated the probability of such suspension, delay and interruption as part of the bid amount heretofore submitted by Contractor, upon which the Contract Sum and the Contract Time is based. Contractor shall not interfere with or disrupt access to and from, or use of, the parking garage that is located below the Project Site except for interruptions that are reasonably necessary (and then only for such duration as is reasonably necessary) to perform Work that is required to be performed by Contractor and that is performed diligently and in a manner required by the Contract Documents. Contractor shall notify HFC at least 10 business days in advance of any interferences or disruptions to normal parking garage use.

3.29 Contractor shall keep the Project Site free from accumulation of waste materials or rubbish caused by operations under the Contract Documents. At completion of the Work, Contractor shall remove waste materials, rubbish, Contractor's tools, equipment, machinery, and surplus materials from and about the Project Site.

3.30 If Contractor fails to clean up as provided in the Contract Documents, HFC may do so and HFC shall be entitled to reimbursement from Contractor.

3.31 Contractor shall provide HFC and Engineer access to the Work in preparation and progress wherever located.

3.32 Contractor shall use forms approved by HFC and Engineer, such as the latest AIA forms for payment requests, change orders, and substantial completion.

3.32 Contractor shall aid Engineer in periodic virtual tours of the site during construction, as needed.

#### ARTICLE 4: ENGINEER

4.1 The duties, responsibilities and limitations of authority of Engineer, as set forth in the Contract Documents, shall not be restricted, modified or extended without written consent of HFC, Contractor and Engineer.

4.2 If Engineer is terminated by HFC, then HFC shall engage a successor whose status under the Contract Documents shall be that of an Engineer immediately upon notice to Contractor.

4.3 Engineer will provide administration of the Contract Documents and will act as an HFC representative during performance of the Work by Contractor until Engineer issues the final Certificate for Payment. Engineer has authority to act on behalf of HFC to the extent provided in the Contract Documents.

4.4 Engineer will visit the Project Site at intervals appropriate to the stage of construction, or as otherwise agreed with HFC, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. Engineer will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work.

4.5 Engineer will keep HFC reasonably informed about the progress and quality of the portion of the Work completed, and report to HFC deviations from the Contract Documents and from the most recent work schedule submitted by Contractor, and defects and deficiencies observed in the Work.

4.6 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, HFC and Contractor shall endeavor to communicate with each other through Engineer regarding matters arising out of or relating to the Contract Documents. Communications by and with Engineer shall be through Engineer. Communications by and with Subcontractors and material suppliers shall be through Contractor. Communications by and with separate contractors shall be through HFC.

4.7 Each of HFC and Engineer has authority to reject Work that does not conform to the Contract Documents.

4.8 Engineer will review and approve, or take other appropriate action upon, Contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

4.9 Engineer will conduct inspections and consult with HFC (and subject to HFC's approval) to determine the date of final completion of the Work and issue a certificate of completion and receive and forward to HFC written warranties and related documents required by the Contract Documents and assembled by Contractor.

4.10 Engineer will review and respond to requests for information about the Contract Documents. Engineer's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, Engineer will prepare and issue supplemental drawings or specifications in response to the requests for information.

#### ARTICLE 5: SUBCONTRACTORS

5.1 A "Subcontractor" is a person or entity who has a direct agreement with Contractor to perform a portion of the Work at the Project Site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.

5.2 Contractor shall, as soon as practicable after execution of the Agreement, furnish in writing to HFC and Engineer the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed (and not previously disclosed to HFC) for each principal portion of the Work. Engineer may reply within 10 calendar days to Contractor in writing stating whether HFC or Engineer has reasonable objection to any such proposed person or entity or that Engineer requires additional time for review. Failure of HFC or Engineer to reply within such period shall constitute notice of no reasonable objection.

5.3 Contractor shall not contract with a proposed person or entity to whom HFC or Engineer has made reasonable and timely objection. Contractor shall not be required to contract with anyone to whom Contractor has made reasonable objection.

5.4 If HFC or Engineer have reasonable objection to a person or entity proposed by Contractor, then Contractor shall propose another to whom HFC or Engineer have no reasonable objection.

5.5 Contractor shall not substitute a Subcontractor, person or entity previously selected without prior approval by HFC.

5.6 Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to Contractor by terms of the Contract Documents, and to assume toward Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which Contractor, by these Contract Documents, assumes toward HFC and Engineer.

5.7 Each subcontract agreement shall preserve and protect the rights of HFC and Engineer under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against Contractor that Contractor, by the Contract Documents, has against HFC.

#### ARTICLE 6: CHANGE ORDERS

6.1 Changes in the Work may be accomplished after execution of the Agreement, and without invalidating the Contract Documents, by Change Order, subject to the limitations stated in this Article 6 and elsewhere in the Contract Documents.

6.2 A Change Order is a written instrument prepared by the Contractor and signed by the Engineer and HFC, stating their agreement upon all of the following: (i) the change in the Work; (ii) the amount of the adjustment, if any, in the Contract Sum; and (iii) the extent of the adjustment, if any, in the Contract Time.

6.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents, and Contractor shall proceed promptly, unless otherwise provided in the Change Order.

6.4 In no event shall the aggregate amount of Change Orders under this Agreement exceed **25%** of the Contract Sum.

6.5 Engineer has authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes will be effectuated by written order signed by Engineer and approved by HFC and shall be binding on Contractor.

6.6 The schedule for the Work shall reflect all critical path activities (each a "Critical Path Activity"). In no event shall Contractor be entitled to any extension of the Contract Time pursuant to a Change Order or otherwise unless, then only to the extent that, Contractor is actually delayed in the commencement or progress of any Critical Path Activity by (i) an act or neglect of HFC or Engineer (which is not remedied within three business days following written notice thereof from Contractor to HFC), or of an employee of either, or of a separate contractor employed by HFC (which is not remedied within three business days following written notice thereof from Contractor); or by changes ordered by HFC in the Work, (ii) by fire, unavoidable casualties, (iii) labor unrest that is associated with an industry-wide strike or (iv) government mandates prohibiting performance of construction and which are in no way attributable to Contractor's failure to perform its obligations under the Contract Documents.

## ARTICLE 7: PROTECTION OF PERSONS AND PROPERTY

7.1 Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract Documents.

7.2 Contractor shall take reasonable precautions for safety of, and shall provide protection to prevent damage, injury or loss to (i) Employees on the Work and other persons who may be affected thereby; (ii) the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of Contractor or Subcontractors; and (iii) other property at the Project Site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation or replacement in the course of construction.

7.3 Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

7.4 Contractor shall erect and maintain, as required by existing conditions and performance of the Contract Documents, reasonable safeguards for re-routing, safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

7.5 If use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, then Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

7.6 Contractor shall designate a responsible member of Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be Contractor's superintendent unless otherwise designated by Contractor in writing to HFC.

## ARTICLE 8: BONDS

8.1 Contractor shall provide statutory performance and payment bonds for 100% of the Contract Sum on forms approved by HFC General Counsel covering faithful performance of the Work and payment of obligations arising thereunder as required in the Contract Documents pursuant to Chapter 2253 of the Texas Government Code.

8.2 A bond that is given or tendered to HFC pursuant to the Contract Documents must be executed by a surety company that is authorized and admitted to write surety bonds in the State of Texas.

8.3 If the amount of a bond is greater than \$100,000, then surety shall: (i) hold certificate of authority from the United States Secretary of Treasury to qualify as surety on obligations permitted or required under federal law; or, (ii) obtain reinsurance for any liability in excess of \$100,000 from a reinsurer that is authorized and admitted as a reinsurer in the State of Texas and holder of a certificate of authority from the United States Secretary of the Treasury to qualify as surety or reinsurer on obligations permitted or required under federal law.

8.4 Determination of whether surety on the bond or the reinsurer holds a certificate of authority from the United States Secretary of the Treasury is based on information published in Federal Register covering the date on which bond was executed.

8.5 Each bond given or tendered to HFC pursuant to the Contract Documents must be on forms approved by HFC General Counsel with no changes made by Contractor or surety, and must be dated, executed, and accompanied by power of attorney stating that the attorney in fact executing such the bond has requisite authority to execute such Bond. The bonds must be dated and must be no more than 30 calendar days old.

8.6 Surety shall designate in its bond, power of attorney, or written notice to HFC, an agent resident in Harris County to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of the suretyship.

8.7 Contractor shall furnish information to a payment bond beneficiary as required by Chapter 2253 of the Texas Government Code.

