

EXHIBIT-A
List of Documents forming a part of the Contract

1. Invitation to Bid Letter and Instructions to Bidders
2. Exhibit "B" - Contractor Bid Form(s), Clarifications, Exclusions
3. Exhibit "C" - Insurance Requirements
4. Exhibit "D" – List of Drawings
5. Exhibit "E" – O & M Closeout Manuals Requirements
6. Exhibit "F" – Liquidated Damages
7. Exhibit "G" – Geotechnical and Environmental Reports
8. Exhibit "H" – Submittals Procedures / Responsibilities
9. Form 100A - Conditional Interim Waiver/Release Upon Payment for GC
10. Form 100B - Conditional Interim Waiver/Release Upon Payment for Subcontractors
11. Form 100C – Unconditional Interim Waiver/Release for Subcontractors
12. Form 200 – GC's Affidavit
13. Form 300 – Conditional Waiver/Release for GC and Subcontractors Final Payment
14. Form 300B – Unconditional Waiver/Release for GC and Subcontractors Final Payment
15. Sworn Statement For GC and Subcontractors
16. Sample Payment Application (AIA G702 and G703)
17. Subcontractor List
18. Stored Materials List
19. Weekly Progress Report
20. G704, G706, G707
21. Photo Shot Requirements
22. Final Photo Shot Requirements
23. W-9
24. Form 400 – Warranty
25. Building Pad Certification

EXHIBIT – B

Contractor's Bid Form(s), Qualifications and Exclusions

To be provided by Contractor at Time of Bid

TO: ***ALL BIDDERS***

FROM: Andrew Prince
Director of Construction
Fort Wayne Southtown, LLC

DATE: 1-5-2022

RE: Caliber Collision
US 27 & Tillman Rd.
Fort Wayne, IN

Invitation to Bid and other Bid documents

Following, please find documents for your use in bidding the above referenced project:

- Invitation to Bid, Bid Forms and select Contract documents – including but not limited to Exhibit “A” – List of Documents forming a part of the Contract.
- Forms and Exhibits as listed in Exhibit - A
- One (1) complete set of Construction Plans (including, but not limited to Civil, Architectural, Structural, MEP, and Landscape).

INVITATION TO BID

**PROJECT:
Caliber Collision
US 27 & Tillman
Fort Wayne, IN**

PART 1 – GENERAL

1.1 INVITATION:

- 1.1.1 Bid is by invitation ONLY. The Contact is as follows:

Fort Wayne Southtown, LLC
Attention: Andrew Prince
3841 Green Hills Village Drive, Suite 400
Nashville, TN 37215
aprince@oldacremcdonald.com

- 1.1.2 Bids will be due via email to aprince@oldacremcdonald.com at **2:00 PM Central Time on 2-3-2022.**

1.2 CONTRACT DOCUMENTS:

- 1.2.1 Reserved.

- 1.2.2 Invited Bidders may download additional construction documents from the Architect's designated FTP web site for seven (7) days after initial posting. Addenda and other revisions will be posted as needed for downloading by bidders. Download requirements will be posted by the Architect by means of this Invitation transmission.

PROJECT ARCHITECT:
ADG
2710 Sutton Blvd.
St Louis, MO 63143
Contact: Joshua Smith
jsmith@adg-stl.com

1.3 BID PROPOSAL REQUIREMENTS:

- 1.3.1 All bids must be submitted on the provided Bid Forms A & B.
- 1.3.2 A performance and payment bond for the contract amount is required.
- 1.3.3 Insurance requirements as shown in Exhibit 'C'.
- 1.3.4 The Owner reserves the right to reject any and all Proposals, to waive formalities and irregularities, and to award the Contract for Construction, if at all, in the sole interest of the Owner.
- 1.3.5 The bids shall remain in force sixty (60) days after the time of opening.
- 1.3.6 Bid will be based on a 190 calendar day construction schedule.
- 1.3.7 Contractor will purchase a Builders Risk policy.
- 1.3.8 Owner will pay for construction material testing.
- 1.3.9 This 'Invitation to Bid' and 'Instructions to Bidders' will become a part of the Construction Contract.

INSTRUCTION TO BIDDERS

PROJECT:
Caliber Collision
US 27 & Tillman Rd.
Fort Wayne, IN

OWNER:
Fort Wayne Southtown, LLC

PART II – GENERAL

1.1 DEFINITIONS:

- 1.1.1 Bid Documents include the Instructions to Bidders, The Bid Form(s), and select portions of proposed Contract Documents, including, but not limited to, construction plans and specifications, any addenda issued prior to receipt of bids, and Exhibit 'A'.
- 1.1.2 Reserved.
- 1.1.3 All definitions set forth in the *General Conditions of the Contract for construction, (AIA Document A201, 2017; Standard Form of agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum (AIA Document A101, 2017)*; and as otherwise defined by the Project Architect, Civil Engineer of record, and other construction documents provided by the Owner.
- 1.1.4 Addenda are written graphic instruments issued by the Project Architect or Owner prior to the execution of the Contract which modify or interpret the Bidding documents by addition, deletion, clarification, or correction. Addenda will be issued to the invited bidders ONLY. The invited bidders shall be responsible for distributing addenda to the subcontractors and others who are interested in participating in the bidding process.
- 1.1.5 Base Bid is the sum in the Bid for which the Bidder offers to perform all of the work described in the bid documents, which documents are provided to the invited bidders, and to which work may be added or deleted as provided in the form of Alternative Bids, if any.

1.1.6 The Project Architect is as follows:

PROJECT ARCHITECT:
ADG
2710 Sutton Blvd.
St Louis, MO 63143
Contact: Joshua Smith
jsmith@adg-stl.com

1.1.7 BIDDING DOCUMENTS:

- 1.1.8 Bid documents include the Instructions to Bidders, The Bid Form(s), and select portions of proposed Contract Documents, including, but not limited to, construction plans and specifications, any addenda issued prior to receipt of bids, Exhibit "A" and all other documents listed in Exhibit 'A'.

1.1.9 During the bidding process, bidders may be furnished certain addenda covering additions, deductions, or alterations to the construction documents (plans and specifications). Such addenda shall be included in the Work covered by the Bid Proposal and shall become a part of the Contract Documents.

1.1.10 Reserved.

1.1.11 Reserved.

1.2 EXAMINATION: Bidders shall carefully examine the documents and the construction site and obtain first-hand knowledge of existing conditions prior to preparing and submitting the Bid to the Owner for consideration.

1.3 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

1.3.1 Bidders shall promptly notify the Project Architect and Owner of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents, or of the site and local conditions.

1.3.2 Bidders requiring clarification or interpretation of the Bid Documents shall make a written request to the Project Architect to reach him/her at least **48** hours prior to the date of receipt of bids.

1.3.3 Any interpretation of, correction to, or change in the Bid Documents will be made by addendum issued by the Project Architect. No oral interpretation, correction, or change will be made.

1.3.4 If a substitution is acceptable, such acceptance will be set forth in writing via Addendum by the Project Architect.