8.8 Contractor shall deliver required bonds to HFC prior to commencing Work.

#### ARTICLE 9: UNCOVERING AND CORRECTION OF WORK

9.1 If a portion of the Work is covered contrary to Engineer's request or to requirements specifically expressed in the Contract Documents, then it shall, if requested in writing by HFC, be uncovered by Contractor for examination by Engineer and replaced promptly thereafter at Contractor's sole cost and expense.

9.2 Contractor shall promptly correct Work rejected by Engineer or failing to conform to the requirements of the Contract Documents, whether discovered before or after Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for Engineer's services and expenses made necessary thereby, shall be at Contractor's expense.

9.3 In addition to Contractor's obligations under Article 3, if, within one year after the Date of Completion, any of the Work is found to be not in accordance with the requirements of the Contract Documents, then Contractor shall correct it within 30 calendar days after receipt of written notice from HFC to do so at no cost to HFC; provided, however, that the warranty period for goods, materials and equipment shall be equal to one year after the Date of Completion or the manufacturer's warranty, whichever is greater.

9.4 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Completion by the period of time between Completion and the actual completion of that portion of the Work.

9.5 The one-year period for correction of Work shall not be extended by corrective Work performed by Contractor pursuant to this Article 9.

9.6 Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by Contractor nor accepted by HFC.

9.7 Contractor shall be liable for the cost of correcting destroyed or damaged construction, whether completed or partially completed, of HFC or separate contractors caused by Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

9.8 Nothing contained in this Article 9 shall be construed to establish a period of limitation with respect to other obligations Contractor has under the Contract Documents. Establishment of the period for correction of Work as described herein relates only to the specific obligation of Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish Contractor's liability with respect to Contractor's obligations other than specifically to correct the Work.

9.9 If HFC prefers to accept Work that is not in accordance with the requirements of the Contract Documents, then HFC may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable, as determined by HFC in its reasonable discretion. Such adjustment shall be effectuated whether or not final payment has been made. In no event shall HFC be deemed to have accepted Work that is not in accordance with the requirements of the Contract Documents unless (a) such acceptance is expressly contained in a document executed by HFC and delivered to Contractor and (b) such document expressly states that HFC is, pursuant to this Section 9.9, expressly agreeing to accept Work that is not in accordance with the Contract Documents.

## **PREVAILING WAGE SCALE FOR BUILDING CONSTRUCTION**

### **Wage Scale Requirements**

1.1 Contractor and its subcontractors must pay the general prevailing wage rates for building construction for each craft or type of worker or mechanic employed in the execution of any building construction or repair under the Contract in accordance with Chapter 2258 of the Texas Government Code. The prevailing wage rate in the locality in which the work is being performed is set forth below.

1.2 This prevailing wage rate does not prohibit the payment of more than the rates stated.

1.3 In bidding, Contractor represents and warrants to Houston First Corporation (“HFC”) that it has carefully examined the classifications for each craft or type of worker needed to execute the Contract and determined that such classifications include all necessary categories to perform the work under the Contract.

1.4 The wage scale for building construction is to be applied to work on a building including an area within 5 feet of the exterior wall.

1.5 If Contractor believes that an additional classification for a particular craft or type of worker is necessary to perform work under the Contract, then it shall submit with its bid a request to HFC General Counsel’s Office to use an additional labor classification not listed herein and specify the proposed new classification. HFC shall determine whether a proposed classification is already covered herein, and, if so, specify which classification is appropriate. HFC’s decision shall be conclusive. If HFC determines that a new classification is necessary, then it will determine the appropriate prevailing wage rate and notify Contractor accordingly.

1.6 Contractor must not use any labor classification not covered herein until such classification is established and approved for use by HFC.

1.7 A Contractor or subcontractors who violate Chapter 2258 of the Texas Government Code shall pay HFC \$60 per each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates set forth herein.

1.8 HFC may withhold money required to be withheld under Chapter 2258 of the Texas Government Code from the final payment to Contractor if there is good cause to believe that Contractor has not complied with these provisions and Chapter 2258 of the Government Code.

1.9 Contractor and subcontractors must keep records specifying the name and classification of each worker employed under the Contract and the actual per diem wages paid to each worker, and the applicable hourly rate. The records must be open at all reasonable hours for inspection by HFC, including its designees.

1.10 The hourly cost of salary for non-exempt workers for labor in excess of 40 hours per worker per week, shall be calculated at 1.5 times the worker’s base pay, plus 1.0 times fringe benefits, for the applicable craft and level.

1.11 Payroll job classifications must be the same as the classifications on the prevailing wage rate schedule.

1.12 A payroll deduction authorization form must be submitted for each employee for any deductions other than Federal and FICA taxes and court-ordered child support.

1.13 Contractor and its subcontractors shall pay their employees overtime (time and a half) for all hours worked over 40 hours a week.

1.14 Contractor has the responsibility to comply with all IRS rules and regulations. Contractors who submit certified payrolls with owner/operator (e.g., truckers) must submit a signed tax liability statement from each such owner/operator acknowledging their responsibility for Federal Income Tax and FICA-reporting obligations.

1.15 If Contractor wants to use the apprentice wage rates for an employee, then the apprenticeship certificates must be submitted to HFC in advance of the employee working on the project and appearing on the payroll. Contractor must comply with posted number of journeymen to apprentices or helpers as listed on the wage rate.

1.16 A poster of the Prevailing Wage Rate Schedule should be clearly displayed on each job site from the time the project starts until the work is completed, or in case of annual service agreements, in Contractor's office.

1.17 Contractor shall submit a Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees to HFC in a form approved by HFC prior to performance of work under the contract. Contractor shall require its subcontractors to provide a comparable form as part of each subcontract.

**Labor Classifications and Prevailing Wage Rates for Building Construction**

<b>Worker Classification</b>	<b>Ratio</b>	<b>Base Rate</b>	<b>Fringe Benefit</b>	<b>Wage Total</b>
Acoustical Ceiling Mechanic		\$17.27	\$3.98	\$21.25
Asbestos Worker/ Heat & Frost Insulator *	Ratio 1/1 – Apprentice	\$24.28	\$14.16	\$38.44
Asbestos Abatement Worker (ceilings, walls, floors only)	Ratio 1/3	\$14.00	\$0.00	\$14.00
Boilermaker *	Ratio 5/1 – Apprentice	\$28.00	\$22.35	\$50.35
Bricklayer *	Ratio 1/3 – Mason Tender Brick	\$18.87	\$0.00	\$18.87
Carpenter * (excludes acoustical ceiling installation, drywall hanging, form work and metal stud installation work)	Ratio 2/1 – Apprentice	\$23.05	\$8.78	\$31.83
Caulker		\$15.36	\$0.00	\$15.36