1.4 SUBMISSION OF BID AND BASIS OF AWARD

- 1.4.1 Each Bid must be submitted on the prescribed form and indicate the bid prices thereon in proper spaces, for the entire Work and for Alternatives, if any. Any erasure or other correction in the Bid may be explained or noted over the signature of the Bidder. Bids containing any conditions, items not called for, or irregularities of any kind may be rejected by the Owner.
 - 1.4.2 Bidders are required to submit an itemized breakdown of the Bid Proposal in accordance with the Bid Form provided by the Owner. The breakdown is required for bookkeeping work and is the basis for partial payments. For these uses, it is essential that the breakdown provided be as representative of the true cost of each item as is possible to ascertain. Failure to provide the breakdown as requested may be, at the Owner's sole discretion, grounds for declaring the Bid non-responsive.
 - 1.4.3 Each Bid must give the full business address of the Bidder and state whether he is an individual, corporation or partnership.
 - 1.4.4 Bids by a corporation must be signed with the legal name and seal of the corporation followed by the name of the State of its incorporation, and the manual signature of an officer, agent, or other person authorized to bind the corporation.
 - 1.4.5 Bids by partnerships shall show the names of all partners and must be signed in the partnership name by one of the partners. The partnership signature shall be followed by the manual signature of the partner signing.
 - 1.4.6 In every case, the name of the person signing and his designation shall be typed or printed below his signature. A person who affixes to his signature the word "President", "Secretary", "Agent", or other designation without disclosing his principal may be held individually responsible for such Bid. Satisfactory evidence of the authority of an officer, agent, attorney, or other person signing for a corporation and agent, attorney, or other person signing for a partnership or individual shall be furnished.
 - 1.4.7 The Owner will accept an electronically transmitted Bid.
- 1.5 BID MODIFICATION:** Bid modification will be accepted from Bidders if received prior to the opening of bids. Modification may be made electronically.
- 1.6 BID WITHDRAWAL:** Bids may not be withdrawn prior to the time fixed for opening. If a Contractor agrees to bid, a bid must be submitted. Should a Contractor fail to bid, such Contractor shall be removed from all future bidding opportunities.

1.7 QUALIFICATION OF THE BIDDER: The Owner may make such investigations as deemed necessary to determine the ability of the Bidder to perform the Work, and the Bidder shall furnish to the Owner all such information and data for the purpose as the Owner may request. An AIA A305 Qualification Statement is required to be submitted by the successful bidder along with the contract documents.

2.0 TIME OF COMPLETION AND LIQUIDATED DAMAGES:

2.1 The completion of the project at the earliest date is of the utmost importance to the Owner. Bidder shall investigate all the possible methods of scheduling (e.g., working the necessary weekends and/or evenings) and employing work forces to achieve the earliest completion date.

2.2 The Owner will deduct the sum of One Thousand Dollars per day from the Contract Sum, if awarded, as liquidated damages and not as penalty, for each consecutive calendar day the successful Bidder awarded the project is late in completing the Work as specified in the Contract, if any.

2.3 See also attached Exhibit "F" (2pp.).

2.4 Reserved.

3.0 WORKING HOURS: The Contractor shall be responsible for determining his own means and methods of performing the Work, including establishing working hours.

4.0 SECURITY: The Contractor shall be responsible for maintaining security, and the Contractor shall be responsible for the replacement or repair of items and/or equipment stolen, lost, or damaged while the building security is under the care of the Contractor. The Contractor shall be responsible for having a job superintendent present whenever subcontractors are working in connection with the Contractor's basic Contract.

5.0 SPECIAL POLICY AND PROCEDURES: Notwithstanding anything to the contrary herein, Contractor will be responsible for any and all labor costs associated with employees utilized on the project, including all fringe benefit costs required under any collective bargaining agreement or project labor agreement with any labor organization, or to meet prevailing wage requirements under any federal, state, or local law or ordinance. Contractor will be responsible for any additional costs or expenses caused by any work stoppage directly or indirectly related to Contractor's

employees or the employees of any subcontractor utilized by the Contractor on the project. No additional labor-related costs or legal expenses incurred by Contractor in connection with any labor dispute, picketing, hand billing or work stoppage will be considered by the Owner as part of any change order for any additional costs or payment not included in the Contract Sum. Contractor agrees that it will take prompt action to bring about an end to any labor dispute associated with the project. No extension of the time provided for completion of the project will be granted because of any labor dispute involving any of the Contractor's employees or the employees of any subcontractor utilized by the Contractor on the project or by any contractor or subcontractor, supplier or vendor of any Tenant that may self-perform certain work on the Project.

- 6.0** **BUILDING PERMITS:** The Contractor shall be responsible for obtaining and purchasing all required permits. The Owner will reimburse the Contractor for the cost of the building permit only.

- 6.1 Reserved.

END OF SECTION

EXHIBIT – C
Page 1 of 3

Insurance

Prior to commencing with the work, Contractor will procure with **the Owner** and other such parties as required by **the Owner** and/or Contract Documents as additional insured parties on a primary basis, and thereafter maintain, at its own expense, until expiration of Contractor's obligations under the Contract, insurance coverage from insurers acceptable to **the Owner** in such amounts and in such form as required by the attached Exhibit "C", page 3 of 3 (the Insurance Requirements). Upon request, Contractor will provide **the Owner** with certified copies of insurance policies required in the Insurance Requirements.

EXHIBIT – C

Page 2 of 3

3. Certificates of Insurance

The Certificate of Insurance will verify that:

- a. **The Owner** (and the Architect and Engineer if required by Contract Documents) and their Officers, Agents and Employees, and Owner's lender(s) are named as Additional Insureds on the General Liability, Auto Liability and Excess Liability policies and shown on an Accord25 certificate or its equivalent as Owner's lender(s) may require. The policy shall also provide for Completed Operations coverage for three (3) years after completion of the project. This will be accomplished by Endorsement to the policies. For the General Liability policy, endorsements CG 20-10-07-04 and CG 20-37-07-04 or their equivalents must be used. The Excess policy must provide "Follow Form" coverage to these endorsements.
- b. No policy will be cancelled, non-renewed or materially changed to the detriment of an Additional Insured unless thirty (30) days actual, written notification is given to the Certificate Holder.
- c. The insurance provider to the Additional Insureds for Liabilities and Responsibilities assumed by the Contractor under the agreement will be primary and any other insurance maintained by the Additional Insureds shall be Excess and Non-Contributory.
- d. Under the General Liability policy, the General Aggregate applies on a "per project" basis.
- e. Contractor and its Insurance Providers have waived all rights of Subrogation against **the Owner** and its Officers, Agents and Employees under all policies.
- f. Contractor will be required to provide a Performance & Payment bond for the value of the Contract Sum, including a Dual Obligee Rider, issued to Owner's lender(s).

EXHIBIT – C

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Insurance Requirements

1. Required Coverage

- a. Commercial General Liability
- b. Automobile Liability
- c. Excess Liability- Umbrella Form
- d. Workers Compensation and Employer's Liability

2. Limits

General Liability

\$ 2,000,000 General Liability- Per Project
\$ 1,000,000 Each Occurrence
\$ 2,000,000 Products/Completed Operations Aggregate
\$ 1,000,000 Personal and Advertising Injury
\$ 50,000 Fire Damage
\$ 5,000 Medical Expense (any one person)

Automobile Liability

\$ 1,000,000 Combined Single Limit
Bodily Injury and Property Damage

Excess Liability

\$ 2,000,000 Each Occurrence
\$ 2,000,000 Aggregate

Workers Compensation

Statutory Limit
Employers Liability
\$ 500,000 Each Accident
\$ 500,000 Policy Limit
\$ 500,000 Each Employee

Builders Risk

Provided by General Contractor

Exhibit D

12/23/2021 - ISSUED FOR BID / PERMIT

GENERAL	
CS.00	COVER SHEET
CS.01	CODE DATA
CS.02	LIFE SAFETY PLAN
CS.03	RESPONSIBILITY SCHEDULE
CS.04	FIRE SAFETY CONCEPT
CIVIL	
C0.0	TITLE SHEET
C1.0	GENERAL SPECIFICATIONS
C1.1	GENERAL NOTES
C2.0	EXISTING CONDITIONS AND DEMO PLAN
C3.0	SITE PLAN
C4.0	EROSION CONTROL PLAN
C4.1	EROSION CONTROL DETAILS
C4.2	SWPPP
C6.0	UTILITY PLAN
C7.0	CONSTRUCTION DETAILS
C7.2	CONSTRUCTION DETAILS
ARCHITECTURAL	
SP1.0	SITE PLAN
SP1.1	SITE DETAILS
SP1.2	TRASH ENCLOSURE DETAILS
A0.1	ACCESSIBILITY DETAILS
A0.2	ACCESSIBILITY DETAILS
A0.3	ACCESSIBILITY DETAILS
A1.0	FLOOR PLAN
A1.1	REFLECTED CEILING PLAN
A1.2	ROOF PLAN
A1.2S	ROOF SPECIFICATIONS
A1.3	FLOOR FINISH PLAN
A1.4	FIXTURE PLAN
A2.0	EXTERIOR ELEVATIONS
A2.1	OFFICE ELEVATIONS
A2.2	RESTROOM PLANS & ELEVATIONS
A3.0	BUILDING SECTIONS
A3.1	EXTERIOR WALL SECTIONS
A3.2	EXTERIOR WALL SECTIONS
A3.4	INTERIOR PARTITION DETAILS
A4.0	ENLARGED FLOOR PLANS
A4.1	ENLARGED RCP
A4.2	MILLWORK DETAILS
A4.3	MILLWORK DETAILS
A5.0	PLAN DETAILS
A5.1	SECTION DETAILS
A5.2	SECTION DETAILS
A6.0	FINISH SCHEDULE
A6.1	DOOR & WINDOW SCHEDULES
A6.2	DOOR & WINDOW DETAILS
STRUCTURAL	
S0.0	GENERAL NOTES
S0.1	GENERAL NOTES
S0.2	INSPECTION TABLES
S1.0	FOUNDATION PLAN
S1.1	ROOF FRAMING PLAN
S2.0	FOUNDATION SECTIONS
S2.1	FOUNDATION SECTIONS
S3.0	FRAMING SECTIONS
S4.0	VERTICAL BRACE ELEVATIONS AND DETAILS
S5.0	TYPICAL DETAILS
S5.1	TYPICAL DETAILS
S5.2	TYPICAL DETAILS
S5.3	TYPICAL DETAILS
S5.4	TYPICAL DETAILS
MEP	
M1.0	FLOOR PLAN - HVAC
M1.1	MECHANICAL ROOF PLAN
M2.0	MECHANICAL SCHEDULES
M3.0	MECHANICAL DETAILS
M4.0	MECHANICAL SPECIFICATIONS
E1.0	LIGHTING PLAN
E1.1	POWER & DATA PLAN
E1.2	SITE ELECTRICAL PLAN
E3.0	ELECTRICAL SCHEDULES
E4.0	ELECTRICAL DETAILS
E5.0	ELECTRICAL SPECIFICATIONS
P0.1	PLUMBING SCHEDULES
P0.2	PLUMBING DETAILS
P0.3	PLUMBING DETAILS
P0.4	PLUMBING RISERS
P0.5	PLUMBING SPECIFICATIONS
P2.0	PLUMBING UNDER FLOOR PLAN
P2.1	PLUMBING FLOOR PLAN

Exhibit 'E'
Operation & Maintenance Manual Requirements

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DIVISION	SECTION	DESCRIPTION	REQUIREMENT
1		GENERAL REQUIREMENTS	
	1	General Contractor information including address, contacts, phone, fax, and cell numbers	GC Project Warranty
	2	Subcontractor List including address, contacts, phone, fax, cell numbers	
	3	Building Permit	Signed and dated
	4	Inspection cards for all trades	Signed by Inspector
	5	Certificate of Occupancy	Signed and dated
	6	Completed punch list	Signed and dated
	7	Geotech Pad Certification	Signed and sealed
	8	Surveyor Pad Certification	Signed and sealed
	9	Certificate of Substantial Completion	Signed and sealed
2		SITE WORK	
	1	Earthwork	Warranty
	2	Site utilities	Warranty
	3	Concrete (Site)	Warranty
	4	Asphalt	Warranty
3		CONCRETE	
	1	Concrete (Building)	Warranty
4		MASONRY	
	1	Brick, CMU, Stone, accessories	Warranty
5		METALS	
	1	Structural, metal deck, fabrications	Warranty, Approved Shop Drawings, Test Reports
6		Wood	
	1	Carpentry Millwork, casework	Warranty Warranty, Cut Sheets
7		MOISTURE PROTECTION	
	1	Insulation	Warranty, Cut Sheets
	2	EIFS	Warranty, Cut Sheets
	3		Subcontractor and Manufacturer Warranty, Cut Sheets
	4	Roofing	
	5	Metal Copings	Warranty, Cut Sheets
	6	Roof Accessories	Warranty, Cut Sheets
	7	Joint Sealers	Warranty
8		DOORS, WINDOWS AND FRAMES	
	1	Metal/Wood Doors and Frames	Warranty, Cut Sheets
	2	Aluminum Entrances and Storefronts	Warranty, Cut Sheets
	3	Automatic Sliding Doors	Warranty, Cut Sheets
	4	Special Doors/Gates/Grills	Warranty, Cut Sheets
	5	Finish Hardware	Warranty, Cut Sheets
	6	Glass and Glazing	Warranty, Cut Sheets
9		FINISHES	
	1	Gypsum Wall Board/Metal Studs	Warranty, Cut Sheets
	2	Tile	Warranty, Cut Sheets

	3	Flooring Covering	Warranty, Cut Sheets
	4	Concrete Sealer	Warranty, Cut Sheets
	5	Paint	Warranty, Cut Sheets
10		SPECIALTIES	
	1	Toilet Partitions	Warranty, Cut Sheets
	2	Miscellaneous	Warranty, Cut Sheets
11		EQUIPMENT	
	1	Dock Equipment	Warranty, Cut Sheets
	2	Overhead Door	Warranty, Cut Sheets
15.1		FIRE SPRINKLER	
	1	Sprinkler System	Warranty, Shop Drawings
	2	Detector Check	Warranty, Cut Sheets
	3	Fire Pump	Warranty, Cut Sheets
15.2		PLUMBING	
	1	Plumbing System	Warranty, Cut Sheets
15.3		HVAC	
	1	HVAC Equipment	Warranty, Cut Sheets
	2	Unit Heaters	Warranty, Cut Sheets
	3	Air Curtains	Warranty, Cut Sheets
	4	EMS Equipment	Warranty, Cut Sheets
	5	Ductwork	Warranty, Cut Sheets
	6	Balance Report	Signed
	7	Miscellaneous	Warranty, Cut Sheets
16		ELECTRICAL	
	1	Basic Electric	Warranty, Cut Sheets
	2	Distribution	Warranty, Cut Sheets
	3	Generators	Warranty, Cut Sheets
	4	EMS	Warranty, Cut Sheets
	5	Interior Lights	Warranty, Cut Sheets
	6	Parking Lot Lights	Warranty, Cut Sheets
	7	Miscellaneous	Warranty, Cut Sheets

Exhibit F – Liquidated Damages

DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

(This will constitute Exhibit “F” of the Contract Document under Article 3 of the AIA A101 Document (Standard Form of Agreement Between Owner And Contractor where the basis of payment is a stipulated ~~Lump Sum~~ Lump Sum), 2007 edition.