Cement Mason/Concrete Finisher *	Ratio 1/3 – Mason Tender Concrete	\$13.93	\$0.00	\$13.93
Drywall Finisher/Taper *	Ratio 1/3 – Apprentice	\$16.27	\$3.66	\$19.93
Drywall Hanger and Metal Stud Installer *	Ratio 1/3 – Apprentice	\$17.44	\$3.93	\$21.37
Electrician (Excludes Low Voltage Wiring and Installation of Alarms)	Ratio 3/2 – Apprentice	\$32.25	\$10.35	\$42.90
Electrician (Alarm Installation Only) *	Ratio 1/1 – Apprentice	\$17.97	\$3.37	\$21.34
Electrician (Low Voltage Wiring Only) *		\$18.00	\$1.68	\$19.68
Elevator Mechanic *	Ratio 1/1 – Apprentice	\$44.00	\$34.765	\$78.765
Formworker *		\$12.77	\$0.00	\$12.77
Floor Layer (carpet)		\$20.00	\$0.00	\$20.00
Glazier *	Ratio 1/3 – Apprentice	\$23.27	\$7.12	\$30.39
Insulator * (Batt)		\$14.87	\$0.73	\$15.60
Ironworker (Ornamental)		\$25.14	\$7.43	\$32.57
Ironworker *(Reinforcing)	Ratio 1/3 – Apprentice	\$12.14	\$0.00	\$12.14
Ironworker *(Structural)	Ratio 1/3 – Apprentice	\$25.26	\$7.13	\$32.39
Lather *	Ratio 1/3	\$19.73	\$0.00	\$19.73
Painter * (Brush, Roller, and Spray, excludes drywall finishing/taping)	Ratio 1/3 – Apprentice	\$17.24	\$4.41	\$21.65
Pipe Fitter *(including HVAC Pipe installation)	Ratio 1/1 – Apprentice	\$33.30	\$12.26	\$45.56
Plasterer	Ratio 1/3 – Plasterer Tenders	\$19.92	\$1.00	\$20.92
Roofer *	Ratio 1/3 – Apprentice	\$15.40	\$0.00	\$15.40
Plumber *	Ratio 3/2 – Apprentice	\$36.15	\$11.04	\$47.19
Sheet Metal Worker *(excludes HVAC unit installation)	Ratio 2/1 – Apprentice	\$29.70	\$13.85	\$43.55
Sheet Metal Worker *(HVAC duct installation only)	Ratio 2/1 – Apprentice	\$29.70	\$13.85	\$43.55
Sheet Metal Worker *(HVAC unit installation only)	Ratio 2/1 – Apprentice	\$20.05	\$2.24	\$22.29
Sprinkler Fitter * (Fire sprinklers)	Ratio 1/1 – Apprentice	\$30.64	\$21.68	\$52.32
Tile Finisher *	Ratio 1/3 – Apprentice	\$12.00	\$0.00	\$12.00
Tile Setter *	Ratio 1/3 – Apprentice	\$16.17	\$0.00	\$16.17
Truck Driver (1/single axle truck)		\$14.18	\$0.00	\$14.18
Truck Driver (dump truck)		\$12.39	\$1.18	\$13.57
Truck Driver (flatbed truck)		\$19.65	\$8.57	\$28.22
Truck Driver (semi-trailer truck)		\$12.50	\$0.00	\$12.50
Truck Driver (water truck)		\$12.00	\$4.11	\$16.11
Waterproofers		\$14.39	\$0.00	\$14.39

Welders – Receive rate prescribed for craft performing operation in which welding is incidental				
<b>• Laborers</b>				
Common or General Laborer		\$11.76	\$0.00	\$11.76
Landscape and Irrigation		\$9.52	\$0.00	\$9.52
Mason Tender (Brick)		\$13.47	\$0.00	\$13.47
Mason Tender (Cement / Concrete)		\$10.48	\$0.00	\$10.48
Pipe Layer		\$12.94	\$0.00	\$12.94
Roof Tearoff		\$11.28	\$0.00	\$11.28
<b>• Power Equipment Operators</b>				
Backhoe / Excavator / Trackhoe		\$13.94	\$0.00	\$13.94
Bobcat / Skid Steer / Skid Loader		\$13.93	\$0.00	\$13.93
Bulldozer		\$22.75	\$0.00	\$22.75
Crane		\$34.85	\$9.85	\$44.70
Drill		\$16.22	\$0.34	\$16.56
Forklift		\$16.00	\$0.00	\$16.00
Grader/Blade		\$13.37	\$0.00	\$13.37
Loader		\$13.55	\$0.94	\$14.49
Mechanic		\$17.52	\$3.33	\$20.85
Paver (asphalt, aggregate, and concrete)		\$16.03	\$0.00	\$16.03
Roller		\$16.00	\$0.00	\$16.00
*When Apprentices are shown, Helpers cannot be utilized. See Definitions for allowable Journeymen to Apprentices / Helpers. Apprentices must be part of an approved Department of Labor apprenticeship program.				

### **Labor Classification Definitions**

**Asbestos Worker/Insulator\*** – Ratio: 1 Journeyman / 1 Apprentice (Including application of all insulating materials, protective coverings, coatings and finishing to all type of mechanical systems) Applies insulating material to exposed surfaces of structures, such as air ducts, hot and cold pipes, storage tanks, and cold storage rooms: Reads blueprints and selects required insulation material (in sheet, tubular, or roll form), such as fiberglass, foam rubber, styrofoam, cork, or urethane, based on material’s heat retaining or excluding characteristics. Brushes adhesives on or attaches metal adhesive-backed pins to flat surfaces as necessary to facilitate application of insulation material. Measures and cuts insulation material to specified size and shape for covering flat or round surfaces, using tape measure, knife, or scissors. Fits, wraps, or attaches required insulation material around or to structure, following blueprint specifications. Covers or seals insulation with preformed plastic covers, canvas strips, sealant, or tape to secure insulation to structure, according to type of insulation used and structure covered, using staple gun, trowel, paintbrush, or caulking gun.

#### Apprentice Pay Rate

- Year 1: 62% of Journeyman’s Prevailing Wage Rate
- Year 2: 66% of Journeyman’s Prevailing Wage Rate
- Year 3: 70% of Journeyman’s Prevailing Wage Rate
- Year 4: 80% of Journeyman’s Prevailing Wage Rate

**Asbestos Abatement Worker** (Ceilings, Floors and Walls only) – Ratio: 1 Journeyman / 3 Helpers

Removes asbestos from ceilings, walls, beams, boilers, and other structures, following hazardous waste handling guidelines: Assembles scaffolding and seals off work area, using plastic sheeting and duct tape. Positions mobile decontamination unit or portable showers at entrance of work area. Builds connecting walkway between mobile unit or portable showers and work area, using hand tools, lumber, nails, plastic sheeting, and duct tape. Positions portable air evacuation and filtration system inside work area. Sprays chemical solution over asbestos covered surfaces, using tank with attached hose and nozzle, to soften asbestos. Cuts and scrapes asbestos from surfaces, using knife and scraper. Shovels asbestos into plastic disposal bags and seals bags, using duct tape. Cleans work area of loose asbestos, using vacuum, broom, and dustpan. Places asbestos in disposal bags and seals bags, using duct tape. Dismantles scaffolding and temporary walkway, using hand tools, and places plastic sheeting and disposal bags into transport bags. Seals bags, using duct tape, and loads bags into truck.

**Boilermaker\*** – Ratio: 5 Journeymen / 1 Apprentice

Assembles, analyzes defects in, and repairs boilers, pressure vessels, tanks, and vats in field, following blueprints and using hand tools and portable power tools and equipment: Locates and marks reference points for columns or plates on foundation, using master straightedge, squares, transit, and measuring tape, and applying knowledge of geometry. Attaches rigging or signals crane operator to lift parts to specified position. Aligns structures or plate sections to assemble boiler frame, tanks, or vats, using plumb bobs, levels, wedges, dogs, or turnbuckles. Hammers, flame cuts, files, or grinds irregular edges of sections or structural parts to facilitate fitting edges together. Bolts or arc-welds structures and sections together. Positions drums and headers into supports and bolts or welds supports to frame. Aligns water tubes and connects and expands ends to drums and headers, using tube expander. Bells, beads with power hammer, or welds tube ends to ensure leak proof joints. Bolts or welds casing sections, uptakes, stacks, baffles, and such fabricated parts as chutes, air heaters, fan stands, feeding tube, catwalks, ladders, coal hoppers, and safety hatch to frame, using wrench. Installs manholes, hand holes, valves, gauges, and feed water connection in drums to complete assembly of water tube boilers. Assists in testing assembled vessels by pumping water or gas under specified pressure into vessel and observing instruments for evidence of leakage. Repairs boilers or tanks in field by unbolting or flame cutting defective sections or tubes, straightening plates, using torch or jacks, installing new tubes, fitting and welding new sections and replacing worn lugs on bolts. May rivet and caulk sections of vessels, using pneumatic riveting and caulking hammers.

Apprentice Pay Rate

Year 1: 70% of Journeyman's Prevailing Wage Rate

Year 2: 75% of Journeyman's Prevailing Wage Rate

Year 3: 80% of Journeyman's Prevailing Wage Rate

Year 4: 85% of Journeyman's Prevailing Wage Rate

Year 5: 90% of Journeyman's Prevailing Wage Rate

Year 6: 95% of Journeyman's Prevailing Wage Rate

**Bricklayer** – Ratio: 1 Journeyman / 3 Mason Tenders

Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures: Measures distance from reference points and marks guidelines on working surface to lay out work. Spreads soft bed (layer) of mortar that serves as base and binder for block, using trowel. Applies mortar to end of block and positions block in mortar bed. Taps block with trowel to level, align, and embed in mortar, allowing specified thickness of joint. Removes excess mortar from face of block, using trowel. Finishes mortar between brick with pointing tool or trowel. Breaks bricks to fit spaces too small for whole brick, using

edge of trowel or brick hammer. Determines vertical and horizontal alignment of courses, using plumb bob, gauge line (tightly stretched cord), and level. Fastens brick or terra cotta veneer to face of structures, with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick. May weld metal parts to steel structural members. May apply plaster to walls and ceiling, using trowel, to complete repair work.