TIME OF COMPLETION AND LIQUIDATED DAMAGES

1.2.1 The Contractor understands, acknowledges, and agrees to commence and complete construction as set forth in Article 3 of this Agreement. The Contractor agrees to have the Work Complete by which shall mean that all Work set forth in the Contract documents is completed, including the issuance of temporary or permanent Certificate of Occupancy by the governing regulatory agency, less minor Punch List items. Punch List items shall mean those items that do not prevent the Tenant from obtaining a Temporary or Permanent Certificate of Occupancy and opening the business to the public.

1.2.2 The Contractor agrees that if the Work is not Substantially Complete by the date as established in the Contract, the Owner may, at his sole discretion, assess the Contractor damages in the amount of One Thousand and no/100 dollars (\$1,000.00) for each and every consecutive calendar day thereafter until the Work is Substantially Complete. Such liquidated damages as are assessed may be deducted from the Progress Payments or Final Payment, as may be determined appropriate by the Owner.

1.2.3 Reserved.

1.2.4 Except as noted in 1.2.1 above, the Contractor shall have twenty (20) consecutive calendar days to complete the Punch List after Substantial Completion. For each consecutive calendar day thereafter that the Punch List Work is not completed, the Contractor may be assessed damages against the Final Payment in the amount of Three Hundred and no/100 dollars (\$300.00) until such time as the Work is corrected and accepted. All close-out documents shall be delivered within thirty (30) consecutive calendar days after Substantial Completion.

1.2.5 Upon the completion of the Contractor’s and Owner’s Lists, with Substantial Completion achieved, the final certificate of occupancy issued, and all “close-out” package items completed in conformance with the Contract documents, and all other provisions regarding close-out met, construction retention amount shall be approved for payment in accordance with the executed Contract documents.

1.2.6 Time Extensions for Unusually Severe Weather- NONE, except for delays resulting from events of “Force Majeure, including but not limited to, fires, floods, hurricanes, tornadoes and earthquakes (and specifically not including any other causes of delay such as, but not limited to, customary seasonal anticipated events such as rain, snow, or thunderstorms).

- ***END OF SECTION*** -

Exhibit G – Geotechnical and Environmental Reports
(sent under separate cover)

- Phase I Environmental Site Assessment, Bloomington Caliber #2, 1106 South Veterans Parkway, Bloomington, IL, prepared by Terracon Consultants, Inc. and dated June 15, 2021. Terracon Project No. 11217162.
- Report of Soils Exploration, Caliber Collision, Hotel Drive and Village Lane, Bloomington, IL, prepared by Ramsey Geotechnical Engineering, LLC, dated June 29, 2021. RGE Job 21-155.

EXHIBIT H

SUBMITTALS/PROCEDURES/RESPONSIBILITIES

ITEM	DESCRIPTION
1. W-9 form:	Submit completed form within five (5) consecutive calendar days after execution of the Contract, if required by the Owner.
2. Lien Waivers:	<p>Partial lien waivers, affidavits, and indemnification documents provided by the Owner are to be submitted by the Contractor and upon Owner's reasonable demand by subcontractors, sub-subcontractors, suppliers, and laborers with each Application for Payment to ensure that all persons have been paid in full for work, services, and labor performed and materials, supplies, machinery, equipment, and tools delivered for the payment period for which payment is requested. An Unconditional Lien Waiver is to be submitted by the Contractor with the Final Application for Payment. The Owner reserves the right to demand same of subcontractors, sub-subcontractors and primary suppliers as may be determined by the Owner to reasonably ensure that all persons have been paid in full for work, services, and labor performed and materials, supplies, machinery, equipment, and tools delivered. Owner further reserves the right to require Unconditional lien waivers for prior progress payment (s) made to ensure same. Payment will be delayed until all required lien waivers, affidavits, and indemnification, hold harmless, and other documents required for the payment period or final payment as may be set forth by the Contract are submitted to and approved by the Owner.</p>
3. Application for Payment:	<p>Applications for Payment shall be made using AIA G702, 703, or such other documents as may be approved by the Owner. The Contractor shall submit four (4) originals with each application for payment, with additional copies to be provided upon Owner's request.</p> <p>NOM Form 100 (Interim Waiver and Release Upon Payment (1 pg.); NOM Form 200 (Contractor's Application for Payment, Affidavit, Waiver of Lien Rights, and Indemnification (2 pp.); and Sworn Statement for Contractor and Subcontractor (3 pp.) shall be completed and submitted with each and every Application for Payment. In addition, NOM Form 300 (Unconditional Waiver and Release Upon Final Payment (1 pg.) shall be submitted with the Final Application for Payment, and as otherwise required by the Owner. The Owner reserves the right at any time during the Contract period to require such other documents as it deems necessary to ensure that the</p>

	architects, engineers, surveyors, subcontractors, sub-subcontractors, laborers, material/equipment/machinery/tool suppliers, and other under direct or indirect contract with the Contractor are paid the amount due and payable for the period for which an Application for Payment is submitted.
4. Subcontractor List:	The Contractor shall provide the Owner with a List of Subcontractors for inclusion in the Contract at the time of its execution; said List to be kept current and accompany each Application for Payment via the Sworn Statement. The Owner reserves the right to withhold progress and final payments, including retainage, until such List is provided. The Contractor agrees to indemnify and hold harmless the Owner from any and all actions that a person for which payment is requested in an Application for Payment may take against the Owner for withholding funds until such List as herein required is provided by the Contractor.
5. Scheduled and Progress Reports:	The Contractor shall for inclusion in the Contract at the time of its execution provide the Owner with a Work Schedule upon which the Contractor will rely for the performance of the Work under the Contract; said Schedule to be of the level of detail specified by the Owner. Upon the commencement of Work, the Contractor shall update the Schedule weekly to reasonably reflect work completed and the balance of the Work to be performed. Upon the Owner's request, the Contractor shall provide the Owner with copies of the Contractor's subcontractor, supplier, and project coordination meeting minutes, whenever such meetings are held and copies of the meeting minutes are distributed to said persons. The Owner reserves the right to withhold payment until such time as the Schedule and meeting minutes are provided to the Owner. The Contractor agrees to indemnify and hold harmless the Owner from any and all actions that a person for which payment is requested in an Application for Payment may take against the Owner for withholding funds until such Schedule as herein required is provided by the Contractor.
6. Photograph:	The Contractor shall on a weekly basis provide the Owner with a minimum of twelve (12) digital photographs in a computer compatible format approved by the Owner. The photographs shall accompany the weekly Work Schedule updates (see Item #5 above). The photographs shall clearly show the progress made in performing the site and both exterior and interior building Work. Should the Contractor fail to clearly show the progress made in performing the Work, the Owner may at the sole cost and expense of the Contractor contract for photographic and such other services with a third party as the Owner deems appropriate for the Owner to ascertain without having to make onsite inspections whether

	or not the Work is progressing commensurate with the Work Schedule.
7. On Site Facilities:	The Contractor shall situate on site an office trailer for use by the Contractor and Owner, unless other arrangements satisfactory to and approved by the Owner are made. Job site trailers or such other arrangements as are approved by the Owner shall be equipped with a telephone, photocopier, scanner, and facsimile machine(s).
8. Stored Material:	The Contractor may request payment for stored materials; however, the Owner reserves the right <i>not</i> to make payment for stored materials. Any and all requests by the Contractor for payment of stored materials shall be made in writing to the Owner prior to the delivery of the material, be bonded, and accompanied by invoice(s) to the level of detail specified by the Owner, including completion of an Owner provided Stored Material Summary and so reflected on the Application for Payment. The Owner will not approve Applications for Payment of Stored Material delivered thirty (30) or more consecutive calendar days prior to their installation unless in the Owner's judgment such action is to the sole benefit of the Owner.
9. Testing:	The Owner reserves the right to require the Contractor to provide for such testing services as may be required by the Construction Documents, including plans and specifications. Where the Contractor elects to retain the services of a firm other than that which prepared the geotechnical report, including revisions thereto, for and on behalf of the Owner, the Contractor shall submit to the Owner for his review the name of testing company, its resume of work experience, and its proposed scope of services. The Owner shall have the right to review the resume for its experience with comparable projects and its scope of services for compliance with the Construction Documents. If, in the opinion of the Owner, the Contractor's proposed testing company does not meet the requirements of the Construction Documents or does not possess experience with comparable projects, the Owner shall have the right to reject the Contractors proposed testing company. Where the Contractor is required to provide for testing services, the Contractor shall within two (2) consecutive work days of the tests being performed provide the Owner with electronic copies of the test reports prepared by the testing company.
10. Superintendents:	The Owner reserves the right to interview the Contractor's onsite job superintendent or other person responsible for the day-to-day onsite direction, coordination, and administration of the Work. The Owner shall have the further authority to

	accept or reject the individual selected by the Contractor, which authority extends for the duration of the Work. The Job Superintendent shall remain onsite until, at the determination of the Owner; the Punch List Work is completed to the satisfaction of the Owner.
11. Record Drawings:	The contractor is to provide three (3) copies in CD/data form of the Record Drawings that clearly show all changes made during performance of the work. This is in addition to three (3) half-sized, hard copies of Record Drawings. Record Drawings shall be provided to the Owner prior to or in conjunction with the submission of the request for release of retainage.
12. Closeout Binders, Warranties, and Operational Manuals:	In addition to the completion of all Work, including providing the Owner with accurate and complete copies of the Record ("As-Built") drawings, the Contractor shall prior to or in conjunction with the submittal of the request for release of retainage, provide the Owner with three (3) complete copies of Close Out documents in CD/data format and three (3) full-size, hard copies; Close Out documents to include, but not limited to, all warranties, operational manuals, "Warranty Information" form provided by the Owner, and other documents set forth in the Contract documents. All warranties shall commence on the certified date of Substantial Completion and be assignable to an Owner directed third party without further cost or expense to the Owner.
13. Shop Drawings and Submittals:	At the time the Contractor transmits to the Project Architect copies of submittals, including, but not limited to, shop drawings, the Contractor shall upon the Owner's request provide the Owner with one (1) copy of each for his review and comment.
14. Punch List:	Contractor shall be responsible for providing Owner written notice upon completion of the Punch List. Thereafter the Owner and/or Project Architect shall have seven (7) working days to make site visit to verify completeness of the Punch List. Owner will make two (2) visits at his cost and expense. Thereafter, the Contractor shall be responsible for all costs and expenses incurred by the Project Architect and the Owner to make such site visits as deemed necessary by the Owner to verify the completeness of the Punch List.
15. 11 th Month Inspection:	In or around the eleventh (11 th) month following Substantial Completion of the Work, as established in the Certificate of Substantial Completion, the Contractor and Owner shall jointly inspect the Work for the purpose of preparing and mutually approving a warranty list setting forth defective work or additional work remaining to be done in accordance with the construction warranties. Contractor hereby agrees to

	<p>promptly commence and with due diligence proceed to perform and complete the work set forth on said warranty list. If all such work has not been completed within twenty (20) days after receipt of the warranty list, Owner shall have in addition to any other rights or remedy the right, but not the obligation, after giving five (5) business days' prior written notice to Contractor, to complete said work and invoice the Contractor the cost and expense to complete the Work, which shall include, but not limited to, reasonable travel and related expenses incurred by the Owner and/or his representatives to supervise and inspect the work performed. Such costs and expenses as incurred by the Owner shall be due and payable to Owner upon demand.</p>
16. Reserved:	

CONDITIONAL INTERIM WAIVER AND RELEASE UPON PAYMENT
For Contractors

STATE OF _____

COUNTY OF _____

The undersigned mechanic and/or materialman has been employed by _____ to furnish

(describe materials and/or labor) for the construction of improvements known as _____ (title of the project or reference number), which is located in the City of _____, County of _____, State of _____ and is owned by _____ and more particularly described as follows:

Upon the receipt of the sum of \$ _____, the undersigned mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property and improvements, or any unpaid contract balance, and any claims it may have upon any payment and performance bonds applicable to the above described project through the date of _____ (date). This waiver and release does not cover any retention or labor, services, or materials furnished after the date specified.

Given under hand and seal this _____ day of _____, 20____.

Company Name: _____

Signature _____

By: _____ (SEAL)

Title: _____

Witness

CONDITIONAL INTERIM WAIVER AND RELEASE UPON PAYMENT
For Subcontractors, Suppliers, and Select Others

STATE OF _____

COUNTY OF _____

The undersigned mechanic and/or materialman has been employed by _____ to furnish

(describe materials and/or labor) for the construction of improvements known as _____ (title of the project or reference number), which is located in the City of _____, County of _____, State of _____ and is owned by _____ and more particularly described as follows:

Upon the receipt of the sum of \$_____ and other valuable considerations, the undersigned mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property and improvements, or any unpaid contract balance, and any claims it may have upon any payment and performance bonds applicable to the above described project through the date of _____ (date). This waiver and release does not cover any retention or labor, services, or materials furnished after the date specified.

Given under hand and seal this _____ day of _____, 20____.

Company Name: _____

Signature _____

By: _____ (SEAL)

Title: _____

Witness

UNCONDITIONAL INTERIM WAIVER AND RELEASE
For Subcontractors, Suppliers, and Select Others

STATE OF _____

COUNTY OF _____

The undersigned mechanic and/or materialman has been employed by _____ to furnish _____
(describe materials and/or labor) for the construction of improvements known as _____ (title of the project or reference number), which is located in the City of _____, County of _____, State of _____ and is owned by _____ and more particularly described as follows:

In consideration of the sum of _____ dollars (\$_____) and other valuable considerations, the undersigned mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property and improvements, or any unpaid contract balance, and any claims it may have upon any payment and performance bonds applicable to the above described project through the date of _____ (date). This waiver and release does not cover any retention or labor, services, or materials furnished after the date specified.

Given under hand and seal this _____ day of _____, 20____.