**Carpenter\*** (Including Acoustical Ceiling Work) – Ratio: 2 Journeymen / 1 Apprentice

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes: Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated. Selects specified type of lumber or other materials. Prepares layout, using rule, framing square, and calipers. Marks cutting and assembly lines on materials, using pencil, chalk, and marking gauge. Shapes materials to prescribed measurements, using saws, chisels, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures and lays subflooring. Builds stairs and lays out and installs partitions and cabinetwork. Covers sub floor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to sub floor or cementing them to mastic or asphalt base. Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates. Constructs forms and chutes for pouring concrete. Erects scaffolding and ladders for assembling structures above ground level. May weld metal parts to steel structural members.

Apprentice Pay Rate

Year 1: 65% of Journeyman's Prevailing Wage Rate

Year 2: 75% of Journeyman's Prevailing Wage Rate

Year 3: 85% of Journeyman's Prevailing Wage Rate

Year 4: 95% of Journeyman's Prevailing Wage Rate

**Cement Mason/Concrete Finisher\*** – Ratio: 1 Journeyman / 3 Mason Tender (Cement/Concrete Finisher)

Smooths and finishes surfaces of poured concrete floors, walls, sidewalks, or curbs to specified textures, using hand tools or power tools, including floats, trowels, and screeds: Signals concrete deliverer to position truck to facilitate pouring concrete. Moves discharge chute of truck to direct concrete into forms. Spreads concrete into inaccessible sections of forms, using rake or shovel. Levels concrete to specified depth and workable consistency, using hand held screed and floats to bring water to surface and produce soft topping. Smooths, and shapes surfaces of freshly poured concrete, using straightedge and float or power screed. Finishes concrete surfaces, using power trowel, or wets and rubs concrete with abrasive stone to impart finish. Removes rough or defective spots from concrete surfaces, using power grinder or chisel and hammer, and patches holes with fresh concrete or epoxy compound. Molds expansion joints and edges, using edging tools, jointers, and straightedge. May sprinkle colored stone chips, powdered steel, or coloring powder on concrete to produce prescribed finish. May produce rough concrete surface, using broom. May mix cement, using hoe or concrete-mixing machine. May direct subgrade work, mixing of concrete, and setting of forms.

**Drywall Finisher/Taper** – Ratio: 1 Journeyman / 3 Helpers

Wallboard and plasterboard; sheetrock taper; taper and bedder; taper and floater. Seals joints between plasterboard or other wallboards to prepare wall surface for painting or papering; Mixes sealing compound

by hand or with portable electric mixer, and spreads compound over joints between boards, using trowel, broad knife, or spatula. Presses paper tape over joint to embed tape into compound and seal joint, or tapes joint, using mechanical applicator that spreads compound and embeds tape in one operation. Spreads and smooth's cementing material over tape, using trowel or floating machine to blend joint with wall surface. Sands rough spots after cement has dried. Fills cracks and holes in walls and ceiling with sealing compound. Installs metal molding at corners in lieu of sealant and tape. Usually works as member of crew. May apply texturing compound and primer to walls and ceiling preparatory to final finishing, using brushes, roller, or spray gun. May countersink nails or screws below surface of wall prior to applying sealing compound, using hammer or screwdriver.

**Drywall Hanger** – Ratio: 1 Journeyman / 3 Helpers

Drywall installer; gypsum drywall systems installer. Plans gypsum drywall installations, erects metal framing and furring channels for fastening drywall, and installs drywall to cover walls, ceilings, soffits, shafts, and movable partitions in residential, commercial, and industrial buildings: Reads blueprints and other specifications to determine method of installation, work procedures, and material, tool, and work aid requirements. Lays out reference lines and points for use in computing location and position of metal framing and furring channels and marks position for erecting metalwork, using chalk line. Measures, marks, and cuts metal runners, studs, and furring channels to specified size, using tape measure, straightedge and hand and portable power cutting tools. Secures metal framing to walls and furring channels to ceilings, using hand and portable power tools. Measures and marks cutting lines on drywall, using square, tape measure, and marking devices. Scribes cutting lines on drywall, using straightedge and utility knife and breaks board along cut lines. Fits and fastens board into specified position on wall, using screws, hand tools, portable power tools, or adhesive. Cuts openings into board for electrical outlets, vents, or fixtures, using keyhole saw or other cutting tools. Measures, cuts, assembles, and installs metal framing and decorative trim for windows, doorways, and vents. Fits, aligns, and hangs doors and installs hardware, such as locks and kick plates (includes installing metal studs).

**Electrician\*** (Excludes Alarm Installation and Low Voltage Wiring) – Ratio: 3 Journeymen / 2 Apprentices

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment: Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

Apprentice Pay Rate

Year 1: 50% of Journeyman's Prevailing Wage Rate

Year 2: 55% of Journeyman's Prevailing Wage Rate

Year 3: 60% of Journeyman's Prevailing Wage Rate

Year 4: 70% of Journeyman's Prevailing Wage Rate  
Year 5: 80% of Journeyman's Prevailing Wage Rate  
Year 6: 90% of Journeyman's Prevailing Wage Rate

**Electrician\*** (Alarm Installation Only) – Ratio: 1 Journeymen / 1 Apprentice

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment: Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

Apprentice Pay Rate

Year 1: 50% of Journeyman's Prevailing Wage Rate  
Year 2: 55% of Journeyman's Prevailing Wage Rate  
Year 3: 60% of Journeyman's Prevailing Wage Rate  
Year 4: 70% of Journeyman's Prevailing Wage Rate  
Year 5: 80% of Journeyman's Prevailing Wage Rate  
Year 6: 90% of Journeyman's Prevailing Wage Rate

**Electrician** (Low Voltage Wiring Only) – Ratio: 1 Journeymen / 3 Helpers

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment: Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. Includes pulling cabling and low voltage wiring for computers, monitors, telephones, speakers, audio-visual equipment, etc.

**Elevator Mechanic; Erector; Elevator Installer\*** – Ratio: 1 Journeyman / 1 Apprentice

Assembles and installs electric and hydraulic freight and passenger elevators, escalators, and dumbwaiters, determining layout and electrical connections from blueprints: Studies blueprints and lays out location of framework, counterbalance rails, motor pump, cylinder, and plunger foundations. Drills holes in concrete or structural steel members with portable electric drill. Secures anchor bolts or welds brackets to support rails and framework, and verifies alignment with plumb bob and level. Cuts prefabricated sections of framework, rails, and other elevator components to specified dimensions, using acetylene torch, power saw, and disk grinder. Installs cables, counterweights, pumps, motor foundations, escalator drives, guide rails, elevator cars, and control panels, using hand tools. Connects electrical wiring to control panels and electric motors. Installs safety and control devices. Positions electric motor and equipment on top of elevator shaft, using hoists and cable slings.

*FOOTNOTES: a. – Employer contributes 8% of basic hourly rate for over 5 years' service and 6% of basic hourly rate for 6 months to 5 years' service as Vacation Pay Credit. Paid Holidays: New Year's Day; Memorial Day; Independence Day Labor Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Day.*

#### Apprentice Pay Rate

Year 1: 55% of Journeyman's Prevailing Wage Rate

Year 2: 65% of Journeyman's Prevailing Wage Rate

Year 3: 70% of Journeyman's Prevailing Wage Rate

Year 4: 80% of Journeyman's Prevailing Wage Rate

#### **Floor Layer/Carpet Layer** – Ratio: 1 Journeyman / 3 Helpers

Affixes and installs shock-absorbing, sound-deadening or decorative coverings in rolls, blocks, strips, or sheets, including, but not limited to, carpet, soft tile, linoleum, laminates, rubber, cork, and synthetic turf. Examines blueprints, measures and marks surfaces to be covered, and lays out work. Removes materials from base surfaces to prepare for installation of new covering materials. Cuts covering materials and underlayment, such as padding or felt. Sweeps, scrapes, sands, or chips dirt and irregularities from base surfaces; fills imperfections with putty, plaster, or cement grout to form a smooth, clean foundation. Installs fastening devices such as tack strip, cap strips, cove caps, and nosing; secures materials by stapling, gluing, taping, and other means.

#### **Formbuilder/Formsetter** – Ratio: 1 Journeyman / 3 Helpers

Constructs built-in-place or prefabricated wooden forms, according to specifications, for molding concrete structures: Studies blueprints and diagrams to determine type and dimension of forms to be constructed. Saws lumber to blueprint dimensions, using handsaw or power saw, and nails lumber together to make form panels. Erects built-in-place forms or assembles and installs prefabricated forms on construction site according to blueprint specifications, using hand tools, plumb rule, and level. Inserts spreaders and tie rods between opposite faces of form to maintain specified dimensions. Anchors and braces forms to fixed objects, using nails, bolts, anchor rods, steel cables, planks, and timbers.

#### **Glazier** – Ratio: 1 Journeyman / 3 Helpers

Installs glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops: Marks outline or pattern on glass, and cuts glass, using glasscutter. Breaks off excess glass by hand or with notched tool. Fastens glass panes into wood sash with glaziers points, and spreads and smoothes putty around edge of panes with knife to seal joints. Installs mirrors or structural glass on building fronts, walls, ceilings, or tables, using mastic, screws, or decorative molding. Bolts metal hinges, handles, locks, and other hardware to prefabricated glass doors. Sets glass doors into frame and fits hinges. May install metal window and doorframes into which glass panels are to be fitted.

May press plastic adhesive film to glass or spray glass with tinting solution to prevent light glare. May install stained glass windows.

**Insulator** (Batt and Foam) – Ratio: 1 Journeyman / 3 Helpers

Applies batt and form insulation to walls, ceilings and other surfaces according to manufacturers specifications and blue print instructions. May use sealants such as cement plaster or asphalt compound to seal insulation; may spread concrete over floor slabs to form wearing floor: brushes adhesives, cuts insulating materials to specified shape to cover surfaces; uses tape or other sealants to adhere insulation to surfaces. May use staple gun, towel, paintbrushes and caulking guns.

**Ironworker** (Reinforcing) – Ratio: 1 Journeyman / 3 Helpers

Positions and secures steel bars in concrete forms to reinforce concrete; places rods in forms, spacing and fastening together with wire and pliers. Cuts bars using hacksaw, bar cutters or acetylene torch. Bends steel rods with hand tools or rod bending machine; reinforces concrete with wire mesh; welds reinforcing bars together.

**Ironworker** (Structural) – Ratio: 1 Journeyman / 3 Helpers

Erector; ironworker; steel erector; structural–iron erector; structural–iron worker; structural steel erector. Performs any combination of following duties to raise, place, and unite girders, columns, and other structural–steel members to form completed structures or structure frameworks, working as member of crew: Sets up hoisting equipment for raising and placing structural–steel members. Fastens steel members to cable of hoist, using chain, cable, or rope. Signals worker operating hoisting equipment to lift and place steel member. Guides member, using tab line (rope) or rides on member in order to guide it into position. Pulls, pushes, or pries steel members into approximate position while member is supported by hoisting device. Forces members into final position, using turnbuckles, crowbars, jacks, and hand tools. Aligns rivet holes in member with corresponding holes in previously placed member by driving drift pins or handle of wrench through holes. Verifies vertical and horizontal alignment of members, using plumb bob and level.

**Lather** – Ratio: 1 Journeyman / 3 Helpers

Fastens wooden, metal, or rockboard lath to walls, ceilings, and partitions of buildings to provide supporting base for plaster, fireproofing, or acoustical material, using hand tools and portable power tools: Erects horizontal metal framework to which laths are fastened, using nails, bolts, and studgun. Drills holes in floor and ceiling, using portable electric tool, and drives ends of wooden or metal studs into holes to provide anchor for furring or rockboard lath. Wires horizontal strips to furring to stiffen framework. Cuts lath to fit openings and projections, using hand tools or portable power tools. Wires, nails, clips, or staples lath to framework, ceiling joists, and flat concrete surfaces. Bends metal lath to fit corners, or attaches preformed corner reinforcements. Wires plasterer’s channels to overhead structural framework to provide support for plaster or acoustical ceiling tile.

**Painter** (Brush, Roller, and Spray) – Ratio: 1 Journeyman / 3 Helpers

Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures: Reads work order or receives instructions from supervisor or homeowner regarding painting. Smooths surfaces, using sandpaper, brushes, or steel wool, and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting. Fills nail holes, cracks, and joints with caulk, putty, plaster, or other filler, using caulking gun and putty knife. Selects premixed paints, or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. Removes fixtures, such as pictures and electric switchcovers, from walls prior to painting, using screwdriver.

Spreads dropcloths over floors and room furnishings, and covers surfaces, such as baseboards, doorframes, and windows with masking tape and paper to protect surfaces during painting. Paints surfaces, using brushes, spray gun, or paint rollers. Simulates wood grain, marble, brick, or tile effects. Applies paint with cloth, brush, sponge, or fingers to create special effects. Erects scaffolding or sets up ladders to perform tasks above ground level.

**Pipefitter\*** (HVAC Pipe Only) – Ratio: 1 Journeymen / 1 Apprentice (See Schedule included)

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints: Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness. Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to test system for leaks.

Apprentice Pay Rate

Year 1: 55% of Journeyman's Prevailing Wage Rate

Year 2: 60% of Journeyman's Prevailing Wage Rate

Year 3: 66% of Journeyman's Prevailing Wage Rate

Year 4: 72% of Journeyman's Prevailing Wage Rate

Year 5: 78% of Journeyman's Prevailing Wage Rate

**Pipefitter** (Excluding HVAC Pipe) – Ratio: 1 Journeymen / 3 Helpers

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints: Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness. Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe-threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to

test system for leaks. May weld pipe supports to structural steel members. May observe production machines in assigned area of manufacturing facility to detect machinery malfunctions. May operate machinery to verify repair. May modify programs of automated machinery, such as robots and conveyors, to change motion and speed of machine, using teach pendant, control panel, or keyboard and display screen of robot controller and programmable controller. May be designated Steam Fitter (construction) when installing piping systems that must withstand high pressure.

**Plasterer** – Ratio: 1 Journeyman / 3 Plaster Tenders

Applies coats of plaster to interior walls, ceilings, and partitions of buildings, to produce finished surface, according to blueprints, architect's drawings, or oral instructions, using hand tools and portable power tools: Directs workers to mix plaster to desired consistency and to erect scaffolds. Spreads plaster over lath or masonry base, using trowel, and smoothes plaster with darby and float to attain uniform thickness. Applies scratch, brown, or finish coats of plaster to wood, metal, or board lath successively. Roughens undercoat with scratcher (wire or metal scraper) to provide bond for succeeding coats of plaster.

**Plumber\*** (Excluding HVAC Pipe) – Ratio: 3 Journeymen / 2 Apprentices

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes: Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.

Apprentice Pay Rate

Year 1: 55% of Journeyman's Prevailing Wage Rate

Year 2: 61% of Journeyman's Prevailing Wage Rate

Year 3: 66% of Journeyman's Prevailing Wage Rate

Year 4: 72% of Journeyman's Prevailing Wage Rate

Year 5: 78% of Journeyman's Prevailing Wage Rate

**Roofer** – Ratio 1 Journeyman / 3 Helpers

Covers roofs with roofing materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, to waterproof roofs: Cuts roofing paper to size, using knife, and nails or staples it to roof in overlapping strips to form base for roofing materials. Installs gutters and down spouts. Aligns roofing material with edge of roof, and overlaps successive layers, gauging distance of overlap with chalk line, gauge on shingling hatchet, or by lines on shingles. Fastens composition shingles or sheets to roof with asphalt, cement, or nails. Punches holes in slate, tile, terra cotta, or wooden shingles, using punch and hammer. Cuts strips of flashing and fits them into angles formed by walls, vents, and intersecting roof surfaces. When applying asphalt or tar and gravel to roof, mops or pours hot asphalt or

tar onto roof base. Applies alternate layers of hot asphalt or tar and roofing paper until roof covering is as specified. Applies gravel or pebbles over top layer, using rake or stiff bristled broom.

**Sheet Metal Worker\*** Ratio: 2 Journeymen / 1 Apprentice (Including Setting HVAC Duct & System Installs)

Fabricates, assembles, installs and repairs sheet metal products, including sheet metal roof (See also Roofer). Operates soldering and welding equipment to join together sheet metal parts. Seals seams and joints with sealant. Installs roof sheets, trims, flashing, gutters down spouts and other related items. Performs other related duties.