Company Name: _____

Signature: _____

By: _____ (SEAL)

Title: _____

Witness

**GENERAL CONTRACTOR'S APPLICATION FOR PAYMENT, AFFIDAVIT,
WAIVER OF LIEN RIGHTS, AND INDEMNIFICATION**

This document must be fully executed and returned to and its receipt acknowledged by the Owner prior to the Contractor receiving payment for the following referenced work performed or services rendered:

**BE ADVISED THAT FALSE STATEMENTS MAY FORM THE BASIS FOR PERJURY,
FOR WHICH THE OWNER RESERVES THE RIGHT TO PROSECUTE.**

PROJECT: _____

STATE: _____

COUNTY: _____

FOR PAYMENT REQUEST NO.:_____

FOR REQUEST PERIOD _____ **TO** _____

TO: _____

SUMMARY OF APPLICATION FOR PAYMENT

(See AIA Document G702 and G703 Application and Certificate for Payment, which documents, if required by the Owner, are attached hereto and made a part of this document).

STATEMENT OF CONTRACT ACCOUNT:

1.	Original Contract Amount	\$_____	
2.	Approved Change Orders	\$_____	
3.	Adjusted Contract	\$_____	THIS MONTH
4.	Value of Work Completed to Date	\$_____	\$_____
5.	Value of Approved Change Orders	\$_____	\$_____
6.	Materials Stored on Site	\$_____	\$_____
7.	TOTAL TO DATE	\$_____	\$_____
8.	Less Amount Retained (Deduct) ____ Percent	\$_____	\$_____
9.	Less Bond Amount (Deduct) ____ Percent	\$_____	\$_____
10.	Total Less Retainage and Bond	\$_____	\$_____
11.	Total Previously Certified (Deduct)	\$_____	
12.	AMOUNT DUE THIS REQUEST	\$_____	

**CONTRACTOR'S APPLICATION FOR PAYMENT, AFFIDAVIT,
WAIVER OF LIEN RIGHTS, AND INDEMNIFICATION**

Page -2-

I, _____, the undersigned authorized agent, do hereby certify on behalf of _____, the "Contractor", as follows:

1. That the total Work performed, including labor, materials, and equipment supplied to date for the above referenced project for which payment, either partial or in full, is now requested represents the actual value of accomplishments under the terms and conditions of the Contract dated _____, including amendments and change orders thereto, between the undersigned and the Owner. The Work covered by this Application for Payment has been completed in accordance with the Contract Documents.
2. That all payments received by us, the Contractor, pursuant to the above referenced contract from the Owner have been used in their entirety to make like payments, less applicable retention, to all of our subcontractors and for all materials, labor, and equipment otherwise obtained and used in connection with performance of the Contract, that all claimants or lienors have been paid, except those listed on Attachment "A" hereto, and that the current payment provided in Line 12 of this Application for Payment is now due.
3. That we, as the Contractor, have complied with Federal, State, and local taxes, including, but not limited to, Social Security, Unemployment Compensation, and Worker's Compensation laws insofar as applicable to the performance of the Contract.
4. That the Contractor, acting by and through its duly authorized undersigned agent, agrees to indemnify and hold harmless the Owner from any claims, liens, claims on payment or performance bonds, or damages alleged by any and all of the Contractor's subcontractors, material suppliers, or other suppliers, laborers, or any other persons or entities asserting any such claim or claims.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS ____ DAY OF _____, 20____

Signature of Authorized Agent

NOTARY PUBLIC
(SEAL)

Commission Expires

FOR: _____
Name of Company and Corporate Seal (If Applicable)
ITS _____
Title of Authorized Agent

DATE: _____

**CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT
(for Use by Contractor, Subcontractors, and Suppliers With Final Application and
Certificate for Payment)**

STATE OF _____

COUNTY OF _____

The undersigned mechanic and /or materialman has been employed by _____
_____ to furnish (describe materials and/or labor)

for the construction of improvements known as (title of the project or reference
number) _____ which is located in the City of _____,
County of _____, State of _____ and is owned by _____
and more particularly described as follows:

Upon receipt of the sum of \$ _____, the undersigned mechanic and/or
materialman waives and releases any and all liens and claims of liens it has upon the
foregoing described property and improvements, or any unpaid contract balance, and any
claims it may have upon payment and performance bonds applicable to the above
described project.

Given under hand and seal this _____ day of _____, 20 ____.

Company Name: _____

Signature: _____

By: _____ (SEAL)

Title: _____

Witness

Address

**UNCONDITIONAL WAIVER AND RELEASE
(for Use by Contractor, Subcontractors, and Suppliers With Final Application and
Certificate for Payment)**

STATE OF _____

COUNTY OF _____

The undersigned mechanic and /or materialman has been employed by _____
_____ to furnish (describe materials and/or labor)

for the construction of improvements known as (title of the project or reference
number) _____ which is located in the City of _____,
County of _____, State of _____ and is owned by _____
and more particularly described as follows:

In consideration of the sum of \$ _____, the undersigned mechanic and/or
materialman waives and releases any and all liens and claims of liens it has upon the
foregoing described property and improvements, or any unpaid contract balance, and any
claims it may have upon payment and performance bonds applicable to the above
described project.

Given under hand and seal this _____ day of _____, 20 ____.

Company Name: _____

Name: _____

By: _____ (SEAL)

Title: _____

Witness

Address

*Oldacre McDonald 300B
In Consideration Of*



AIA® Document G704™ – 2000

Certificate of Substantial Completion

OWNER	<input type="checkbox"/>
ARCHITECT	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PROJECT:
(Name and address):
SHELL COPIES OF FORMS

PROJECT NUMBER: /
CONTRACT FOR: General Construction
CONTRACT DATE:

TO OWNER:
(Name and address):

TO CONTRACTOR:
(Name and address):

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

ARCHITECT

BY

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$ 0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Zero (0) days from the above date of Substantial Completion.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at (time) on (date).

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

 AIA® Document G706™ – 1994**Contractor's Affidavit of Payment of Debts and Claims**

OWNER	<input type="text"/>
ARCHITECT	<input type="text"/>
CONTRACTOR	<input type="text"/>
SURETY	<input type="text"/>
OTHER	<input type="text"/>

PROJECT: (Name and address)
SHELL COPIES OF FORMS

ARCHITECT'S PROJECT NUMBER:

TO OWNER: (Name and address)

CONTRACT FOR: General Construction
CONTRACT DATED:

STATE OF:
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: (Name and address)

BY:

(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:



Consent Of Surety to Final Payment

OWNER	<input type="checkbox"/>
ARCHITECT	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
SURETY	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PROJECT: *(Name and address)*
SHELL COPIES OF FORMS

ARCHITECT'S PROJECT NUMBER:

TO OWNER: *(Name and address)*

CONTRACT FOR: General Construction

CONTRACT DATED:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

on bond of
(Insert name and address of Contractor)

, SURETY,

, CONTRACTOR,
hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of
any of its obligations to
(Insert name and address of Owner)

, OWNER,
as set forth in said Surety's bond.