Apprentice Pay Rate

Year 1 – 1st 6 months: 50% of Journeyman’s Prevailing Wage Rate

Year 1 – 2nd 6 months: 54% of Journeyman’s Prevailing Wage Rate

Year 2 – 3rd 6 months: 58% of Journeyman’s Prevailing Wage Rate

Year 2 – 4th 6 months: 62% of Journeyman’s Prevailing Wage Rate

Year 3 – 5th 6 months: 66% of Journeyman’s Prevailing Wage Rate

Year 3 – 6th 6 months: 70% of Journeyman’s Prevailing Wage Rate

Year 4 – 7th 6 months: 74% of Journeyman’s Prevailing Wage Rate

Year 4 – 8th 6 months: 78% of Journeyman’s Prevailing Wage Rate

**Sprinkler Fitter\*** (Fire) – Ratio: 1 Journeyman / 1 Apprentice

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints: Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness. Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe-threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to test system for leaks. May weld pipe supports to structural steel members. May observe production machines in assigned area of manufacturing facility to detect machinery malfunctions. May operate machinery to verify repair. May modify programs of automated machinery, such as robots and conveyors, to change motion and speed of machine, using teach pendant, control panel, or keyboard and display screen of robot controller and programmable controller.

Apprentice Pay Rate

Year 1 – 1st 12 months: 50% of Journeyman’s Prevailing Wage Rate

Year 2 – 3rd 6 months: 55% of Journeyman’s Prevailing Wage Rate

Year 2 – 4th 6 months: 60% of Journeyman’s Prevailing Wage Rate

Year 3 – 5th 6 months: 65% of Journeyman’s Prevailing Wage Rate

Year 3 – 6th 6 months: 70% of Journeyman’s Prevailing Wage Rate

Year 4 – 7th 6 months: 75% of Journeyman’s Prevailing Wage Rate  
Year 4 – 8th 6 months: 80% of Journeyman’s Prevailing Wage Rate  
Year 5 – 9th 6 months: 85% of Journeyman’s Prevailing Wage Rate  
Year 5 – 10th 6 months: 90% of Journeyman’s Prevailing Wage Rate

**Tile Finisher** – Ratio: 1 Journeyman / 3 Helpers

Supplies and mixes construction materials for Tile Setter (construction), applies grout, and cleans installed tile: Moves tiles, tile setting tools, and work devices from storage area to installation site manually or using wheelbarrow. Mixes mortar and grout according to standard formulas and request from Tile Setter (construction), using bucket, water hose, spatula, and portable mixer. Supplies Tile Setter (construction) with mortar, using wheelbarrow and shovel. Applies grout between joints of installed tile, using grouting trowel. Removes excess grout from tile joints with wet sponge and scrapes corners and crevices with trowel. Wipes surface of tile after grout has set to remove grout residue and polish tile, using nonabrasive materials. Cleans installation site, mixing and storage areas, and installation machines, tools, and equipment, using water and various cleaning tools. Stores tile setting materials, machines, tools, and equipment. May apply caulk, sealers, acid, steam, or related agents to caulk, seal, or clean installed tile, using various application devices and equipment. May modify mixing, grouting, grinding, and cleaning procedures according to type of installation or material used. May assist Tile Setter (construction) to position and secure metal lath, wire mesh, or felt paper prior to installation of tile. May cut marked tiles to size, using power saw or tile cutter.

**Tile Setter** – Ratio: 1 Journeyman / 3 Helpers

Applies tile to walls, floors, ceilings, and promenade roof decks, following design specifications: Examines blueprints, measures and marks surfaces to be covered, and lays out work. Measures and cuts metal lath to size for walls and ceilings with tin snips. Tacks lath to wall and ceiling surfaces with staple gun or hammer. Spreads plaster base over lath with trowel and levels plaster to specified thickness, using screed. Spreads concrete on sub floor, with trowel and levels it with screed. Spreads mastic or other adhesive base on roof deck, using serrated spreader to form base for promenade tile. Cuts and shapes tile with tile cutters and biters. Positions tile and taps it with trowel handle to affix tile to plaster or adhesive base.

**Truck Driver**

Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations: Drives truck to destination, applying knowledge of commercial driving regulations and area roads. Prepares receipts for load picked up. Collects payment for goods delivered and for delivery charges. May maintain truck log, according to state and federal regulations. May maintain telephone or radio contact with supervisor to receive delivery instructions. May load and unload truck. May inspect truck equipment and supplies, such as tires, lights, brakes, gas, oil, and water. May perform emergency roadside repairs, such as changing tires, installing light bulbs, tire chains, and spark plugs. May position blocks and tie rope around items to secure cargo during transit.

**Laborers**

**Common Laborer**

Performs any combination of the following tasks in erecting, repairing and wrecking buildings; dig, spread and level dirt and gravel; lift carry and hold building materials, tools and supplies; clean tools, equipment, materials and work areas; mix, pour and spread concrete, asphalt, gravel and other materials; join, wrap and seal sections of pipe; routine non-machine tasks such as removing forms from set concrete, filling expansion joints with asphalt, and placing culverts in trench. May also signal construction equipment

operators; measure distances from grade stakes, drive stakes and stretch lines; bolt, nail align and block up under forms; mix and finish poured concrete, erect scaffolding; spread paint or coating to seal surfaces; caulking compounds to seal surfaces; remove projections from concrete, and mount pipe hangers.

#### **Mason Tender Brick** (Bricklayer's Helper)

#### **Mason Tender Cement** (Concrete Mason's / Concrete Finisher's Helper)

#### **Pipelayer**

Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints.

#### **Plaster Tender** (Plaster's Helper)

Tends machine that pumps plaster or stucco through spray gun for application to ceilings, walls, and partitions of buildings: Starts and stops machine on signals from PLASTERER (construction). Fills hopper of machine with plaster. Turns valves to regulate pump and compressor. Assists in erecting scaffolds.

### **Power Equipment Operators**

#### **Asphalt Paver** (operator)

Operator; bituminous-paving-machine operator; blacktop-paver operator; blacktop spreader; mechanical-spreader operator; paving-machine operator, asphalt or bituminous. Operates machine that spreads and levels hot-mix bituminous paving material on sub grade of highways and streets: Bolts extensions to screed to adjust width, using wrenches. Lights burners to heat screed. Starts engine and controls paving machine to push dump truck and maintain constant flow of asphalt into hopper. Observes distribution of paving material along screed and controls direction of screed to eliminate voids at curbs and joints. Turns valves to regulate temperature of asphalt flowing from hopper when asphalt begins to harden on screed.

#### **Backhoe** (operator)

Operates power-driven machine, equipped with movable shovel, to excavate or move coal, dirt, rock, sand, and other materials: Receives written or oral instructions from supervisor regarding material to move or excavate. Pushes levers and depresses pedals to move machine, to lower and push shovel into stockpiled material, to lower and dig shovel into surface of ground, and to lift, swing, and dump contents of shovel into truck, car, or onto conveyor, hopper, or stockpile. Observes markings on ground, hand signals, or grade stakes to remove material, when operating machine at excavation site.

#### **Crane** (operator)

Operates electric, diesel, gasoline, or steam-powered guy-derrick or stiff-leg derrick (mast supported by fixed legs or tripod), to move products, equipment, or materials to and from quarries, storage areas, and processes, or to load and unload trucks or railroad cars: Pushes and pulls levers and depresses pedals to raise, lower, and rotate boom and to raise and lower load line in response to signals.

#### **Forklift** (operator)

Drives gasoline-, liquefied gas-, or electric-powered industrial truck equipped with lifting devices, such as forklift, boom, scoop, lift beam and swivel-hook, fork-grapple, clamps, elevating platform, or trailer hitch, to push, pull, lift, stack, tier, or move products, equipment, or materials in warehouse, storage yard, or factory: Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes,

products, or materials or hooks tow trucks to trailer hitch, and transports load to designated area. Unloads and stacks material by raising and lowering lifting device.

**Slab & Wall Saw** (See Related Power Equipment Operator Above) Use associated power equipment operators already defined.

**Welders** – Receive rate prescribed for craft performing operation to which welding is incidental.

**\*When Apprentices are shown, Helpers cannot be utilized**

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### Apprentices

Apprentice duties consist of, but are not limited to, reading blueprints, layout, fabrication, installation, and assembly. Other duties are the setting up and operation of fabrication machines, using hand tools, power tools, lifting/handling devices, sealing if necessary according to their particular craft. Apprentices also are trained in the preparation process of a job that include but not limited to staging, planning, distribution, and sectioning of materials. Apprentices may be used in any of the crafts listed where noted on the Prevailing Wage Rate Schedule, if they are currently certified in a program recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, providing the proper ratio between journeyman and apprentice is observed. Apprentice certification certificates must be supplied with the first weekly payroll upon which the apprentice's name appears. Helpers or Laborers cannot be utilized when Apprentices are shown.

#### **Asbestos Worker / Insulator**

HFC allows the use of 1 Journeyman and 1 Apprentice, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 2th Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman.

1 Journeyman w/1 Apprentice

2 Journeymen w/2 Apprentices

#### **Boilermakers**

HFC allows the use of 5 Journeymen and 1 Apprentice, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 6th Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman.

1–5 Journeymen w/1 Apprentice

6–10 Journeymen w/2 Apprentices

#### **Carpenter**

HFC allows the use of 2 Journeymen and 1 Apprentice, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 4th Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman.

1–2 Journeymen w/1 Apprentice

5–6 Journeymen w/3 Apprentices

3–4 Journeymen w/2 Apprentices

#### **Electrician**

HFC allows the use of 3 Journeymen and 2 Apprentices, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 3rd Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman. All Journeymen and Apprentices must hold a current license from the State of Texas.

1 Journeyman w/1 Apprentice

6 Journeymen w/4 Apprentices

- 2 Journeymen w/1 Apprentice
- 3 Journeymen w/2 Apprentices
- 4 Journeymen w/3 Apprentices
- 5 Journeymen w/3 Apprentices

- 7 Journeymen w/4 Apprentices
- 8 Journeymen w/4 Apprentices
- 9 Journeymen w/4 Apprentices
- 10 Journeymen w/5 Apprentices

**Plumbers**

HFC allows the use of 3 Journeymen and 2 Apprentices, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 3rd Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman. All Journeymen and Apprentices must hold a current license from the State of Texas.

- 1 Journeyman w/1 Apprentice
- 2 Journeymen w/1 Apprentice
- 3 Journeymen w/2 Apprentices
- 4 Journeymen w/3 Apprentices
- 5 Journeymen w/3 Apprentices

- 6 Journeymen w/4 Apprentices
- 7 Journeymen w/4 Apprentices
- 8 Journeymen w/4 Apprentices
- 9 Journeymen w/4 Apprentices
- 10 Journeymen w/5 Apprentices

**Sprinkler Fitter**

HFC allows the use of 1 Journeyman and 1 Apprentice, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 2nd Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman.

- 1 Journeyman w/1 Apprentice

- 2 Journeymen w/2 Apprentices

**Sheetmetal Worker**

HFC allows the use of 2 Journeymen and 1 Apprentice, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 4th Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman.

- 1–2 Journeymen w/1 Apprentice
- 3–4 Journeymen w/2 Apprentices

- 5–6 Journeymen w/3 Apprentices

**Pipefitters (HVAC only)**

HFC allows the use of 1 Journeymen and 1 Apprentice, the Apprentice can be used with the first Journeyman. No other Apprentices can be added until the 4th Journeyman is added. All Apprentices are to be under the direct supervision of a Journeyman.

- 1 Journeyman w/1 Apprentice
- 2 Journeymen w/1 Apprentice
- 3 Journeymen w/2 Apprentices
- 4 Journeymen w/3 Apprentices
- 5 Journeymen w/3 Apprentices

- 6 Journeymen w/4 Apprentices
- 7 Journeymen w/4 Apprentices
- 8 Journeymen w/4 Apprentices
- 9 Journeymen w/4 Apprentices
- 10 Journeymen w/5 Apprentices

**Pipefitters (Excluding HVAC Pipe)**

Journeymen	Indentured Apprentice	Apprentice Applicant	Total
1	1	0	1 to 1
3	2	1	3 to 3
5	3	2	5 to 5
8	4	3	8 to 7
12	5	4	12 to 9
16	6	5	16 to 11

20	7	6	20 to 13
25	8	7	25 to 15
30	9	8	30 to 17
40	10	9	40 to 19
50	11	10	50 to 21
Note: Continues after fifty Journeyman — One Indentured Apprentice and one Apprentice Applicant for every ten Journeyman			

**Welders**

Receive rate prescribed for craft performing operation in which welding is incidental.

**Helpers**

**Helpers** (Must not exceed 3 helpers to 1 journeyman)

A Helper is a semi-skilled worker (rather than a skilled journeyman) who works under the direction of and assists a journeyman. Under the journeyman’s direction and supervision, the helper performs a variety of duties to assist the journeyman such as preparing, carrying, and furnishing equipment, supplies and maintaining them in order; cleaning and preparing work areas; lifting, positioning, and holding materials or tools; and other related semi-skilled tasks as directed by the journeyman. A helper may use the tools of the trade at and under the direction of the journeyman. The particular duties performed by a helper vary according to area practice. The journeyman must work in close proximity to the location of the helpers work area. Except as noted in the foregoing tables, the wage rate for a Helper shall be calculated at no less than 65% of the prevailing wage for the Journeyman classification. Helpers who assist more than one journeyman craft should be listed with the notation indicating each journeyman craft classification they assist.

Questions with regard to classifications of a worker should be directed to the HFC General Counsel’s Office, in writing, with a description of the work to be performed. After review, HFC will respond in writing with the classification and wage rate to be paid the worker in question.

**Fringe Benefits**

If the worker is not receiving fringe benefits, they must be paid in cash if noted on the prevailing wage schedule along with the base rate. The term wages means the basic hourly rate of pay; any contribution irrevocably made by a contractor or subcontractor to a trustee or to a third person pursuant to a bona fide fringe benefit fund, plan, or program; and the rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing bona fide fringe benefits to laborers and mechanics pursuant to an enforceable commitment to carry out a financially responsible plan of program, which was communicated in writing to the laborers and mechanics affected. The fringe benefits enumerated in the Davis–Bacon Act include medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing; unemployment benefits; life insurance, disability insurance, sickness insurance, or accident insurance; vacation or holiday pay; defraying costs of apprenticeship or other similar programs; or other bona fide fringe benefits. Fringe

benefits do not include benefits required by other Federal, State, or local law. The prevailing wages (including fringe benefits) as adopted for this contract are based upon a survey performed under the Davis–Bacon Act. Thus, determinations in regard to fringe benefits, to the extent practicable, will be based upon the standards set forth in the following federal regulations.

**Title 29, Code of Federal Regulations, Part 4  
Labor Standards for Federal Service Contracts**

**29 CFR 4.170 – Furnishing fringe benefits or equivalents.**

(a) General. Fringe benefits required under the Act shall be furnished, separate from and in addition to the specified monetary wages, by the contractor or subcontractor to the employees engaged in performance of the contract, as specified in the determination of the Secretary or his authorized representative and prescribed in the contract documents. Section 2(a)(2) of the Act provides that the obligation to furnish the specified benefits “may be discharged by furnishing any equivalent combinations of fringe benefits or by making equivalent or differential payments in cash under rules and regulations established by the Secretary.” The governing rules and regulations for furnishing such equivalents are set forth in Sec. 4.177 of this subpart. An employer cannot offset an amount of monetary wages paid in excess of the wages required under the determination in order to satisfy his fringe benefit obligations under the Act, and must keep appropriate records separately showing amounts paid for wages and amounts paid for fringe benefits.

(b) Meeting the requirement, in general. The various fringe benefits listed in the Act and in Sec. 4.162(a) are illustrative of those which may be found to be prevailing for service employees in a particular locality. The benefits which an employer will be required to furnish employees performing on a particular contract will be specified in the contract documents. A contractor may dispose of certain of the fringe benefit obligations which may be required by an applicable fringe benefit determination, such as pension, retirement, or health insurance, by irrevocably paying the specified contributions for fringe benefits to an independent trustee or other third person pursuant to an existing “bona fide” fund, plan, or program on behalf of employees engaged in work subject to the Act’s provisions. Where such a plan or fund does not exist, a contractor must discharge his obligation relating to fringe benefits by furnishing either an equivalent combination of “bona fide” fringe benefits or by making equivalent payments in cash to the employee, in accordance with the regulations in Sec. 4.177.

**29 CFR 4.171 – “Bona fide” fringe benefits.**

(a) To be considered a “bona fide” fringe benefit for purposes of the Act, a fringe benefit plan, fund, or program must constitute a legally enforceable obligation, which meets the following criteria:

(1) The provisions of a plan, fund, or program adopted by the contractor, or by contract as a result of collective bargaining, must be specified in writing, and must be communicated in writing to the affected employees. Contributions must be made pursuant to the terms of such plan, fund, or program. The plan may be either contractor–financed or a joint contractor employee contributory plan. For example, employer contributions to Individual Retirement Accounts (IRAs) approved by IRS are permissible. However, any contributions made by employees must be voluntary, and if such contributions are made through payroll deductions, such deductions must be made in accordance with Sec. 4.168. No contribution toward fringe benefits made by the employees themselves, or fringe benefits provided from monies deducted from the employee’s wages may be included or used by an employer in satisfying any part of any fringe benefit obligation under the Act.

(2) The primary purpose of the plan must be to provide systematically for the payment of benefits to employees on account of death, disability, advanced age, retirement, illness, medical expenses, hospitalization, supplemental unemployment benefits, and the like.

(3) The plan must contain a definite formula for determining the amount to be contributed by the contractor and a definite formula for determining the benefits for each of the employees participating in the plan.

(4) Except as provided in paragraph (b), the contractor's contributions must be paid irrevocably to a trustee or third person pursuant to an insurance agreement, trust or other funded arrangement. The trustee must assume the usual fiduciary responsibilities imposed upon trustees by applicable law. The trust or fund must be set up in such a way that the contractor will not be able to recapture any of the contributions paid in nor in any way divert the funds to its own use or benefit.

(5) It should also be noted that such plans must meet certain other criteria as set forth in Sec. 778.215 of 29 CFR part 778 in order for any contributions to be excluded from computation of the regular rate of pay for overtime purposes under the Fair Labor Standards Act (Secs. 4.180–4.182).

(b)(1) Unfunded self-insured fringe benefit plans (other than fringe benefits such as vacations and holidays which by their nature are normally unfunded) under which contractors allegedly make “out of pocket” payments to provide benefits as expenses may arise, rather than making irrevocable contributions to a trust or other funded arrangement as required under Sec. 4.171(a)(4), are not normally considered “bona fide” plans or equivalent benefits for purposes of the Act.

(2) A contractor may request approval by the Administrator of an unfunded self-insured plan in order to allow credit for payments under the plan to meet the fringe benefit requirements of the Act. In considering whether such a plan is bona fide, the Administrator will consider such factors as whether it could be reasonably anticipated to provide the prescribed benefits, whether it represents a legally enforceable commitment to provide such benefits, whether it is carried out under a financially responsible program, and whether the plan has been communicated to the employees in writing. The Administrator in his/her discretion may direct that assets be set aside and preserved in an escrow account or that other protections be afforded to meet the plan's future obligation.

(c) No benefit required by any other Federal law or by any State or local law, such as unemployment compensation, workers' compensation, or social security, is a fringe benefit for purposes of the Act.

(d) The furnishing to an employee of board, lodging, or other facilities under the circumstances described in Sec. 4.167, the cost or value of which is creditable toward the monetary wages specified under the Act, may not be used to offset any fringe benefit obligations, as such items and facilities are not fringe benefits or equivalent benefits for purposes of the Act.

(e) The furnishing of facilities which are primarily for the benefit or convenience of the contractor or the cost of which is properly a business expense of the contractor is not the furnishing of a “bona fide” fringe benefit or equivalent benefit or the payment of wages. This would be true of such items, for example, as relocation expenses, travel and transportation expenses incident to employment, incentive or suggestion awards, and recruitment bonuses, as well as tools and other materials and services incidental to the employer's performance of the contract and the carrying on of his business, and the cost of furnishing, laundering, and maintaining uniforms and/or related apparel or equipment where employees are required by the contractor, by the contractor's Government contract, by law, or by the nature of the work to wear such items. See also Sec. 4.168.

(f) Contributions by contractors for such items as social functions or parties for employees, flowers, cards, or gifts on employee birthdays, anniversaries, etc. (sunshine funds), employee rest or recreation rooms, paid coffee breaks, magazine subscriptions, and professional association or club dues, may not be used to offset any wages or fringe benefits specified in the contract, as such items are not “bona fide” wages or fringe benefits or equivalent benefits for purposes of the Act.

**STATUTORY PAYMENT BOND**

Be it known that \_\_\_\_\_, Principal and \_\_\_\_\_, Surety, are hereby held and firmly bound unto Houston First Corporation (“HFC”), a local government corporation created under Chapter 431 of the Texas Transportation Code, in the penal amount of \$\_\_\_\_\_ for payment whereof, Principal and Surety bind themselves, their heirs, executors, administrators, jointly and severally.

The conditions of this obligation are such that Principal has on or about this day executed a contract with HFC for the GRBCC Lighting Controls Upgrade Project, all of such work to be done as set out in full in the Lighting Controls Upgrade Construction Services Agreement (the “Agreement”), the entirety of which is made a part of this instrument as fully and completely as if set out in full herein;

Now therefore, the condition of this obligation is such that if Principal shall faithfully pay in full all claimants supplying labor and materials to Principal or to a subcontractor in the prosecution of the work provided for in the Agreement, then this obligation shall be null and void, otherwise, the same shall remain in full force and effect;

Provided, however, that this bond is executed pursuant to the provisions of Chapter 2253 of the Texas Government Code, as may be amended from time to time, and all liabilities on this bond shall be determined in accordance with the provisions thereof to the same extent as if it were set forth in its entirety herein;

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms or conditions of the Agreement, or to the work performed thereunder, shall in any way affect or relieve Surety of its obligations hereunder. Surety does hereby waive notice of any such change, extension of time, alteration or addition to the Agreement, or to the work to be performed thereunder. This bond shall be automatically extended in time, without formal and separate amendment, to cover full and faithful performance under the Agreement in the event of any such modification, regardless of the length of time involved.

Notice to any party hereunder must be in writing and shall be deemed delivered when actually received or, if earlier, on the third day following deposit with the U.S. Postal Service, certified mail, return receipt requested, addressed to the respective other party at the address set forth in the Agreement or, in the case of the Surety, at the address provided herein.

IN WITNESS WHEREOF, Principal and Surety have executed this instrument on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, “Principal”

\_\_\_\_\_, “Surety”

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**A copy of the Surety agent’s Power of Attorney must be attached hereto**

**STATUTORY PERFORMANCE BOND**

Be it known that \_\_\_\_\_, Principal and \_\_\_\_\_, Surety, are hereby held and firmly bound unto Houston First Corporation ("HFC"), a local government corporation created under Chapter 431 of the Texas Transportation Code, in the penal amount of \$\_\_\_\_\_ for payment whereof, Principal and Surety bind themselves, their heirs, executors, administrators, jointly and severally.

The conditions of this obligation are such that Principal has on or about this day executed a contract with HFC for the GRBCC Lighting Controls Upgrade Project, all of such work to be done as set out in full in the Lighting Controls Upgrade Construction Services Agreement (the "Agreement"), the entirety of which is made a part of this instrument as fully and completely as if set out in full herein;

Now therefore, the condition of this obligation is such that if Principal shall faithfully perform the work in accordance with the Agreement and shall dutifully repair, replace and restore any and all defects in or damages resulting from, arising out of, or relating to defects in materials furnished by, or workmanship of Principal in connection with said Agreement, discovered within one year after the Date of Completion, as such term is defined in the Agreement, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same shall remain in full force and effect.

Provided, however, that this bond is executed pursuant to the provisions of Chapter 2253 of the Texas Government Code, as may be amended from time to time, and all liabilities on this bond shall be determined in accordance with the provisions thereof to the same extent as if it were set forth in its entirety herein;

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms or conditions of the Agreement, or to the work performed thereunder, shall in any way affect or relieve Surety of its obligations hereunder. Surety does hereby waive notice of any such change, extension of time, alteration or addition to the Agreement, or to the work to be performed thereunder. This bond shall be automatically extended in time, without formal and separate amendment, to cover full and faithful performance under the Agreement in the event of any such modification, regardless of the length of time involved.

Notice to any party hereunder must be in writing and shall be deemed delivered when actually received or, if earlier, on the third day following deposit with the U.S. Postal Service, certified mail, return receipt requested, addressed to the respective other party at the address set forth in the Agreement or, in the case of the Surety, at the address provided herein.

IN WITNESS WHEREOF, Principal and Surety have executed this instrument on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, "Principal"

\_\_\_\_\_, "Surety"

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**A copy of the Surety agent's Power of Attorney must be attached hereto**