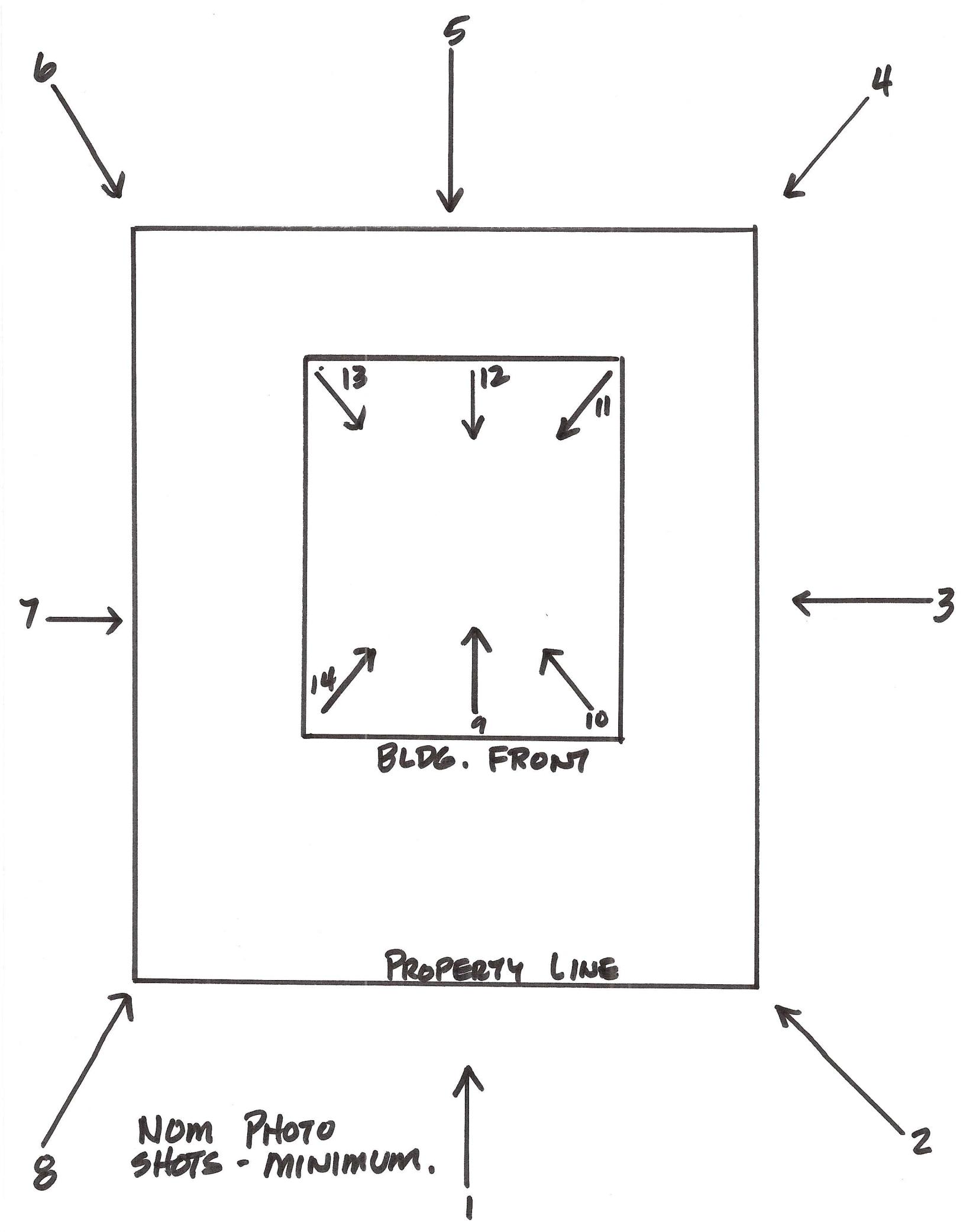
IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)

(Surety)

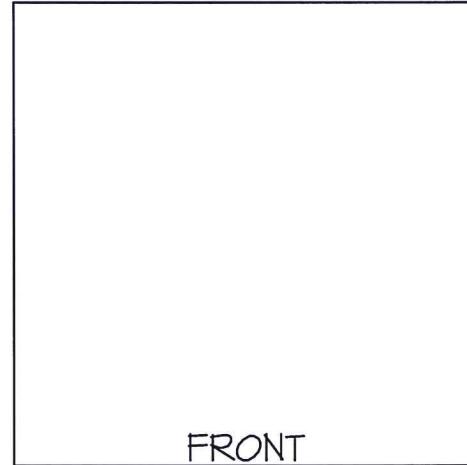
(Signature of authorized representative)

Attest:
(Seal):

(Printed name and title)



BACK



FRONT



STREET



BUILDING PAD CERTIFICATION

Professional Engineer/Surveyor must submit two (2) completed copies of this form to the Owner not more than ten (10) days following pad completion date.

Project Name: _____ Location: _____

GEOTECHNICAL:

The undersigned hereby certifies to (Owner) _____ that:

1. All earthwork preparation for the _____ building pad(s) was completed in compliance with the Construction Documents, as amended, prepared by _____ dated _____ and (_____), dated.
2. Preparation of the pad was monitored and tested at intervals appropriate to the site condition by me or under my direct supervision. A detailed compilation of test data, interpretations and conclusions is being provided under separate cover to the Owner with this certification.
3. We herewith certify that this pad complies with the required preparation.

SEAL Company _____
 By _____ Date _____
 Registration No. _____ and State _____
 (not valid unless sealed)

SURVEYOR: Finished Floor Elevation _____ Pad Elevation _____

The undersigned hereby certifies to (Owner) _____ that:

1. Spot elevations have been taken at critical locations within the building pad(s). All spot elevations are within 0.1 ' (foot) of the specified pad elevation.
2. The building corners have been staked with _____ offsets. The size and location of the building pad(s) are in compliance with the approved site construction plans and specifications prepared by _____ dated _____.
3. All survey work was performed by me or under my direct supervision.

SEAL Company _____
 By _____ Date _____
 Registration No. _____ and State _____
 (not valid unless sealed)

Receipt of Certification

By: _____ Date: _____
Title: _____

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE:

PERIOD TO:
ARCHITECT'S PROJECT NO:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	<i>Landscape/irrigation</i>								
	Site								
	Landscape/irrigation	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Sub-Total	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00	\$0.00
	Central expense & insurance	\$0.00		\$0.00		\$0.00	0.00%	\$0.00	\$0.00
	Fee	\$0.00		\$0.00		\$0.00	0.00%	\$0.00	\$0.00
	P&P Bond	\$0.00		\$0.00		\$0.00	0.00%	\$0.00	\$0.00
	TOTAL	\$100.00	\$0.00	\$0.00		\$0.00	0.00%	\$100.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

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APPLICATION NO: 1

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Conditions								
	Site								
	Earthwork	\$100.00		\$80.00		\$80.00	80.00%	\$20.00	\$8.00
	Site utilities	\$100.00		\$80.00		\$80.00	80.00%	\$20.00	\$8.00
	Asphalt paving	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Curbs	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Sub-Total	\$400.00	\$0.00	\$160.00	\$0.00	\$160.00	40.00%	\$140.00	\$16.00
	Central expense & insurance	\$0.00		\$0.00		\$0.00	25.00%	\$0.00	\$0.00
	Fee	\$0.00		\$0.00		\$0.00	25.00%	\$0.00	\$0.00
	P&P Bond	\$0.00		\$0.00		\$0.00	100.00%	\$0.00	\$0.00
	TOTAL	\$400.00	\$0.00	\$160.00		\$160.00	40.00%	\$140.00	\$16.00

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CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

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APPLICATION NO: 1
APPLICATION DATE:

PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Conditions								
	General Conditions	\$100.00		\$100.00		\$100.00	100.00%	\$0.00	\$10.00
	Concrete								
	Foundation and Slab	\$100.00		\$0.00		\$0.00	0.00%	\$0.00	\$0.00
	Masonry								
	CMU	\$100.00		\$50.00		\$50.00	50.00%	\$50.00	\$5.00
	Metals								
	Structural steel fab & supply	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Carpentry								
	Millwork	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Thermal & moisture protection								
	Roofing	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Caulking	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Doors & windows								
	Doors & windows	\$100.00		\$50.00		\$50.00	50.00%	\$50.00	\$5.00
	Overhead doors	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Storefront glass	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Exterior Finishes								
	Metal framing/plywood	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Finishes								
	Concrete sealers	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	VCT, cove base	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Painting	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Mechanical								
	Plumbing	\$100.00		\$33.00		\$33.00	33.00%	\$67.00	\$3.30
	Sprinkler	\$100.00		\$15.00		\$15.00	15.00%	\$85.00	\$1.50
	HVAC	\$100.00		\$0.00		\$0.00	0.00%	\$100.00	\$0.00
	Electrical								
	Electrical service	\$100.00		\$20.00		\$20.00	20.00%	\$80.00	\$2.00
	Sub-Total	\$1,800.00	\$0.00	\$268.00	\$0.00	\$268.00	14.89%	\$1,432.00	\$26.80
	Central expense & insurance	\$100.00		\$25.00		\$25.00	25.00%	\$75.00	\$2.50
	Fee	\$100.00		\$25.00		\$25.00	25.00%	\$75.00	\$2.50
	P&P Bond	\$100.00		\$100.00		\$100.00	100.00%	\$0.00	\$10.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
TOTAL		\$2,100.00	\$0.00	\$418.00		\$418.00	19.90%	\$1,582.00	\$41.80

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

STORED MATERIAL SUMMARY - MONTHLY REPORT

Project: _____

Application No: _____

Submitted By: _____

Period To: _____

LIST OF SUBCONTRACTORS/SUPPLIERS

DATE _____

PROJECT: _____

PRIME OR GENERAL CONTRACTOR: _____

List all subcontractors and others proposed to be employed on the above referenced project:

	TRADE	FIRM NAME	ADDRESS	PHONE #	REPRESENTATIVE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

INFORMATION PROVIDED BY: _____

SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR

State of _____ }
County of _____ } ss

Page 1 of 3

on the following described premises in said County, to-wit: _____

That, for the purpose of said contract, the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have done or are doing labor on said improvements. That there is due and to become due them, respectively the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such persons, this amount paid and the amounts due or to become due to each.

Name, Address And Telephone Number	Kind of Work	Amount of Contract	Retention (Incl. Current)	Net Of Previous Payments	Net Amount This Payment	Balance To Become Due(Incl. Ret.)
TOTALS:						

Amount of Original Contract:	\$ _____	Work Completed to Date:	\$ _____
Extras to Contract	\$ _____	Less ____ % Retained:	\$ _____
Total Contract & Extras:	\$ _____	Net Amount Earned:	\$ _____
Credits to Contract:	\$ _____	Net Previously Paid:	\$ _____
Adjusted Total Contract:	\$ _____	Net Amount of this Payment:	\$ _____
		Balance To Become Due (Inc. Retention):	\$ _____

It is understood that the total amount paid to date plus the amount requested in this application shall not exceed _____ % of the cost of work completed to date. I also furnish Waivers of Lien for all materials under my contract for this payment request.

Subscribed and sworn to before me this

____ day of _____ 20____

Signed: _____

Notary Public

(Position) _____

My Commission Expires: _____

SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR

State of _____ }
County of _____ } ss

Page 1 of 3

on the following described premises in said County, to-wit: _____

That, for the purpose of said contract, the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have done or are doing labor on said improvements. That there is due and to become due them, respectively the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such persons, this amount paid and the amounts due or to become due to each.

Name, Address And Telephone Number	Kind of Work	Amount of Contract	Retention (Incl. Current)	Net Of Previous Payments	Net Amount This Payment	Balance To Become Due(Incl. Ret.)
TOTALS:						

Amount of Original Contract:	\$ _____	Work Completed to Date:	\$ _____
Extras to Contract	\$ _____	Less ____ % Retained:	\$ _____
Total Contract & Extras:	\$ _____	Net Amount Earned:	\$ _____
Credits to Contract:	\$ _____	Net Previously Paid:	\$ _____
Adjusted Total Contract:	\$ _____	Net Amount of this Payment:	\$ _____
		Balance To Become Due (Inc. Retention):	\$ _____

It is understood that the total amount paid to date plus the amount requested in this application shall not exceed _____ % of the cost of work completed to date. I also furnish Waivers of Lien for all materials under my contract for this payment request.

Subscribed and sworn to before me this

____ day of _____ 20____

Signed: _____

Notary Public

(Position) _____

My Commission Expires: _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)					
Business name/disregarded entity name, if different from above					
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____ <input type="checkbox"/> Other (see instructions) ► _____					
Address (number, street, and apt. or suite no.)			Requester's name and address (optional)		
City, state, and ZIP code					
List account number(s) here (optional)					

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
[]	[]	[]	-	[]	[]	-	[]	[]	[]

Employer identification number									
[]	[]	-	[]	[]	[]	[]	[]	[]	[]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ►
-----------	----------------------------

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(ii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The owner ³
7. Disregarded entity not owned by an individual	The grantor*
For this type of account:	Give name and EIN of:
8. A valid trust, estate, or pension trust	The owner
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	Legal entity ⁴
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The corporation
11. Partnership or multi-member LLC	The organization
12. A broker or registered nominee	The partnership
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The broker or nominee
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The public entity
	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CONTRACTOR WARRANTY FORM

PROJECT: _____

LOCATION: _____

CONTRACT DATE: _____

OWNER: _____

CONTRACTOR: _____

We, _____, as Contractor on the above referenced project, do hereby warrant to the above named Owner that all labor and materials furnished and work performed in conjunction with the above referenced project shall be free from defects due to defective materials or workmanship for a period of _____ consecutive calendar days from the date of Substantial Completion of all of the Work.

This warranty commences on the date of Substantial Completion as set forth on AIA Document G704-2000 (Certificate of Substantial Completion) which date is: _____
(Date of acceptance affixed by Project Architect and Owner) and expires on _____.

Should any defect develop during the warranty period due to defective materials, or workmanship, the same shall be repaired or replaced by the undersigned at no expense to the Owner.

The Owner will give the Contractor written notice of the defective work. The Contractor will correct the defective work within ten (10) consecutive calendar days after receiving said written notice; i.e., unless an emergency situation arises as a result of the defective work in which case the corrective work will be performed with due diligence in a manner appropriate to the situation. If the Contractor fails to perform the Work in the specified time, the Owner shall under this Warranty be granted the right but not the obligation to have the Work performed by others to the Owner's full and complete satisfaction and will invoice the Contractor for the Work performed, which invoice shall be paid promptly and in full without delay by the Contractor.

Nothing in the above shall be deemed to apply to work which has been abused or improperly maintained by the Owner or his agents. This warranty does not cover normal "wear and tear."

DATE: _____
BY: _____
TITLE: _____
FOR: _____

SEAL

D3_____, LLC

Project Name

Project Address

Two Week Look Ahead

Previous Week

Next Week

Monday, December 21, 2015	Tuesday, December 22, 2015	Wednesday, December 23, 2015	Thursday, December 24, 2015	Friday, December 25, 2015	Saturday, December 26, 2015	Sunday, December 27, 2015
Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:
Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:

Two Weeks Ahead

Monday, December 28, 2015	Tuesday, December 29, 2015	Wednesday, December 30, 2015	Thursday, December 31, 2015	Friday, January 01, 2016	Saturday, January 02, 2016	Sunday, January 03, 2016
Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:	Scheduled Tasks:
Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes:	Additional Notes: