City of Tacoma, WA

CITY MANAGER'S OFFICE

REQUEST FOR BIDS

TV AND AUDIO EQUIPMENT REPLACEMENT

SPECIFICATION NO. CM16-0081F

MEDIA AND COMMUNICATIONS OFFICE

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City of Tacoma
City Manager's Office - Media and Communications Office

REQUEST FOR BIDS
CM16-0081F
TV and Audio Equipment Replacement

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, March 15, 2016

Submittal Delivery: Sealed submittals will be received and time stamped at this location only:

City of Tacoma Procurement and Payables Division
Tacoma Public Utilities - Administration Building North, Main Floor
3628 South 35th Street, Tacoma, WA 98409

Submittal Opening: Sealed submittals in response to a RFB will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFP or RFQ are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals are posted to the website for public viewing.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- Register for the Bid Holders List to receive notices of addenda, questions and answers and related updates.
- Click here to see a list of vendors registered for this solicitation.

Pre-Proposal Meeting: A pre-proposal meeting will be held at 12:30 p.m. on Monday, February 22, 2016 in the Municipal Services Center Conference Room, 1224 MLK JR Way, Tacoma, WA 98405. Please confirm your attendance by e-mail to jparris@cityoftacoma.org.

Project Scope: Replacement of all identified Audio, Video and Television Broadcast Systems equipment with new High Definition (HD 1080) and Digital Audio equipment including integration, installation, cabling, fiber, and technical furniture as necessary for the City's Master Control Center, Council Chambers & Chambers Control, Studio & Studio Control, and the TV Remote Production Truck.

Estimate: $2,600,000

Additional Information: Requests for information regarding the specifications may be obtained by contacting Joe Parris, Senior Buyer, by email to jparris@cityoftacoma.org.

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.

Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

BIDDER'S CHECK LIST

The bidder's attention is especially called to the following forms which must be submitted with your bid:

(a) Schedule of bid price.

The unit/lump sum prices bid must be shown in the space provided.

(b) Signature page.

To be completed and signed by the bidder.

(c) ~~Proposal data sheets (required when included in the proposal).~~

(d) Contractor's Record of Prior Contracts **(required/~~not required~~)**.

(e) List of Equipment **(~~required~~/not required)**.

(f) State Responsibility and Reciprocal Bid Preference Form **(required/~~not required~~)**.

(g) Bid bond or certified check (for construction contracts only).

Each bid must be accompanied by a certified or cashier's check for 5-percent of the total amount bid, or an approved bid bond by a surety company authorized to do business in the State of Washington. See General Provisions 1.04.

(h) Subcontractor List (applicable only for construction contracts of $1,000,000 and over).

(i) **CONSTRUCTION CONTRACTS:** Bid proposals for contractor labor must include fully completed ~~"SBE Utilization Form"~~ and "Prime Contractors Pre-Work Form".

~~NON-CONSTRUCTION CONTRACTS:~~ ~~Bid proposals for material and services must include fully completed "Personnel Inventory Form".~~

(j) "Submittals Required with Bid" as are listed in the Special Provisions Section – Submittals and Shop Drawings (for construction contracts) or Submittals Section (for supply contracts).

The following forms are to be executed after the contract is awarded:

(a) Contract

This agreement is to be executed by the successful bidder.

(b) Performance Bond **(required/~~not required~~)**.

To be executed by the successful bidder and his surety company, and countersigned by a local resident agent of said surety company.

(c) Contractor's Work Hazard Analysis Report (for construction contracts only)

(d) General Release to the City of Tacoma (for construction contracts only).

To be executed by the successful bidder upon completion of work and prior to the receipt of the final payment.

CITY OF TACOMA
FINANCE/PURCHASING DIVISION

SPECIAL NOTICE TO BIDDERS

Public works and improvement projects for the City of Tacoma are subject to Washington state law and Tacoma Municipal Code, including, but not limited to the following:

I. STATE OF WASHINGTON

A. RESPONSIBILITY CRITERIA – STATE OF WASHINGTON

In order to be considered a responsible bidder the bidder must meet the following mandatory state responsibility criteria contained in RCW 39.04.350:

1. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect **at the time of bid submittal**;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable:
   a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
   b. Have a Washington Employment Security Department number, as required in Title 50 RCW;
   c. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW and;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unlicensed or unregistered contractors) or 39.12.065(3) (prevailing wage).

B. RECIPROCAL PREFERENCE FOR RESIDENT CONTRACTORS:

Effective March 30, 2012, RCW 39.04.380 imposes a reciprocal preference for resident contractors. Any bid received from a non-resident contractor from a state that provides an in-state percentage bidding preference is subject application of a comparable percentage disadvantage.

A non-resident contractor from a state that provides an in-state percentage bidding preference means a contractor that:

1. Is from a state that provides a percentage bid preference to its resident contractors bidding on public works projects, and
2. Does not have a physical office located in Washington at the time of bidding on the City of Tacoma public works project.

The state of residence for a non-resident contractor is the state in which the contractor was incorporated, or if not a corporation, the state in which the contractor's business entity was formed.

The City of Tacoma will evaluate all non-resident contractors for an out of state bidder preference. If the state of the non-resident contractor provides an in state contractor preference, a comparable percentage disadvantage will be applied to the non-resident

contractor's bid prior to contract award. The responsive and lowest and best responsible bidder after application of any non-resident disadvantage will be awarded the contract.

The reciprocal preference evaluation does not apply to public works procured pursuant to RCW 39.04.155, RCW 39.04.280, federally funded competitive solicitations where such agencies prohibit the application of bid preferences, or any other procurement exempt from competitive bidding.

Bidders must provide the City of Tacoma with their state of incorporation or the state in which the business entity was formed and include whether the bidder has a physical office located in Washington.

The bidder shall submit documentation demonstrating compliance with above criteria on the enclosed State Responsibility and Reciprocal Bidder Information form.

C. SUBCONTRACTOR RESPONSIBILITY

1. The Contractor shall include the language of this subcontractor responsibility section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier.

2. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

    a. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;

    b. Have a current Washington Unified Business Identifier (UBI) number;

    c. If applicable, have:

    a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
    b. A Washington Employment Security Department number, as required in Title 50 RCW;
    c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    d. An electrical contractor license, if required by Chapter 19.28 RCW;
    e. An elevator contractor license, if required by Chapter 70.87 RCW and;

3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unlicensed or unregistered contractors) or 39.12.065(3) (prevailing wage).

II. CITY OF TACOMA

A. SUPPLEMENTAL RESPONSIBILITY CRITERIA – CITY OF TACOMA:

In order to be considered a responsible bidder, the prospective bidder shall have all of the following qualifications set forth in Tacoma Municipal Code 1.06.262:

1. Adequate financial resources or the ability to secure such resources;
2. The necessary experience, stability, organization and technical qualifications to perform the proposed contract;
3. The ability to comply with the required performance schedule, taking into consideration all existing business commitments;
4. A satisfactory record of performance, integrity, judgment and skills; and
5. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
    a. Bidder Responsibility. Bidders shall not be in violation of 39.04.350 RCW Bidder Responsibility Criteria - Supplemental Criteria.

In addition to the mandatory bidder responsibility criteria listed immediately above, the City may, in addition to price, consider any or all of the following criteria contained in Tacoma Municipal Code Chapter 1.06.262 in determining bidder responsibility:

1. The ability, capacity, experience, stability, technical qualifications and skill of the respondent to perform the contract;
2. Whether the respondent can perform the contract within the time specified, without delay or interference;
3. Integrity, reputation, character, judgment, experience, and efficiency of the respondents, including past compliance with the City's Ethics Code;
4. Quality of performance of previous contracts;
5. Previous and existing compliance with laws and ordinances relating to contracts or services;
6. Sufficiency of the respondent's financial resources;
7. Quality, availability, and adaptability of the supplies, purchased services or public works to the particular use required;
8. Ability of the respondent to provide future maintenance and service on a timely basis;
9. Payment terms and prompt pay discounts;
10. The number and scope of conditions attached to the submittal;
11. Compliance with all applicable City requirements, including but not limited to the City's Ethics Code and its Small Business Enterprise and Local Employment and Apprenticeship programs;
12. Other qualification criteria set forth in the specification or advertisement that the appropriate department or division head determines to be in the best interests of the City.

The City may require bidders to furnish information, sworn or certified to be true, to demonstrate compliance with the City responsibility criteria set forth above. If the city manager or director of utilities is not satisfied with the sufficiency of the information provided, or if the prospective respondent does not substantially meet all responsibility requirements, any submittal from such respondent must be disregarded.

B. ADDITIONAL SUPPLEMENTAL CRITERIA – NOT APPLICABLE

C. MODIFICATIONS TO SUPPLEMENTAL CRITERIA

Potential bidders may request modifications to the City's **supplemental criteria** by submitting a written request to the Purchasing Division no later than 5:00 p.m. Pacific Time, **Monday, February 22, 2016**. Please include the Specification No. and Title when submitting such requests. Requests must include justification for why certain criteria should be modified. Requests received after this date and time will not be considered.

Requests may be submitted via postal mail or delivered personally, or sent by e-mail or fax, within the above timeline to:

MAIL	**DELIVERY**
City of Tacoma Purchasing Division PO Box 11007 Tacoma, WA 98411-0007 Fax: 253-502-8372 E-mail: bids@cityoftacoma.org	City of Tacoma Purchasing Division Tacoma Public Utilities Administration Building North – Main Floor 3628 South 35th Street Tacoma, WA 98409-3115

The City will respond to a timely submitted request prior to the bid opening date. Changes to the supplemental criteria, if warranted, will be issued by addendum to the solicitation documents and posted to the City's website for the attention of all prospective bidders.

D. DETERMINATION OF BIDDER RESPONSIBILITY

If the City determines the bidder does not meet the criteria above and is therefore not a responsible bidder, the City shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees, the bidder may appeal the determination in a manner consistent with the City's Protest Policy. Appeals are coordinated by the Purchasing Division heard by the Procurement and Payables Division manager for contracts less than or equal to $200,000 and by Contracts and Awards Board for contracts greater than $200,000.

SIGNATURE PAGE

CITY OF TACOMA MEDIA AND COMMUNICATIONS OFFICE

All submittals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Submittals will be received and time stamped only at the City of Tacoma Purchasing Division, located in the Tacoma Public Utilities Administration Building North, Main Floor, at 3628 South 35th Street, Tacoma, WA 98409. **See the Request for Bids page near the beginning of the specification for additional details.**

REQUEST FOR BIDS SPECIFICATION NO. CM16-0081F

TV and Audio Equipment Replacement

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

_____
Bidder/Proposer's Registered Name

_____
Address

_____
City, State, Zip

_____
E-Mail Address

_____
E.I.No. / Federal Social Security Number Used on Quarterly Federal Tax Return, U.S. Treasury Dept. Form 941

_____
Signature of Person Authorized to Enter into Contracts for Bidder/Proposer — Date

_____
Printed Name and Title

_____
(Area Code) Telephone Number / Fax Number

_____
State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number

_____
State Contractor's License Number
(See Ch. 18.27, R.C.W.)

Addendum acknowledgement #1_____ #2_____ #3_____ #4_____ #5_____

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.

_____
Name of Bidder

PROPOSAL

	BID UNIT	TOTAL COST
ITEM 1 Council Chambers (See attached BOM - Page COUNCIL CHAMBERS)	**LS**	$_____
ITEM 2 TV Studio & Control room (See attached - BOM – Page STUDIO)	**LS**	$_____
ITEM 3 TV Remote Truck (See attached - BOM – Pages TRUCK (2 pages))	**LS**	$_____
ITEM 4 Master Control Room (MCR) & Central Equipment Room(CER) (See attached - BOM – Page MCR) *****TOTAL COST for Items 1 – 4 is the completed cost for procurement of equipment, integration, installation, and all necessary connectors, cabling, etc. To include Mobilization/Demobilization.***	**LS**	$_____
ITEM 5 Training (Section 01042)	**LS**	$_____
ITEM 6 Commissioning (Section 01042)	**LS**	$_____
SUB-TOTAL ITEMS 1 – 6 (excluding sales tax)		**$_____**
Sales Tax @ _____ (Note Paragraph 1.13 of General Provisions)		$_____
TOTAL AMOUNT (including sales tax)		**$_____**

(CM16-0081F)

Name of Bidder

CONTRACTOR'S RECORD OF PRIOR CONTRACTS

NAME _____ ADDRESS _____

Beginning Date	Completion Date	Contract With	Contact Person Telephone #	Amount of Contract

REMARKS: _____

Specification No. _____

_____
Name of Bidder

State Responsibility and Reciprocal Bid Preference Information

Certificate of registration as a contractor (must be in effect at the time of bid submittal):	Number:_____ Effective Date:_____ Expiration Date:_____
Current Washington Unified Business Identifier (UBI) number:	Number:_____
Do you have industrial insurance (workers' compensation) coverage for your employees working in Washington?	☐ Yes ☐ No ☐ Not Applicable
Washington Employment Security Department number:	Number:_____ ☐ Not Applicable
Washington Department of Revenue state excise tax registration number:	Number:_____ ☐ Not Applicable
Have you been disqualified from bidding on any public works contracts under RCW 39.06.010 or 39.12.065(3)?	☐ Yes ☐ No If yes, provide an explanation of your disqualification on a separate page.
Do you have a physical office located in the state of Washington?	☐ Yes ☐ No
If incorporated, in what state were you incorporated?	State: _____ ☐ Not Incorporated
If not incorporated, in what state was your business entity formed?	State: _____

Herewith find deposit in the form of a cashier's check in the amount of $_____ which amount is not less than 5-percent of the total bid.

SIGN HERE_____

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal, and _____, as Surety, are held and firmly bound unto the City of Tacoma, as Obligee, in the penal sum of _____ _____ dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure to do so, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED THIS _____ DAY OF _____, 20_____.

PRINCIPAL: SURETY:

_____ _____

_____ _____

_____, 20_____

Received return of deposit in the sum of $ _____

_____

List of Subcontractor Categories of Work

Pursuant to RCW 39.30.060(1), the City of Tacoma hereby requires bidders to identify the subcontractors required by statute as part of their bid. Bids that are not accompanied by a listing of those subcontractors at the time the bid is submitted will be deemed non-responsive and void.

To be Submitted with the Bid Proposal

Project Name _____

Failure to list subcontractors who are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW will result in your bid being non-responsive and therefore void.

Subcontractor(s) that are proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

If no subcontractor is listed below, the bidder acknowledges that it does not intend to use any subcontractor to perform those items of work.

Subcontractor Name _____
Work to be Performed _____
_____
_____
_____

Subcontractor Name _____
Work to be Performed _____
_____
_____
_____

Subcontractor Name _____
Work to be Performed _____
_____
_____
_____

Subcontractor Name _____
Work to be Performed _____
_____
_____
_____

Subcontractor Name _____
Work to be Performed _____
_____
_____
_____

MEDIA & COMMUNICATIONS OFFICE
SUBSTITUTION REQUEST FORM

This request shall be submitted to engineer listed below per Specification Submittals and Shop Drawings Section (Construction) or Substitutions Section (Supply). Substitution requests not received by the engineer will not be considered.

TO: Media & Communications Office ATTN: **Jeff Lueders** Date: _____

1224 MLK Jr Way
Tacoma, WA 98405
Fax: 253-591-5817

PROJECT: **CM16-0081F TV and Audio Equipment Replacement** Transmittal No. _____

(Specification/Name/Contract No., if applicable)

We hereby submit for consideration, the following product instead of the specified item for the above project:

Specification Section: _____

Specified Item: _____

Proposed Substitution: _____

NOTES: Attach complete technical data, including laboratory tests and samples as applicable.

Provide a detailed comparison of the significant qualities (size, weight, durability, performance and similar characteristics, and including visual effect, where applicable) for the proposed substitution in comparison with the original requirements.

List completely, installation changes and changes to drawings and specifications required by the proposal.

FILL IN BLANKS BELOW:

A. Does substitution require change in drawing dimensions? ☐ Yes ☐ No

If yes, provide detail: _____

B. Will undersigned pay for resulting building design changes including engineering/detailing costs? ☐ Yes ☐ No

C. What effect does substitution have on other trades?

_____

D. Difference between proposed substitution and specified item?

_____

E. Manufacturer's guarantees of proposed and specified items are? ☐ Same ☐ Different*

*Explain differences on attachment(s).

F. Are maintenance/service parts locally (within 50 miles) available for proposed substitution? ☐ Yes ☐ No

G. Will the proposed substitution have any effect on compliance with applicable codes? ☐ Yes ☐ No

If yes, explain: _____

H. Name and address and current phone number the Project Lead for three (3) similar projects where the proposed product was used, along with the Project name and date of installation:

1. _____
2. _____
3. _____

I. Contract completion date is? _____ ☐ Same ☐ Different*

**Explain differences on attachment(s).*

MEDIA & COMMUNICATIONS OFFICE
SUBSTITUTION REQUEST FORM

This request shall be submitted to engineer listed below per Specification Submittals and Shop Drawings Section (Construction) or Substitutions Section (Supply). Substitution requests not received by the engineer will not be considered.*

Undersigned attests function and quality equivalent or superior to specified item and waives their rights to additional payment and time which may subsequently be necessitated by failure of the substitution to perform adequately, and for the required work to make corrections thereof.

SUBMITTED BY:

Name

Firm

Address

City, State, Zip

Phone No.

Signature Date

FOR USE BY THE CITY OF TACOMA:

☐ Accepted ☐ Accepted as Noted

☐ Not Accepted ☐ Received Too Late

By: _____
(Project Lead/Manager)

Signature: _____

Date: _____

REMARKS:

SBE GOAL UTILIZATION FORM

SMALL BUSINESS ENTERPRISE REQUIREMENTS & PROCEDURES:

All bidders must complete and submit with their bid the following solicitation forms contained in the bid submittal package:

City of Tacoma – Prime Contractor's Pre-Work Form

IMPORTANT NOTE:

It is the bidder's responsibility to insure that the SBE subcontractor(s) listed on the SBE Utilization Form are currently certified by the City of Tacoma at the time of bid opening. This may be verified by contacting the SBE Program Office at (253) 591-5224 between 8 AM and 5 PM, Monday through Friday. This form must have clear expression of SBE participation your company will use on this project. Ordinance 27867, passed by the City Council on December 15, 2009, establishes the overall SBE goal of 22%, *except where modified through appropriate procedures*. Please refer to the City of Tacoma SBE Provisions included elsewhere in these Special Provisions.

SBE GOAL: The SBE office has determined a **zero (0) SBE goal** should apply to this project. Due to limited scope and specialty, no reasonable opportunity for subcontracting exists.

For any questions or concerns, please call the SBE Office at (253) 591-5224

MATERIAL MISSTATEMENTS CONCERNING COMPLETED ACTIONS BY THE BIDDER IN ANY SWORN STATEMENT OR FAILURE TO MEET COMMITMENTS AS INDICATED ON THE SBE UTILIZATION FORM MAY RENDER THE BIDDER IN DEFAULT OF CITY ORDINANCE 27867.

City of Tacoma
Community & Economic Development
Office of Small Business Enterprise
747 Market Street, Room 900
Tacoma, WA 98402
253-591-5224 or 253-573-2435

PRIME CONTRACTOR'S PRE-WORK FORM

Company Name _____ **Telephone** _____

Address/City/State/Zip Code _____

Specification Number _____ **Specification Title** _____

JOB CATEGORIES SPECIFY	TOTAL EMPLOYEES		TOTAL MINORITY EMPLOYEES		BLACK		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE		HISPANIC	
	M	F	M	F	M	F	M	F	M	F	M	F
Officer / Managers												
Supervisors												
Project Managers												
Office / Clerical												
Apprentices												
Trainees												
TOTALS												

CONTRACTOR'S PROJECTED WORK FORCE - THIS PROJECT

Superintendent												
Foreman												
Operators												
Laborers												
Apprentice												
Trainee												
TOTALS												

Type or Print Name of Responsible Officer / Title _____ **Signature of Responsible Officer** _____ **Date** _____

INSTRUCTIONS FOR COMPLETING
PRIME CONTRACTOR'S PRE-WORK FORM

This form only applies to employees who will be working on this specific project.

1. "Heading" the company name and address should reflect the subcontractor actually doing business with the City of Tacoma. If this address is different from that of the Equal Employment Opportunity Officer that administers the EEO programs of the company, the Equal Employment Opportunity Officer's address should be noted in the "Comments" section at the bottom of the form. "Telephone" should contain the area code, telephone number and extension (if any) for the Equal Employment Officer or the responsible official.

2. "Job Categories" at the extreme left hand column of the form specifying "Job Categories" lists "Officials & Managers." You are to list in addition to Officials & Managers any appropriate job titles such as Sales Workers, Office/Clerical, Professionals, Technical, etc., as they apply to your own company and only as pertains to this specific project.

3. The "M" and "F" headings at the top of each column refer to "Male" and "Female."

4. The "Total Employees" column should list the total number of male employees under "M" and the total female number of female employees under "F" for each job category listed. They should be listed in a similar manner in the "Total" category at the bottom of the form. The "Total Employees" column should include all those employees listed under "Non-Minority" and "Total Minorities." "Non-Minority" should include all employees not listed in the minority columns.

5. "Total Minorities" should include all employees listed under the "Black," "Asian or Pacific Islander" (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.), "American Indian or Alaskan Native," and "Hispanic" columns. These columns should include only employees who are members of that particular minority group. Designation and definitions of ethnic/national origin status follow the instructions and definitions of the Federal EEO-1 Form of the U. S. Equal Employment Opportunity Commission.

6. "Totals" this line should reflect the total of all lines in each of the above columns.

7. The signature of your company's designated responsible official or similar official responsible for equal employment opportunity must appear in the designated space at the bottom of the form. Please PRINT OR TYPE the person's name on the top line across from the signature. This is required since some signatures are difficult to read.

8. "Comments" this section is to be used as needed for explanations to under utilization rate or lack of turnover, proposed expansion or reduction of staff or any other pertinent information you believe will help clarify or explain the data presented on the form. If you need additional space, please explain on a separate sheet of paper.

9. If you need assistance or have questions regarding the completion of this form, please call the SBE Office at 253-591-5224 or 253-573-2435

Chapter 1.07

SMALL BUSINESS ENTERPRISE

Sections:
1.07.010 Policy and purpose.
1.07.020 Definitions.
1.07.030 Discrimination prohibited.
1.07.040 Program administration.
1.07.050 Certification.
1.07.060 Program requirements.
1.07.070 Evaluation of submittals.
1.07.080 Contract compliance.
1.07.090 Program monitoring.
1.07.100 Enforcement.
1.07.110 Remedies.
1.07.120 Unlawful acts.
1.07.130 Severability.
1.07.140 Sunset and review of program.

1.07.010 Policy and purpose.

It is the policy of the City of Tacoma that citizens be afforded an opportunity for full participation in our free enterprise system and that historically underutilized business enterprises shall have an equitable opportunity to participate in the performance of City contracts. The City finds that in its contracting for supplies, services and public works there has been historical underutilization of small businesses located in certain geographically and economically disfavored locations and that this underutilization has had a deleterious impact on the economic well-being of the City. The purpose of this chapter is to remedy the effects of such underutilization through use of reasonably achievable goals to increase opportunities for historically underutilized businesses to participate in City contracts. It is the goal of this chapter to facilitate a substantial procurement, education, and mentorship program designed to promote equitable participation by historically underutilized businesses in the provision of supplies, services, and public works to the City. It is not the purpose of this chapter to provide any person or entity with any right, privilege, or claim, not shared by the public, generally, and this chapter shall not be construed to do so. This chapter is adopted in accordance with Chapter 35.22 RCW and RCW 49.60.400.

(Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.020 Definitions.

Terms used in this chapter shall have the following meanings unless defined elsewhere in the Tacoma Municipal Code ("TMC"), or unless the context in which they are used clearly indicates a different meaning.

A. "Affidavit of Small Business Enterprise Certification" means the fully completed, signed, and notarized affidavit that must be submitted with an application for SBE certification. Representations and certifications made by the applicant in this Affidavit are made under penalty of perjury and will be used and relied upon by City to verify SBE eligibility and compliance with SBE certification and documentation requirements.

B. "Base Bid" means a Bid for Public Works to be performed or Supplies or Services to be furnished under a City Contract, including additives, alternates, deductives, excluding force accounts, and taxes collected separately pursuant to Washington Administrative Code ("WAC") 458-20-171.

C. "Bid" means an offer submitted by a Respondent to furnish Supplies, Services, and/or Public Works in conformity with the Specifications and any other written terms and conditions included in a City request for such offer.

D. "Bidder" means an entity or individual who submits a Bid, Proposal or Quote. See also "Respondent."

E. "City" means all Departments, Divisions and agencies of the City of Tacoma.

F. "Contract" means any type of legally binding agreement regardless of form or title that governs the terms and conditions for procurement of Public Works and Improvements and/or Non-Public Works and Improvements Supplies and Services. Contracts include the terms and conditions found in Specifications, Bidder or Respondent Submittals, and purchase orders issued by the City. A "Contract" as used in this chapter shall include an agreement between the City and a non-profit entity to perform construction-related services for Public Works. A "Contract" does not include: (1) awards made by the City with federal/state grant or City general funds monies to a non-profit entity where the City offers assistance, guidance, or supervision on a project or program, and the recipient of the grant awards uses the grant moneys to provide services to the

community; (2) sales transactions where the City sells its personal or real property; (3) a loan transaction where the City is acting as a debtor or a creditor; (4) lease, franchise; (5) agreements to use City real property (such as Licenses, Permits and Easements) and, (6) banking and other financial or investment services.

G. "Contractor" means any Person that presents a Submittal to the City, enters into a Contract with the City, and/or performs all or any part of a Contract awarded by the City, for the provision of Public Works, or Non-Public Works and Improvements, Supplies or Services.

H. "Evaluated Bid" means a Bid that factors each Respondent's Base Bid including any alternates, deductive and additives selected by the City that will result in a weighed reduction based on that Respondent's percentage of SBE participation, as defined by formula set forth in this chapter or in the SBE Regulations adopted pursuant to this chapter.

I. "Goals" means the annual level of participation by SBEs in City Contracts as established in this chapter, the SBE Regulations, or as necessary to comply with applicable federal and state nondiscrimination laws and regulations. Goals for individual Contracts may be adjusted as provided for in this chapter and shall not be construed as a minimum for any particular Contract or for any particular geographical area.

J. "SBE Certified Business" (or "SBEs") means a business that meets the criteria set forth in Section 1.07.050 of this chapter and has been certified as meeting that criteria by the Community and Economic Development Department-SBE Program Coordinator.

K. "SBE Program Coordinator" means the individual appointed, from time to time, by the City's Community and Economic Development Director to administer the SBE Regulations.

L. "SBE Regulations" shall mean the written regulations and procedures adopted pursuant to this chapter for procurement of Supplies, Services and Public Works.

M. "Lowest and Best Responsible Bidder" means the Bidder submitting the lowest Bid received that is within the range of acceptable bids, that also has the ability to timely perform the Contract bid upon considering such factors as financial resources, skills, quality of materials, past work record, and ability to comply with state, federal, and local requirements, including those set forth in the SBE Regulations.

N. "Non-Public Works and Improvements" means all competitively solicited procurement of Supplies and/or Services by the City not solicited as Public Works.

O. "Person" means individuals, companies, corporations, partnerships, associations, cooperatives, any other legally recognized business entity, legal representative, trustee, or receivers.

P. "Proposal" means a written offer to furnish Supplies or Services in response to a Request for Proposals. This term may be further defined in the Purchasing Policy Manual and/or in competitive solicitations issued by the City.

Q. "Public Works (or "Public Works and Improvements)" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the City, or that is by law a lien or charge on any property therein. This term includes all Supplies, materials, tools, and equipment to be furnished in accordance with the Contract for such work, construction, alteration, repair, or improvement.

R. "Quote" means a competitively solicited written offer to furnish Supplies or Services by a method of procurement that is less formalized than a Bid or a Proposal. This term may be further defined in the Purchasing Policy Manual.

S. "Respondent" means any entity or Person, other than a City employee, that provides a Submittal in response to a request for Bids, Request for Proposals, Request for Qualifications, request for quotes or other request for information, as such terms are defined in Section 1.06.251 TMC. This term includes any such entity or Person whether designated as a supplier, seller, vendor, proposer, Bidder, Contractor, consultant, merchant, or service provider that; (1) assumes a contractual responsibility to the City for provision of Supplies, Services, and/or Public Works; (2) is recognized by its industry as a provider of such Supplies, Services, and/or Public works; (3) has facilities similar to those commonly used by Persons engaged in the same or similar business; and/or (4) distributes, delivers, sells, or services a product or performs a Commercially Useful Function.

T. "Services" means non-Public Works and Improvements services and includes professional services, personal services, and purchased services, as such terms are defined in Section 1.06.251 TMC and/or the City's Purchasing Policy Manual.

U. "Submittal" means Bids, Proposals, Quotes, qualifications or other information submitted in response to requests for Bids, Requests for Proposals, Requests for Qualifications, requests for Quotations, or other City requests for information, as such terms are defined in Section 1.06.251 TMC.

V. "Supplies" means materials, Supplies, and other products that are procured by the City through a competitive process for either Public Works procurement or Non-Public Works and Improvements procurement unless an approved waiver has been granted by the appropriate authority.

(Ord. 28274 Ex. A; passed Dec. 16, 2014: Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.030 Discrimination prohibited.

A. No person that is engaged in the construction of public works for the City, engaged in the furnishing of laborers or craftspeople for public works of the City, or is engaged for compensation in the provision of non-public works and improvements supplies and/or services to the City, shall discriminate against any other person on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical disability in employment. Such discrimination includes the unfair treatment or denial of normal privileges to a person as manifested in employment upgrades, demotions, transfers, layoffs, termination, rates of pay, recruitment of employees, or advertisement for employment.

B. The violation of the terms of RCW 49.60 or Chapter 1.29 TMC by any person that is engaged in the construction of public works for the City, is engaged in the furnishing of laborers or craftspeople for public works of the City, or is engaged for compensation in the provision of non-public works and improvements supplies and/or services shall result in the rebuttable presumption that the terms of this chapter have also been violated. Such violation may result in termination of any City contract the violator may have with the City and/or the violator's ineligibility for further City Contracts.

(Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.040 Program administration.

A. The Community and Economic Development Director, or his or her designated SBE Program Coordinator, shall be responsible for administering this chapter and obtaining compliance with respect to contracts entered into by the City and/or its contractors. It shall be the duty of the Director to pursue the objectives of this chapter by conference, conciliation, persuasion, investigation, or enforcement action, as may be necessary under the circumstances. The Director is authorized to implement an administrative and compliance program to meet these responsibilities and objectives.

B. The Director is hereby authorized to adopt and to amend administrative rules and regulations known as the SBE Regulations to properly implement and administer the provisions of this chapter. The SBE Regulations shall be in conformance with City of Tacoma policies and state and federal laws and be designed to encourage achievement of the SBE goals set forth herein. The SBE Regulations shall become effective following public notice and an opportunity to comment by the public.

C. The SBE Regulations adopted pursuant to this section are for the administrative and procedural guidance of the officers and employees of the City and are further expressions of the public policy of the City. The SBE Regulations, when adopted, shall not confer an independent cause of action or claim for relief cognizable in the courts of the state of Washington or the United States of America to any third parties, and such provisions shall not be used as the basis for a lawsuit in any court of competent jurisdiction challenging the award of any contract by the City.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 28110 Ex. B; passed Dec. 4, 2012: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.050 Certification.

A. The SBE Program Coordinator shall approve a person as a SBE Certified Business if all of the following criteria are satisfied:

1. Each person with an ownership interest in the company has a personal net worth of less than $1,320,000 excluding one personal residence and the net worth of the business;

2. The company's total gross receipts for any consecutive three year period within the last six years is not more than $36,500,000 for public works companies and not more than $15,000,000 for non-public works and improvements companies;

3. The owner(s) of the company executes an Affidavit of Small Business Enterprise Certification and files it with the City which states that all information submitted on the SBE application is accurate, that the business has sought or intends to do business with the City and/or within the Pierce County area and has experienced or expects to experience difficulty competing for such business due to financial limitations that impair its ability to compete against larger firms; and

4. The company can demonstrate that it also meets at least one of the following additional requirements:

a. The company's business offices, or the personal residence of the owner, is located within a City of Tacoma designated Renewal Community/Community Empowerment Zone, prior to designation as a SBE, or

b. The company's business offices, or the personal residence of the owner, is located within the City of Tacoma for at least six months prior to designation as a SBE; or

c. The company's business offices are located in a federally designated HUBZONE in Pierce County or any adjacent county for at least 12 months prior to designation as a SBE; or

d. The company's business offices are located in a federally designated HUBZONE in a County wherein the work will be performed, or an adjacent county, for at least 12 months prior to designation as a SBE.

B. Application Process. The SBE Program Coordinator shall make the initial determination regarding certification or recertification. Each SBE applicant shall provide the following documents; as such documents are more fully described in the SBE Regulations, to the SBE Program Coordinator:

1. A completed Statement of Personal Net Worth form;

2. A completed, signed, and notarized Affidavit of Small Business Enterprise Certification that affirms compliance with the certification and documentation requirements of this section;

3. List of equipment and vehicles used by the SBE;

4. Description of company structure and owners;

5. Such additional information as the SBE Program Coordinator or designee may require.

When another governmental entity has an equivalent SBE classification process the City may enter into an interlocal cooperative agreement for mutual recognition of certifications.

C. Recertification. A SBE qualified business shall demonstrate annually to the satisfaction of the SBE Program Coordinator that the following SBE qualifications are still in effect for such business:

1. That the company still meets all of the criteria set forth in subsection 1.07.050.A. TMC, and

2. That the company has maintained all applicable and necessary licenses in the intervening period, and

3. That the company demonstrates that the owner and/or designated employees have completed the minimum annual continuing business education training requirements set forth in the SBE Regulations.

D. Appeals. The applicant may appeal any certification determination by the SBE Program Coordinator under this chapter to the Director. The appeal must be made in writing and must set forth the specific reasons for the appeal. The Director shall make a decision on the appeal request within a reasonable time, which decision shall be final unless further appeal is made to the Hearing Examiner. In that event, the Hearing Examiner Rules of Procedure for Hearings, Chapter 1.23 TMC, shall be applicable to that appeal proceeding.

(Ord. 28274 Ex. A; passed Dec. 16, 2014: Ord. 28147 Ex. A; passed May 7, 2013: Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 28110 Ex. B; passed Dec. 4, 2012: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.060 Program requirements.

A. Establishment of Annual SBE Goals. The SBE Regulations adopted pursuant to this chapter shall state reasonably achievable cumulative annual goals for utilization of SBEs in the provision of supplies, services, and public works procured by the City. Cumulative annual goals for the participation of SBEs in City contracts shall be based on the number of qualified SBEs operating within Pierce County or in a county that is adjacent to Pierce County or in a HUBZone in a county where the supplies, services and/or public works will be delivered or performed. The dollar value of all contracts awarded by the City to SBEs in the procurement of supplies, services, and public works shall be counted toward the accomplishment of the applicable SBE goal. The initial cumulative annual SBE goal for all public works, non-public works and improvements supplies and services procured by the City of Tacoma is 22 percent.

B. Revision of Annual SBE Goals. SBE utilization goals for supplies, services, and public works shall be reviewed annually to determine the total level of SBE participation reasonably attainable. If no certified SBEs are available to provide supplies, services, and/or public works, the dollar value of such supplies, services, or public works shall be exempt from the calculation of the cumulative annual goals set forth in the SBE Regulations. Proposed reduction of the cumulative annual SBE goals shall be in accordance with the SBE Regulations.

C. Application of SBE Goals to Contracts. The SBE Program Coordinator shall consult with City departments/divisions to establish the SBE goal for competitively solicited contracts of $25,000 and above, in accordance with this chapter and the SBE Regulations. No SBE goal will be established if no certified SBEs are available to provide supplies, services and/or public works.

D. Waivers. City departments/divisions or the SBE Program Coordinator may request to waive one or more of the requirements of this chapter as they apply to a particular contract or contracts. Waivers may be granted in any one or more of the following circumstances:

1. Emergency: The supplies, services and/or public works must be provided with such immediacy that neither the City nor the contractor can comply with the requirements herein. Such emergency and waiver must be documented by the department/division awarding the contract.

2. Not Practicable: Compliance with the requirements of this chapter would impose an unwarranted economic burden or risk to the City after consideration of existing budgetary approvals.

3. Sole source: The supplies, services, and/or public works are available from only one source, and subcontracting possibilities do not reasonably exist as determined by the finance purchasing manager.

4. Government purchasing. The City is a party to or included in a federal, state or inter-local government purchasing agreement as approved by the finance purchasing manager.

5. Lack of SBEs: An insufficient number of qualified SBE contractors exist to create SBE utilization opportunities.

6. Best interests of the City: Waiver of SBE goals is in the best interests of the City due to unforeseen circumstances, provided that said circumstances are set forth in writing by the requestor.

E. Review of Waivers. A waiver determination by the finance purchasing manager may be reviewed by the Board of Contracts and Awards (C&A Board). The C&A Board may also review a request to reduce or waive the SBE utilization goals based on Not Practicable or Best Interests of the City circumstances. The C&A Board shall determine whether compliance with such goals would impose unwarranted economic burden on, or risk to, the City of Tacoma as compared with the degree to which the purposes and policies of this chapter would be furthered by requiring compliance. If the determination of the C&A Board does not resolve the matter, a final determination shall be made by the City Council or Public Utility Board, as the case may be.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.070 Evaluation of submittals.

A. All submittals for a supplies, services, or public works and improvements contract valued at $25,000 or more shall be evaluated for attainment of the SBE goal established for that contract in accordance with this chapter and the SBE Regulations.

B. The determination of SBE usage and the calculation of SBE goal attainment per this section shall include the following considerations:

1. General. The dollar value of the contract awarded by the City to a SBE in the procurement of supplies, services, or public works shall be counted toward achievement of the SBE goal.

2. Supplies. A public works and improvements contractor may receive credit toward attainment of the SBE goal for expenditures for supplies obtained from a SBE; provided such SBE assumes the actual and contractual responsibility for delivering the supplies with its resources. The contractor may also receive credit toward attainment of the SBE goal for the amount of the commission paid to a SBE resulting from a supplies contract with the City; provided the SBE performs a commercially useful function in the process.

3. Services and Public Works subcontracts. Any bid by a certified SBE or a bidder that utilizes a certified SBE shall receive credit toward SBE goal attainment based on the percentage of SBE usage demonstrated in the bid. A contractor that utilizes a SBE-certified subcontractor to provide services or public works shall receive a credit toward the contractor's attainment of the SBE goal based on the value of the subcontract with that SBE.

4. Brokers, Fronts, or Similar Pass-Through Arrangements. SBEs acting as brokers, fronts, or similar pass-through arrangements (as such terms are defined in the SBE Regulations) shall not count toward SBE goal attainment unless the activity reflects normal industry practices and the broker performs a commercially useful function.

C. Evaluation of competitively solicited submittals for public works and improvements and for services when a SBE utilization goal has been established for the contract to be awarded shall be as follows:

1. When contract award is based on price. The lowest priced bid submitted by a responsive and responsible bidder will be reviewed to determine if it meets the SBE goal. Such low bid shall be determined to meet the SBE goal if the bidder is a certified SBE.

a. If the low bidder meets the SBE goal, the bid shall be presumed the lowest and best responsible bid for contract award.

b. If the lowest priced bid does not meet the SBE goal, but the bid of any other responsive and responsible bidder does, and such other bid(s) is or are priced within five percent of the lowest bid, then the following formula shall be applied to each such other bid:

$$\text{(Base Bid)} \left[\frac{\text{SBE Usage Percentages}}{\text{SBE Goal Percentages}} \text{ X (.05 X Low Base Bid)} \right] = \text{Evaluated Bid}$$

c. The lowest evaluated bid after applying said evaluation formula shall be presumed the lowest and best responsible bid for contract award.

d. In no event shall a bidder's evaluated bid price be adjusted more than 5 percent from its base bid price for purposes of contract award.

2. When contract award is based on qualifications or other performance criteria in addition to price. Solicitations shall utilize a scoring system that promotes participation by certified SBEs. Submittals by respondents determined to be qualified may be further evaluated based on price using the formula applicable to price based contract awards above. The SBE Regulations may establish further requirements and procedures for final selection and contract award, including:

a. Evaluation of solicitations for Architectural and Engineering (A&E) services;

b. Evaluation and selection of submittals in response to requests for proposals; and

c. Selection of contractors from pre-qualified roster(s).

D. Evaluation of competitively solicited submittals for supplies when no SBE utilization goal has been established for the contract to be awarded shall encourage SBE participation as follows:

1. A submittal from a responsive certified SBE that is priced within five percent of the otherwise lowest responsive bid shall be recommended for award. Otherwise, the lowest responsive bidder shall be recommended for contract award.

E. The SBE Regulations may establish further SBE goal evaluation requirements and procedures for award of contracts between $5,000 and $25,000.00 and for non-competitively solicited contracts. City departments/divisions shall use due diligence to encourage and obtain SBE participation for supplies, services, and public works contracts under $5,000.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.080 Contract compliance.

A. The contractor awarded a contract based on SBE participation shall, during the term of the contract, comply with the SBE goal established in said contract. To ensure compliance with this requirement following contract award, the following provisions apply:

1. Any substitutions for or failure to utilize SBEs projected to be used must be approved in advance by the SBE Program Coordinator. Substitution of one SBE with another shall be allowed where there has been a refusal to execute necessary agreements by the original SBE, a default on agreements previously made or other reasonable excuse; provided that the substitution does not increase the dollar amount of the bid.

2. Where it is shown that no other SBE is available as a substitute and that failure to secure participation by the SBE identified in the solicitation is not the fault of the respondent, substitution with a non-SBE shall be allowed; provided, that, the substitution does not increase the dollar amount of the bid.

3. If the SBE Program Coordinator determines that the contractor has not reasonably and actively pursued the use of replacement SBE(s), such contractor shall be deemed to be in non-compliance.

B. Record Keeping. All contracts shall require contractors to maintain relevant records and information necessary to document compliance with this chapter and the contractor's utilization of SBEs, and shall include the right of the City to inspect such records.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.090 Program monitoring.

A. The SBE Program Coordinator shall monitor compliance with all provisions of this chapter and the SBE Regulations. The SBE Program Coordinator shall establish procedures to collect data and monitor the effect of the provisions of this chapter to assure, insofar as is practical, that the remedies set forth herein do not disproportionately favor one or more racial, gender, ethnic, or other protected groups, and that the remedies do not remain in effect beyond the point that they are required to

eliminate the effects of under utilization in City contracting. The SBE Program Coordinator shall have the authority to obtain from City departments/divisions, respondents, and contractors such relevant records, documents, and other information as is reasonably necessary to determine compliance.

B. The SBE Program Coordinator shall submit an annual report to the Community and Economic Development Director, Director of Utilities, and the City Manager detailing performance of the program. The report shall document SBE utilization levels, waivers, proposed modifications to the program, and such other matters as may be specified in the SBE Regulations.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 28110 Ex. B; passed Dec. 4, 2012: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.100 Enforcement.

The Director, or his or her designee, may investigate the employment practices of contractors to determine whether or not the requirements of this chapter have been violated. Such investigation shall be conducted in accordance with the procedures established in the SBE Regulations.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 28110 Ex. B; passed Dec. 4, 2012: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.110 Remedies.

A. Upon receipt of a determination of contractor violation by the SBE Program Coordinator, the City Manager or Director of Utilities, as appropriate, may take the following actions, singly or together, as appropriate:

1. Forfeit the contractor's bid bond and/or performance bond;

2. Publish notice of the contractor's noncompliance;

3. Cancel, terminate, or suspend the contractor's contract, or portion thereof;

4. Withhold funds due contractor until compliance is achieved; and/or

5. Recommend appropriate action including, but not limited to, disqualification of eligibility for future contract awards by the City (debarment) per Section 1.06.279 TMC;

B. Prior to exercise of any of the foregoing remedies, the City shall provide written notice to the contractor specifying the violation and the City's intent to exercise such remedy or remedies. The notice shall provide that each specified remedy becomes effective within ten business days of receipt unless the contractor appeals said action to the Hearing Examiner pursuant to Chapter 1.23 TMC.

C. When non-compliance with this chapter or the SBE Regulations has occurred, the SBE Program Coordinator and the department/division responsible for enforcement of the contract may allow continuation of the contract upon the contractor's development of a plan for compliance acceptable to the Director.

(Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 28110 Ex. B; passed Dec. 4, 2012: Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.120 Unlawful acts.

It shall be unlawful for any Person to willfully prevent or attempt to prevent, by intimidation, threats, coercion, or otherwise, any Person from complying with the provisions of this chapter.

(Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.130 Severability.

If any section of this chapter or its application to any Person or circumstance is held invalid by a court of competent jurisdiction, then the remaining sections of this chapter, or the application of the provisions to other Persons or circumstances, shall not be affected.

(Ord. 27867 Ex. A; passed Dec. 15, 2009)

1.07.140 Sunset and review of program.

This chapter shall be in effect through and until December 31, 2019, unless the City Council shall determine at an earlier date that the requirements of this chapter are no longer necessary. If this chapter has not been repealed by July 1, 2019, the City Council shall determine by the end of that year whether substantial effects or lack of opportunity of SBEs remain true in the relevant market and whether, and for how long, some or all of the requirements of this chapter should remain in effect.

(Ord. 28274 Ex. A; passed Dec. 16, 2014: Ord. 28141 Ex. A; passed Mar. 26, 2013: Ord. 27867 Ex. A; passed Dec. 15, 2009)

CONTRACT

Resolution No.
Contract No.

THIS AGREEMENT made and entered into in triplicate by and between the City of Tacoma, a Municipal Corporation hereinafter called the "City", and

Enter vendor name herein after called the "Contractor."

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the Parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials, and equipment in accordance with and as described herein and in the attached plans, drawings, and the below referenced Specifications of the City of Tacoma included in the solicitation of Bids for this Agreement, which are by this reference incorporated herein and made a part hereof, and shall perform any alteration in or additions to the work provided under this Agreement and every part thereof.

Specification No. enter spec number
Project: enter spec name
Contract Total: $, Select applicable tax information

The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Agreement and every part thereof, except such as are mentioned in the Specifications to be furnished by the City of Tacoma.

II. The Contractor acknowledges, and by signing this Agreement agrees, that the Indemnification provisions set forth in the Specifications, including the Industrial Insurance immunity waiver (if applicable), are totally and fully part of this Agreement and, within the context of the competitive bidding laws, have been mutually negotiated by the Parties hereto.

III. The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

IV. It is further provided that no liability shall attach to the City by reason of entering into this Agreement, except as expressly provided herein.

V. The Contractor agrees to accept as full payment hereunder the amounts specified in the Submittal, and the City agrees to make payments at the times and in the manner and upon the terms and conditions specified in said Submittal and in the attached plans, drawings, and Specifications.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed, with an effective date for bonding purposes of Enter date day of Enter month, 20year.

CITY OF TACOMA:

By: _____
Title of dept or div staff w/auth to sign for this $ amt

By: _____
Select one (for contract totals over $50K or NA)

By: _____
Director of Finance

PRINCIPAL: Enter vendor name

By: _____
Signature

_____
Printed Name

_____
Title

APPROVED AS TO FORM:

By: _____
City Attorney

SAMPLE

PERFORMANCE BOND
TO THE CITY OF TACOMA

Resolution No.
Bond No.

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, _____

as principal, and _____

a corporation organized and existing under the laws of the State of _____

as a surety corporation, and qualified under the laws of the State of Washington to become surety upon bonds of contractors with municipal corporations, as surety, are jointly and severally held and firmly bound to the CITY OF TACOMA in the penal sum of $_____ , for the payment of

which sum on demand we bind ourselves and our successors, heirs, administrators or personal representatives, as the case may be.

This obligation is entered into in pursuance of the statutes of the State of Washington, the Ordinances of the City of Tacoma.

Dated at Tacoma, Washington, this _____ day of _____, 20_____.

Nevertheless, the conditions of the above obligation are such that:

WHEREAS, under and pursuant to the City Charter and general ordinances of the City of Tacoma, the said City has or is about to enter with the above bounden principal, a certain contract, providing for

Specification No.

Specification Title:

Contract No.

(which contract is referred to herein and is made a part hereof as though attached hereto), and

WHEREAS, the said principal has accepted, or is about to accept, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth;

NOW, THEREFORE, if the said _____

shall faithfully perform all of the provisions of said contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said contract, and shall pay all laborers, mechanics, subcontractors and materialmen; the claims of any person or persons arising under the contract to the extent such claims are provided for in RCW 39.08.010; the state with respect to taxes imposed pursuant to Titles 50, 51, and 82 RCW which may be due; and all persons who shall supply said principal or subcontractors with provisions and supplies for the carrying on of said work, and shall indemnify and hold the City of Tacoma harmless from any damage or expense by reason of failure of performance as specified in said contract or from defects appearing or developing in the material or workmanship provided or performed under said contract after its acceptance thereof by the City of Tacoma and all claims filed in compliance with Chapter 39.08, RCW are resolved, then and in that event this obligation shall be void; but otherwise it shall be and remain in full force and effect.

Approved as to form:

_____
City Attorney

Principal:

_____

By: _____

Surety:

_____

By: _____

Agent's Name: _____

Agent's Address: _____

Sample

GENERAL RELEASE TO THE CITY OF TACOMA

_____

The undersigned, named as the contractor in a certain agreement between (CONTRACTOR) and the City of Tacoma, dated _____ 20__, hereby releases the City of Tacoma, its departmental officers, employees, and agents from any and all claim or claims known or unknown, in any manner whatsoever, arising out of, or in connection with, or relating to said contract, excepting only the equity of the undersigned in the amount now retained by the City of Tacoma under said contract, to-wit: the sum of $_____

Signed at Tacoma, Washington this _____ day of _____, 20__.

_____
Contractor

By _____

Title _____

SAMPLE ONLY

NOTE: ORIGINAL RELEASE WILL BE MAILED TO THE CONTRACTOR AT THE END OF THIS PROJECT

City of Tacoma - Finance Department

RETURN CERTIFICATE TO:
Purchasing Division
P.O. Box 11007
Tacoma, WA 98411-0007
253-502-8468 / FAX 253-502-8372

INSURANCE CERTIFICATE REQUIREMENTS

Please furnish the Purchasing Division with a Certificate of Insurance with the following liability limits based on the contract amount:

CONTRACT AMOUNT	LIABILITY LIMITS
$ 25,000 and Under	$ 500,000 Combined Single Limit
$500,000 and Under	$1,000,000 Per Occurrence / $2,000,000 Aggregate
Over $500,000	$5,000,000 Total Coverage

A. Umbrella excess liability may be used to reach the limits stated above. Coverage must include:
   1. Comprehensive General Liability
   2. Automobile Liability - Hired and Non-Owned
   3. Contractual Coverage
   4. Broad Form Property Damage
   5. Underground Explosion and Collapse Hazard (if necessary by the nature of the work)
   6. Any additional coverage specifically required by the City's specification

B. The following general requirements apply:
   1. Insurance carrier must be authorized to do business in the State of Washington.
   2. Coverage must include personal injury, protective and employer liability.
   3. Contractor must provide with the certificate (a) evidence of the amount of any deductible or self-insured retention under the policy, and (b) policy endorsement(s) that verify compliance with the additional insured and the primary/non-contributory requirements specified in Section C. 1 and C. 2. below.
   4. It is the contractor's responsibility to keep an up-to-date Certificate of Insurance on file with the City throughout the contract.
   5. Contractor's insurance must be primary and non-contributory over any insurance the City may maintain, that is, any such City insurance shall be excess to limits stated in the certificate.

C. The following statements are required on the Certificate of Insurance:
   1. "*The City of Tacoma is named as an additional insured*" ("as respects a specific contract" or "for any and all work performed with the City" may be included in this statement).
   2. "*This insurance is primary and non-contributory over any insurance or self-insurance the City may have*" ("as respects a specific contract" or "for any and all work performed with the City" may be included in this statement).
   3. "*Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail **30** days written notice to the Certificate Holder named*." Language such as, "endeavor to" mail and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative" is not acceptable and must be crossed out. **See example below.**

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
The below listed certificated holder is added as an additional insured as respects any and all work performed with the City (or as respects project _____). This insurance is primary over any insurance or self-insurance the City may have for any and all work performed with the City (or as respects project _____).

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER:____	**CANCELLATION**
CITY OF TACOMA PO BOX 11007 TACOMA WA 98411-0007	"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail 30 days written notice to the certificate holder named to the left, ~~but failure to do so shall impose no obligation or liability of any kind upon the company, it's agents or representatives.~~"

MEDIA & COMMUNICATIONS OFFICE
CONTRACTOR'S WORK HAZARD ANALYSIS REPORT

for

_____

(Project Name)

The contractor and his/her subcontractors shall thoroughly review the scope of work described in the proposed project drawings and specifications. Following the review, the contractor will be responsible to indicate below any known or potential safety issues or phases of construction that may require specific safety procedures as identified by WISHA or OSHA regulations, and/or prudent construction practices; i.e., shoring, fall protection, scaffolding, hazardous materials, etc.

Failure to list and comply with safety requirements will be cause for disqualification from future contracts. A copy of this report shall be posted at the job site at all times.

If, during the course of construction, other safety requirements are identified, they will be added to this report as an addendum. The contractor will be required to adhere to the recommended actions and/or controls identified in the addendum.

SAFETY ISSUES/CONCERNS*	HAZARDS	RECOMMENDED ACTION AND/OR CONTROLS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

*USE A SEPARATE SHEET IF MORE ROOM IS NEEDED

_____ _____

Contractor Name and Title Date Job Site Superintendent Date

_____

Company Officer Signature

GENERAL PROVISIONS

(Revised September 2014)

SECTION I - BIDDING REQUIREMENTS

SECTION I REQUIREMENTS ARE BINDING ON ALL RESPONDENTS.

1.01 USE AND COMPLETION OF CITY PROPOSAL SHEETS

A. Respondent's Proposal

Each Respondent must bid exactly as specified on the Proposal sheets. All proposals must remain open for acceptance by the City for a period of at least 60 calendar days from the date of opening of the bids.

B. Alterations of Proposals Not Allowed

Proposals that are incomplete or conditioned in any way, contain alternatives or items not called for in the General Provisions and Specifications, or not in conformity with law may be rejected as being nonresponsive. The City cannot legally accept any proposal containing a substantial deviation from these Specifications.

C. Filling Out City Proposal Sheets

All proposals must be completed using the proposal sheets and forms included with this specification, and the prices must be stated in figures either written in ink or typewritten. No proposal having erasures or interlineations will be accepted unless initialed by the Respondent in ink.

1.02 CLARIFICATION OF PROPOSAL FOR RESPONDENT

If a prospective Respondent has any questions concerning any part of the Proposal, he/she may submit a written request to the particular Division ~~of the Department of Public Utilities~~ of the City of Tacoma for answer of his/her questions. Any interpretation of the Proposal will be made by an Addendum duly issued and mailed or delivered to each prospective Respondent. Such addendum must be acknowledged in the proposal. The City of Tacoma will not be responsible for any other explanation or interpretation of the bid documents.

1.03 SMALL BUSINESS ENTERPRISE (SBE) PROGRAM AND EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the City of Tacoma that all citizens be afforded an equal opportunity for full participation in our free enterprise system. In order to implement this policy, the City of Tacoma is committed to ensuring equitable participation of small business enterprises by establishing goals for their utilization in the provision of construction services, and related goods and/or services, to the City.

A. Public Work or Improvement Type Projects and Contracts:

Respondents for public work or improvement type projects and contracts in excess of $25,000 have an obligation to comply with the requirements set forth in the City's SBE Regulations adopted pursuant to Tacoma Municipal Code (TMC) Chapter 1.07. For further information, contact the City **SBE Office**, 747 Market Street, Room 900, Tacoma, WA 98402. Phone 253-573-2435. Email SBEOffice@cityoftacoma.org

Compliance with State Law RCW 35.22.650 is also required. All respondents for public work or improvement contracts (exceeding $10,000, and $15,000 for construction of water mains) are required to actively solicit minority and women business enterprise subcontractors. With respect to all such contracts, the Contractor agrees that he/she shall actively solicit the employment of minority group members. Contractor further agrees that he/she shall actively solicit bids for the subcontracting of goods or services from qualified minority businesses. Contractor shall furnish evidence of his/her compliance with these requirements of minority employment and solicitation. Contractor further agrees to consider the grant of subcontracts to said minority respondents on the basis of substantially equal proposals. The contractor shall be required to submit evidence of compliance with this section as part of the bid. ALL RESPONDENTS FOR PUBLIC WORK AND IMPROVEMENTS CONTRACTS MUST COMPLETE AND SUBMIT WITH THEIR BID THE FOLLOWING SOLICITATION FORMS CONTAINED IN THE BID SUBMITTAL PACKAGE AND ATTACHED HERETO:

- ~~**SBE Utilization Form** for contracts of $25,000 or more per TMC Chapter 1.07~~
- **Prime Contractor's Pre-Work Form** for contracts per RCW 35.22.650

B. Purchase of Goods and/or Services Contracts:

Respondents for supply type contracts to which SBE Regulations do not apply have an obligation to demonstrate efforts to ensure equitable participation of minority and women's businesses. Such respondents shall not discriminate against any person on the basis of race, color, creed, sex, age or nationality in employment and are subject to the City's ordinances and regulations prohibiting discrimination. See TMC Chapter 1.50.

Service contracts involving a single trade are also subject to TMC Chapter 1.07, and respondents for such service contracts must submit applicable SBE program forms to be considered for contract award.

~~ALL RESPONDENTS FOR PURCHASE and/or SERVICES CONTRACTS MUST COMPLETE AND SUBMIT WITH THEIR BID THE FOLLOWING FORM CONTAINED IN THE BID SUBMITTAL PACKAGE AND ATTACHED HERETO:~~

- ~~**Personnel Inventory Form**~~

Failure to fully complete and submit the required forms with the bid package may result in the bid being declared non-responsive and rejected.

1.04 RESPONDENT'S BOND OR CERTIFIED CHECK

Each bid for construction must be accompanied either by a certified or cashiers check for 5 percent of the total amount bid, including tax, payable to the City Treasurer, or an approved bid bond, by a surety company authorized to do business in the State of Washington, for 5 percent of the total amount bid. All bid bonds must be signed by the person legally authorized to sign the bid. The approved bid bond form attached to these Specifications should be used: no substantial variations from the language thereof will be accepted.

If a bid bond is used, the 5 percent may be shown either in dollars and cents, or the bid bond may be filled in as follows, "5 percent of the total amount of the accompanying proposal."

The check of the successful Respondent will be returned after award of the Contract, acceptance of the Performance Bond and City's receipt of the signed Contract. The checks of all other Respondents will be returned immediately upon the award of the Contract. Bid bonds will not be returned.

1.05 DELIVERY OF PROPOSALS TO THE CITY'S PURCHASING OFFICE

All bid proposals and documents must be returned to the City's Purchasing Division, Tacoma Public Utilities Administration Building, Main Floor, 3628 South 35th Street, Tacoma, WA 98409, in a sealed, properly addressed envelope with the name of the Respondent and Specification number and description of the project plainly written on the outside of the envelope, prior to the scheduled time and date stated in the Call for Bids. The City offices are not open for special mail or other delivery on weekends and City holidays.

Telecopy bid proposals will be accepted by the City provided that the original signed bid proposal is sealed and mailed (to the City's Purchasing Office) and postmarked prior to the time designated for the bid opening. Also, telecopy proposals shall not be sent to the City's telecopy machine but must be sent to the Respondent's agent and delivered sealed to the City's Purchasing Office before the time stated in the Call for Bids.

Bids received after the time stated in the Call for Bids will not be accepted and will be returned, unopened, to the Respondent.

For purposes of determining whether a bid proposal has been timely received, the City's Purchasing Office may rely on Universal Coordinated Time from the National Bureau of Standards as reported by radio broadcast station WWV.

1.06 CONTRACTOR'S STATE REGISTRATION NUMBER

Contractors for construction or public works construction are required to be licensed by the state. If the provisions of Chapter 18.27 of the Revised Code of Washington apply to the Respondent, then the Respondent's Washington State Contractor's Registration No. must accompany the bid.

1.07 BID IS NONCOLLUSIVE

The Respondent represents by the submission of the Proposal that the prices in this Bid are neither directly nor indirectly the result of any formal or informal agreement with another Respondent.

1.08 EVALUATION OF BID

A. Price, Experience, Delivery Time and Responsibility

In the evaluation of bids, the Respondent's experience, delivery time, quality of performance or product, conformance to the specifications and responsibility in performing other contracts (including satisfying all safety requirements) may be considered in addition to price. In addition, the bid evaluation factors set forth in City Code Section 1.06.262 may be considered by the City. Respondents who are inexperienced or who fail to properly perform other contracts may have their bids rejected for such cause.

B. Prequalified Electrical Contractor

Certain types of electrical construction requires special expertise, experience and prequalification of the Contractor (or subcontractor) by the City. In such cases, the Respondent must be prequalified or the Respondent must subcontract with a City prequalified electrical contractor for the specialty work.

C. Insertions of Material Conflicting with Specifications

Only material inserted by the Respondent to meet requirements of the Specifications will be considered. Any other material inserted by the Respondent will be disregarded as being nonresponsive and may be grounds for rejection of the Respondent's Proposal.

D. Correction of Ambiguities and Obvious Errors

The City reserves the right to correct obvious errors in the Respondent's proposal. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern.

1.09 WITHDRAWAL OF BID

A. Prior to Bid Opening

Any Respondent may withdraw his/her Proposal prior to the scheduled bid opening time by delivering a written notice to the City's Purchasing Office. The notice may be submitted in person or by mail; however, it must be received by the City's Purchasing Office prior to the time of bid opening.

B. After Bid Opening

No Respondent will be permitted to withdraw his/her Proposal after the time of bid opening, as set forth in the Call for Bids, and before the actual award of the Contract, unless the award of Contract is delayed more than sixty (60) calendar days after the date set for bid opening. If a delay of more than 60 calendar days does occur, then the Respondent must submit written notice withdrawing his/her Proposal to the Purchasing Manager.

1.10 OPENING OF BIDS

At the time and place set for the opening of bids, all Proposals, unless previously withdrawn, will be publicly opened and read aloud, irrespective of any irregularities or informalities in such Proposal.

1.11 CITY COUNCIL FINAL DETERMINATION

The City Council of the City of Tacoma shall be the final judge as to which is the lowest and best bid in the interest of the City of Tacoma. The City reserves the right to reject any and all bids, waive minor deviations or informalities, and if necessary, call for new bids.

1.12 RESPONDENT'S REFUSAL TO ENTER INTO CONTRACT

Any Respondent who refuses to enter into a Contract after it has been awarded to the Respondent will be in breach of the agreement to enter the Contract and the Respondent's certified or cashier's check or bid bond shall be forfeited.

1.13 TAXES

A. Include In Proposal All Taxes

Respondent shall include in his/her Proposal all applicable local, city, state, and federal taxes. It is the Respondent's obligation to state on his/her Proposal sheet the correct percentage and total applicable Washington State and local sales tax. The total cost to the City including all applicable taxes may be the basis for determining the low Respondent.

B. Federal Excise Tax

The City of Tacoma is exempt from federal excise tax. Where applicable, the City shall furnish a Federal Excise Tax Exemption certificate.

C. City of Tacoma Business and Occupation Tax

Sub-Title 6A of the City of Tacoma Municipal Code (TMC) provides that transactions with the City of Tacoma, may be subject to the City of Tacoma's Business and Occupation Tax. It is the responsibility of the Respondent awarded the Contract to register with the City of Tacoma's Department of Tax and License, 733 South Market Street, Room 21, Tacoma, WA 98402-3768, telephone 253-591-5252. The City's Business and Occupation Tax amount shall not be shown separately but shall be included in the unit and/or lump sum prices bid.

1.14 FIRM PRICES/ESCALATION

Except as specifically allowed by the Special Provisions, only firm prices will be accepted.

1.15 AWARD

A. Construction and/or Labor Contracts

Unless specifically noted in the Special Provisions or Proposal sheets, all construction and/or labor contracts will be awarded to only one Respondent.

B. Supply/Equipment Contracts

The City reserves the right to award an equipment or supply contract for any or all items to one or more Respondents as the interests of the City will be best satisfied.

1.16 INCREASE OR DECREASE IN QUANTITIES

The City of Tacoma reserves the right to increase or decrease the quantities of any items under this Contract and pay according to the unit prices quoted in the Proposal (with no adjustments for anticipated profit).

1.17 EXTENSION OF CONTRACT

Contracts resulting from this specification shall be subject to extension by mutual agreement per the same prices, terms and conditions.

1.18 PAYMENT TERMS

Prices will be considered as net 30 calendar days if no cash discount is shown. Payment discount periods of twenty (20) calendar days or more will be considered in determining the apparent lowest responsible bid. Invoices will not be processed for payment nor will the period of cash discount commence until receipt of a properly completed invoice and until all invoiced items are received and satisfactory performance of the Contractor has been attained. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized.

1.19 COOPERATIVE PURCHASING

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods and services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties are agreeable.

1.20 PROPRIETARY OR CONFIDENTIAL TRADE SECRET INFORMATION

Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act. Documents submitted under this Specification are considered public records and, unless exempt from disclosure under the Act, will be made available for inspection and copying by the public in response to a public records request.

If the Respondent considers any submittal document to be exempt from disclosure under the law, the Respondent shall clearly mark on the specific page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “TRADE SECRET.” The Respondent shall also submit an index with its submittal identifying the affected page number(s) and location(s) of all such identified material. **Failure to provide an index identifying the location of the material in the submittal that Respondent considers to be**

protected from disclosure will result in the records being released in response to a request for those records without further notice to Respondent. Marking the entire submittal as "confidential" or "proprietary" or "trade secret" is not acceptable and is grounds to reject such submittal.

If a public records request is made for disclosure of all or any part of Respondent's submittal **and** Respondent has (i) properly marked and (ii) indexed the material it asserts to be exempt from disclosure, the City will determine whether the material is exempt from public disclosure. If, in the City's opinion, the material is subject to a possible exemption to disclosure, the City will notify Respondent of the request and impending release and allow the Respondent ten (10) business days to take whatever action Respondent deems necessary to protect its interests. The City will reasonably cooperate with any legal action initiated by the Respondent to prevent release; provided that all expense of such action shall be borne solely by the Respondent, including any damages, penalties, attorney's fees or costs awarded by reason of having opposed disclosure and Respondent shall indemnify City against same. If the Respondent fails or neglects to take such action within said period, the City will release all materials deemed subject to disclosure. Submission of materials in response to this solicitation shall constitute assent by the Respondent to the foregoing procedure and the Respondent shall have no claim against the City on account of actions taken pursuant to such procedure.

SECTION II - CONTRACT REQUIREMENTS

2.01 CONTRACTOR'S RESPONSIBILITY

A. Contract Documents

The Respondent to whom the Contract is awarded, hereinafter called the Contractor, shall enter into a Contract with the City of Tacoma, ~~Department of Public Utilities,~~ within 10 days after receipt from the City of Tacoma of a properly prepared Contract. In addition, the Contractor will do all things required to promptly perform this Contract pursuant to the terms of this Contract. Certain contracts for supplies, goods or equipment may use the City Purchase Order in place of a formal contract document.

B. Surety Bond

Except as modified by the Special Provisions, the Respondent to whom the Contract is awarded shall provide a performance bond, including power of attorney, for 100 percent of the amount of his/her bid (including sales taxes), to insure complete performance of the Contract including the guarantee. The bond must be executed by a surety company licensed to do business in the State of Washington. For a supply-type contract, a cashiers check or cash may be substituted for the bond; however, this cash or cashiers check must remain with the City through the guarantee period and any interest on said amount shall accrue to the City.

C. Independent Contractor

Contractor is an independent contractor; no personnel furnished by the Contractor shall be deemed under any circumstances to be the agent or servant of the City. Contractor shall be fully responsible for all acts or omissions of Subcontractors and its and their suppliers, and of persons employed by them, and shall be specifically responsible for sufficient and competent supervision and inspection to assure compliance in every respect with the Contract. There shall be no contractual relationship between any Subcontractors or supplier and the City arising out of or by virtue of this agreement. No provision of the Contract is intended or is to be construed to be for the benefit of any third party.

2.02 CONFLICTS IN SPECIFICATIONS

Anything mentioned in the Specifications and not shown on the Drawings and anything on the Drawings and not mentioned in the Specifications shall be of like effect and shall be understood to be shown and/or mentioned in both. In case of differences between Drawings and Specifications, the Specifications shall govern. In addition, in the event of any conflict between these General Provisions, the Special Provisions, the Technical Provisions and/or the Proposal pages, the following order of precedence shall control:

(a) Proposal pages prevail if they conflict with the General, Special or Technical Provisions.

(b) Special Provisions prevail if they conflict with the General Provisions and/or Technical Provisions.

(c) Technical Provisions prevail if they are in conflict with the General Provisions.

In case of discrepancy of figures between Drawings, Specifications or both, the matter shall immediately be submitted to the Engineer for determination. Failure to submit the discrepancy issue to the Engineer shall result in the Contractor's actions being at his/her own risk and expense. The Engineer shall furnish from time to time such detailed drawings and other information as he/she may consider necessary.

2.03 INSPECTION

A. Of the Work

All materials furnished and work done shall be subject to inspection.

The Inspector administering the Contract shall at all times have access to the work wherever it is in progress or being performed, and the Contractor shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Contractor of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of this Contract. All material or work approved and later found to be defective shall be replaced without cost to the City of Tacoma.

B. Inspector's Authority

The inspector shall have power to reject materials or workmanship which do not fulfill the requirements of these Specifications, but in case of dispute the Contractor may appeal to the Superintendent, whose decision shall be final. The word "Superintendent" means the Superintendent of the City of Tacoma, ~~Department of Public Utilities~~ division which is administering the contract.

The Contract shall be carried out under the general control of the representative of the particular Division administering the Contract, who may exercise such control over the conduct of the work as may be necessary, in his or her opinion, to safeguard the interest of the City of Tacoma. The Contractor shall comply with any and all orders and instructions given by the representative of the particular Division administering the Contract in accordance with the terms of the Contract.

Provided, that for the purposes of construction contracts, such control shall only apply (a) to the extent necessary to ensure compliance with the provisions of this contract, and (b) to the extent necessary to fulfill any nondelegable duty of the City for the benefit of third parties not engaged in promoting the activity of this contract.

Nothing herein contained, however, shall be taken to relieve the Contractor of his/her obligations or responsibilities under the Contract.

2.04 FEDERAL, STATE AND MUNICIPAL REGULATIONS

All federal, state, municipal and/or local regulations shall be satisfied in the performance of all portions of this Contract. The Contractor shall be solely responsible for all violations of the law from any cause in connection with work performed under this Contract.

2.05 INDEMNIFICATION

A. Indemnification

Contractor acknowledges that pursuant to the terms of this agreement, Contractor is solely and totally responsible for the safety of all persons and property in the performance of this Contract. To the greatest extent allowed by law, Contractor assumes the risk of all damages, loss, cost, penalties and expense and agrees to indemnity, defend and hold harmless the City of Tacoma, from and against any and all liability which may accrue to or be sustained by the City of Tacoma on account of any claim, suit or legal action made or brought against the City of Tacoma for the death of or injury to persons (including Contractor's or subcontractor's employees) or damage to property involving Contractor, or subcontractor(s) and their employees or agents, arising out of and in connection with or incident to the performance of the Contract including if the City is found to have a nondelegable duty to see that work is performed with requisite care, except for injuries or damages caused by the sole negligence of the City. In this regard, Contractor recognizes that Contractor is waiving immunity under industrial Insurance Law, Title 51 RCW. This indemnification extends to the officials, officers and employees of the City and also includes attorney's fees and the cost of establishing the right to indemnification hereunder in favor of the City of Tacoma. In addition, within the context of competitive bidding laws, it is agreed that this indemnification has been mutually negotiated. Provided however, this provision is intended to be applicable to the parties to this agreement and it shall not be interpreted to allow a Contractor's employee to have a claim or cause of action against Contractor.

B. Limitation of Liability for Primarily Supply-Type Contracts

In all contracts where the total cost of the supply of materials and/or equipment constitute at least 70 percent of the total contract price (as determined by the City), the City agrees that it will not hold the contractor, supplier or manufacturer liable for consequential damages for that part of the contract related to the manufacture and/or design of the equipment, materials or supplies.

2.06 ASSIGNMENT AND SUBLETTING OF CONTRACT

A. Assignment

The Contract shall not be assigned except with the consent of the Superintendent or his/her designee.

Requests for assignment of this contract must be in writing with the written consent of the surety, and the request must show the proposed person or organization to which the contract is assigned is capable, experienced and equipped to perform such work. The proposed substitute person or organization may be required to submit to the City information as to his/her experience, financial ability and give statements covering tools, equipment, organization, plans and methods to fulfill any portion of the Contract prior to approval of assignment.

B. Subletting

The Contract shall not be sublet except with the written consent of the Superintendent or his/her designee. In the event that a prequalified electrical contractor is necessary to perform certain portions of the work, such work may be subcontracted with a City prequalified electrical contractor for the type of work involved.

Requests for subletting of this Contract must be in writing with the written consent of the Surety, and the request must show the proposed person or organization to which the Contract is sublet is capable, experienced and equipped to perform such work. The proposed substitute person or organization may be required to submit to the City information as to his experience, financial ability and give statements covering tools, equipment, organization, plans and methods to fulfill any portion of the Contract prior to approval of subletting.

The written consent approving the subletting of the Contract shall not be construed to relieve the Contractor of his/her responsibility for the fulfillment of the Contract. The Subcontractor shall be considered to be the agent of the Contractor and the Contractor agrees to be responsible for all the materials, work and indebtedness incurred by the agent.

A subcontractor shall not sublet any portion of a subcontract for work with the City without the written consent of the City.

2.07 DELAY

A. Extension of Time

With the written approval of the Superintendent or his/her designee, the Contractor may be granted additional time for completion of the work required under this Contract, if, in the Superintendent's opinion the additional time requested arises from unavoidable delay.

B. Unavoidable Delay

Unavoidable delays in the prosecution of the work shall include only delays from causes beyond the control of the Contractor and which he/she could not have avoided by the exercise of due care, prudence, foresight and diligence. Delay caused by persons other than the Contractor, Subcontractors or their employees will be considered unavoidable delays insofar as they necessarily interfere with the Contractor's completion of the work, and such delays are not part of this Contract.

Unavoidable delay will not include delays caused by weather conditions, surveys, measurements, inspections and submitting plans to the Engineer of the particular Division involved in administering this Contract.

2.08 GUARANTEE

A. Guarantee for Construction, Labor or Services Contract

Neither the final certificate of payment or any provision in the Contract Documents, nor partial or entire occupancy of the premises by the City, shall constitute an acceptance of work not done in accordance with

the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the work unless a longer period is specified. The City will give notice of observed defects with reasonable promptness.

If it has been discovered, before payment is required under the terms of the Contract, that there is a failure to comply with any of the terms and provisions of this Contract, the City has the right and may withhold payment.

In case of a failure of any part of the work, materials, labor and equipment furnished by the Contract or to fully meet all of the requirements of the Contract, the Contractor shall make such changes as may be necessary to fully meet all of the specifications and requirements of this Contract. Such changes shall be made at the Contractor's sole cost and expense without delay and with the least practicable inconvenience to the City of Tacoma. Rejected material and equipment shall be removed from the City's property by and at the expense of the Contractor.

B. Guarantee for Supply Contracts

Unless a longer period is specified, the supplier and/or manufacturer of the supplies, materials and/or equipment furnished pursuant to this Contract agrees to correct any defect or failure of the supplies, materials and/or equipment which occurs within one year from the date of: (1) test energization if electrical or mechanical equipment; (2) commencement of use if supplies or materials, provided, however, said guarantee period shall not extend beyond eighteen months after date of receipt by the City. All of the costs (including shipping, dismantling and reinstallation) of repairs and/or corrections of defective or failed equipment, supplies and/or material is the responsibility of the supplier and/or manufacturer.

When the supplier is not the manufacturer of the item of equipment, supplier agrees to be responsible for this guarantee and supplier is not relieved by a manufacturer's guarantee.

C. Guarantee Period Extension

The Contract guarantee period shall be suspended from the time a significant defect is first documented by the City until the work or equipment is repaired or replaced by Contractor and accepted by the City. In addition, in the event less than ninety (90) days remain on the guarantee period (after recalculating), the guarantee period shall be extended to allow for at least ninety (90) days from the date the work or equipment is repaired or replaced and accepted by the City.

2.09 DEDUCTIONS FOR UNCORRECTED WORK

If the City of Tacoma deems it expedient to correct work not done in accordance with the terms of this Contract, an equitable deduction from the Contract price shall be made.

2.10 CITY OF TACOMA'S RIGHT TO TERMINATE CONTRACT

If the Contractor should be adjudged as bankrupt, or makes a general assignment for the benefit of creditors, or a receiver should be appointed on account of his/her insolvency, or if he/she or any of his/her subcontractors should violate any of the provisions of the Contract, or if the work is not being properly and diligently performed, the City of Tacoma may serve written notice upon the Contractor and Surety, executing the Performance Bond, of its intention to terminate the Contract; such notice will contain the reasons for termination of the Contract, and unless within 10 days after the serving of such notice, such violation shall cease and an arrangement satisfactory to the City of Tacoma for correction thereof shall be made, the Contract shall, upon the expiration of said I 0 days, cease and terminate and all rights of the Contractor hereunder shall be forfeited. In the event the Contract is terminated for cause, Contractor shall not be entitled to any lost profits resulting therefrom.

In the event of any such termination, the City of Tacoma shall immediately send (by regular mail or other method) written notice thereof to the Surety and the Contractor. Upon such termination the Surety shall have the right to take over and perform the Contract, provided however, the Surety must provide written notice to the City of its intent to complete the work within 15 calendar days of its receipt of the original written notice (from the City) of the intent to terminate. Upon termination and if the Surety does not perform the work, the City of Tacoma may take over the work and prosecute the same to completion by any method it may deem advisable, for the account of and at the expense of the Contractor, and the Contractor and the Surety shall be liable to the City of Tacoma for all cost occasioned to the City of Tacoma thereby. The City of Tacoma may without liability for doing so, take possession of and utilize in completing the work, such materials,

equipment, plant and other property belonging to the Contractor as may be on the site of the work and necessary therefore.

2.11 LIENS

In the event that there are any liens on file against the City of Tacoma, the City of Tacoma shall be entitled to withhold final or progress payments to the extent deemed necessary by the City of Tacoma to properly protect the outstanding lien claimants until proper releases have been filed with the City Clerk.

2.12 LEGAL DISPUTES

A. General

Contractor and Surety agree and stipulate that in the event any litigation should occur concerning or arising out of this Contract, or any bids submitted in response to a Call for Bids under the attached Specification, the sole venue of any such legal action shall be the Pierce County Superior Court of the State of Washington and the interpretation of the terms of the Contract shall be governed by the laws of the State of Washington.

B. Attorney Fees

For contracts up to $250,000 which become the subject of litigation or arbitration, the substantially prevailing party may be entitled to reasonable attorney fees, as provided in RCW 39.04.240. Provided, however, the attorney fee hourly rate for the City of Tacoma's assistant city attorneys is agreed to be $150 per hour or the same as the hourly rate for Contractor's legal counsel, whichever is greater.

2.13 DELIVERY

Prices must be quoted F.O.B. destination, freight prepaid and allowed with risk of loss during transit remaining with Contractor/Supplier (unless otherwise stated in these Specifications) to the designated address set forth in these Specifications.

Deliveries shall be between 9:00 a.m. and 3:30 p.m.; Monday through Friday only (except legal holidays of the City of Tacoma).

Legal holidays of the City of Tacoma are:

New Year's Day	January I
Martin Luther King's Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday of November
Day after Thanksgiving	4th Friday of November
Christmas Day	December 25

When any of these holidays occur on Saturday or Sunday, the preceding Friday or the following Monday, respectively, is a legal holiday for the City of Tacoma.

2.14 Shipping Notices and Invoices

Shipping notices shall furnish complete information of item, or items, contents of item if crated or cased, shipping point, carrier and Bill of Lading number, and City of Tacoma Purchase Order Number.

Unless otherwise directed in these specifications, shipping notices shall be mailed to:

Purchasing Division
City of Tacoma
P. O. Box 11007
Tacoma Washington 98411-2597

Invoices shall be sent in duplicate. Each invoice shall show City of Tacoma Purchase Order Number and Release Number if applicable and the Item Number, Quantity, Description, Unit Price and Total Price by line. Each line total shall be summed to give a grand total to which sales tax shall be added if applicable.

Invoices shall be mailed to:

Accounts Payable
City of Tacoma
P. O. Box 1717
Tacoma Washington 98401-1717

2.15 Approved Equals

A. Unless an item is indicated as "No substitute", special brands, when named, are intended to describe the standard of quality, performance or use desired. Equal items will be considered by the City, provided that the respondent specifies the brand and model, and provides all descriptive literature, independent test results, product samples, local servicing and parts availability to enable the City to evaluate the proposed "equal".

B. The decision of the City as to what items are equal shall be final and conclusive. If the City elects to purchase a brand represented by the respondent to be an "equal", the City's acceptance of the item is conditioned on the City's inspection and testing after receipt. If, in the sole judgment of the City, the item is determined not to be an equal, the item shall be returned at the respondent's expense.

C. When a brand name, or level of quality is not stated by the respondent, it is understood the offer is exactly as specified. If more than one brand name is specified, respondents must clearly indicate the brand and model/part number being bid.

2.16 Entire Agreement

This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

2.17 Code of Ethics

The City's Code of Ethics, Chapter 1.46, Tacoma Municipal Code, provides ethical standards for City personnel and also prohibits certain unethical conduct by others including respondents and contractors. Violation of the City's Code of Ethics will be grounds for termination of this contract.

** Balance of Page Intentionally Left Blank **

[Pages 11 through 16 are for contracts that involve construction and/or labor, and are not applicable to contracts solely for material/supply purchases.]

GENERAL PROVISIONS

SECTION III - CONSTRUCTION AND/OR LABOR CONTRACTS

SECTION III REQUIREMENTS APPLY ONLY TO CONSTRUCTION AND/OR LABOR CONTRACTS.

3.01 RESPONDENT'S DUTY TO EXAMINE

The Respondent agrees to be responsible for examining the site(s) and to have compared them with the Specifications and Contract Drawings, and to be satisfied as to the facilities and difficulties attending the execution of the proposed Contract (such as uncertainty of weather, floods, nature and condition of materials to be handled and all other conditions, obstacles and contingencies) before the delivery of his/her Proposal. No allowance will be subsequently made by the City on behalf of the Respondent by reason of any error or neglect on Respondent's part, for such uncertainties as aforesaid.

3.02 PERMITS

Except when modified by the Special Provisions, the Contractor shall procure and pay for all permits and licenses necessary for the completion of this Contract including those permits required by the City of Tacoma. The City will obtain county or state road crossing permits if required. In the event a necessary permit is not obtained, the Contractor will not be permitted to work on items subject to said permit and any delays caused thereby will not be subject to extra compensation or extensions.

3.03 NOTIFICATION OF OTHER GOVERNMENTAL AGENCIES AND UTILITIES WHEN UNDERGROUND WORK IS INVOLVED

The Contractor shall notify all other affected governmental agencies and utilities whenever underground work is done under the terms of this Contract. The Contractor is required to obtain permission of the appropriate public and private utilities and governmental agencies before performing underground work pursuant to the terms of this Contract. The Contractor is required to call "one call" at 1-800-424-5555 for all work involving excavation or digging more than 12 inches beneath ground or road surface.

The City may have indicated on the plans and specifications the existence of certain underground facilities that are known to the City division responsible for this Contract. It is the Contractor's responsibility to fully comply with the Underground Utility Locate Law, Chapter 19.122 RCW. If the site conditions are "changed or differing" as defined by RCW 19.122.040(I), the Contractor may pursue the party responsible for not properly marking or identifying the underground facility. The Contractor agrees not to file any claim or legal action against the City (division responsible for this Contract) for said "changed or differing" conditions unless said City division is solely responsible for the delay or damages that the Contractor may have incurred.

~~3.04 TRENCH EXCAVATION BID ITEM~~

~~In the event that "trench excavation" in excess of four feet requires a safety system pursuant to Washington State law and safety shoring, sloping, sheeting, or bracing is used, a separate bid item should be set forth in the Proposal for this work. If a separate bid item is not set forth in the Proposal pages, said installed safety system shall be paid at $3.00 per lineal foot of trench, which unit price includes both sides of the trench.~~

3.05 CONTRACTOR'S INSURANCE

The Contractor shall not commence work under this Contract until all required insurance has been obtained and such insurance has been approved by the City of Tacoma, nor shall the Contractor allow any subcontractor to commence work on his/her subcontract until all insurance required herein has been obtained by Subcontractor. It is the Contractor's responsibility to ascertain that all Subcontractors have the insurance as required by this Contract at all times such Subcontractors are performing the work. The insurance coverages required herein shall be maintained and effective at all times any work including guarantee work is being performed by the Contractor or a Subcontractor.

A. Compensation Insurance

The Contractor shall, at all times during the existence of this Contract, fully comply with all of the terms and conditions of the laws of the State of Washington pertaining to Workers' Compensation together with any and all amendments and supplements thereto and any and all regulations promulgated thereunder.

In the event any of the work herein is sublet, the Contractor shall require such Subcontractor to fully comply with all of the terms and conditions of the laws of the State of Washington pertaining to Workers' Compensation. For persons engaged in employment who are not within the mandatory coverage of the state Workers' Compensation laws, the Contractor shall provide and shall cause each subcontractor to provide compensation insurance (including self-insurance if it otherwise meets all requirements of state Workers' Compensation laws), satisfactory to the City, at least equivalent to the benefits provided for covered employment under state Workers' Compensation laws.

B. Public Liability and Property Damage Insurance

The Contractor shall procure and maintain during the life of this Contract, a policy of comprehensive general liability insurance, with an insurance carrier authorized to do business in the State of Washington. The policy shall be approved as to form and content by the City Attorney and shall protect the City of Tacoma from liability imposed by law for damages suffered by any persons arising out of or resulting from acts or omissions in the performance of this contract: (1) for bodily injury or death resulting therefrom caused by accidents or occurrences resulting from any act or omission by the Contractor in the performance of the Contract, and (2) for injury to, or destruction of, any property, including property of the City of Tacoma, and including loss of use. The policy or policies shall include coverage for claims for damages because of bodily injury or death or property damage arising out of the ownership, maintenance or use of any motor vehicle, including hired or non-owned vehicles.

The City of Tacoma shall be designated in said policy as a primary additional named insured and shall be given 30 days written notice of cancellation, nonrenewal, or material change in the coverage provided. Said insurance shall be on a Comprehensive General Liability form with coverages to include Blanket Contractor, Broad Form Property Damage, Personal Injury, Protective Liability and Employers Liability. Limits shall be at $1,000,000 per occurrence, $2,000,000 aggregate and for contracts in excess of $500,000 the minimum coverage limits include Umbrella Excess Liability of $5,000,000. Further that the City's insurance is excess to any other collectible insurance.

The Contractor shall furnish evidence of the amount of any deductible or self-insured retention under the policy. This must also be approved by the City Attorney if the amount of the deductible or self-insured retention exceeds $50,000. The City may require the Contractor to furnish evidence of its ability to pay the amount of any deductible or self-insured retention. If the policy provides for a deductible or self-insured retention, the Contractor shall be solely responsible for paying the amount of the deductible or self-insured retention toward the cost of any claim under the policy.

If the Contractor fails to maintain such insurance, the City of Tacoma, at its discretion, may immediately terminate the contract.

Nothing herein contained shall be in any manner construed as limiting the extent to which the Contractor or Subcontractor may be held liable or responsible for payment of damages resulting from their operations.

C. Builder's Risk

The Contractor shall be expected to protect and insure from loss for any tools and equipment owned or rented by the Contractor, Subcontractor of the employees of the Contractor and Subcontractor.

Until the work is completed and accepted by the City of Tacoma, the construction is at the risk of the Contractor and no partial payment shall constitute acceptance of the work or relieve the Contractor of responsibility to deliver to the City of Tacoma the completed project as required by this Contract.

D. Proof of Carriage of Insurance

The Contractor shall furnish and file with the City a certificate of insurance coverage. An up-to-date certificate of insurance must be on file with the City throughout the contract. The City may, at the time the contract is executed or at any other time, require the Contractor to furnish and file with the City a certified true copy of the insurance policy or policies, together with a letter from the insurance carrier verifying that the premium has been paid for the period indicated. The policy or policies shall be approved as to form and content by the City Attorney.

3.06 SAFETY

A. General

The Contractor shall, at all times, exercise adequate precautions for the safety of all persons, including its employees and the employees of a Subcontractor, in the performance of this Contract and shall comply with all applicable provisions of federal, state, county and municipal safety laws and regulations. It is the Contractor's responsibility to furnish safety equipment or to contractually require Subcontractors to furnish adequate safety equipment relevant to their responsibilities.

The Contractor shall obtain the necessary line clearance from the inspector before performing any work in, above, below or across energized Light Division circuits.

The Inspector and/or Engineer may advise the Contractor and the Safety Officer of any safety violations. It is the Contractor's responsibility to make the necessary corrections. Failure to correct safety violations is a breach of this Contract and, as such, shall be grounds for an order from the Safety Officer, Inspector or Engineer to cease further work and remove from the job site until the condition is corrected. Time and wages lost due to such safety shutdowns shall not relieve the Contractor of any provisions of Section 3.14 of this Specification and shall be at the sole cost of the Contractor. The purpose of this authority to stop work is to enforce the contract and not to assume control except to the extent necessary to ensure compliance with the provisions of this contract.

Any of the above actions by employees of the City of Tacoma shall in no way relieve the Contractor of his/her responsibility to provide for the safety of all persons, including his/her employees.

B. Work Hazard Analysis Report

The Contractor will be required to complete a work hazard analysis report. This report shall outline how the Contractor proposes to satisfy all safety laws and regulations involved in performing the work. This report shall be completed and submitted to the City Safety Officer before the pre-construction conference. A copy of the report shall be maintained at the work site (accessible to the supervisor).

3.07 PROTECTION OF WORKERS AND PROPERTY

The Contractor shall erect and maintain good and sufficient guards, barricades and signals at all unsafe places at or near the work and shall, in all cases, maintain safe passageways at all road crossings, and crosswalks, and shall do all other things necessary to prevent accident or loss of any kind.

The Contractor shall protect from damage all utilities, improvements, and all other property that is likely to become displaced or damaged by the execution of the work under this Contract.

The Contractor is responsible for all roads and property damaged by his/her operations as shall be determined by the Engineer administering this Contract. The Contractor shall be responsible for repairing all damage to roads caused by his/her operations to the satisfaction of the particular governmental body having jurisdiction over the road.

3.08 CONTRACTOR - SUPERVISION AND CHARACTER OF EMPLOYEES

A. Superintendent to Supervise Contractor's Employees

The Contractor shall keep on his/her work, during its progress, a competent superintendent and any necessary assistants, all of whom must be satisfactory to the City of Tacoma. The Contractor's superintendent shall not be changed except with the consent of the City of Tacoma, unless the Contractor's superintendent proves to be unsatisfactory to the Contractor and ceases to be in his/her employ. The Contractor's superintendent shall represent the Contractor in his/her absence and all directions given to him/her shall be binding as if given to the Contractor directly. The Contractor shall give efficient supervision to the work, using his/her best skill and attention.

B. Character of Contractor's Employees

The Contractor shall employ only competent, skillful, faithful and orderly persons to do the work, and whenever the Engineer administering the Contract shall notify the Contractor in writing that any person on the work is, in his or her opinion, incompetent, unfaithful, disorderly or otherwise unsatisfactory, the Contractor shall forthwith discharge such persons from the work and shall not again employ him or her on this Contract.

3.09 CONTRACTOR'S COMPLIANCE WITH THE LAW

A. Hours of Labor

The Contractor and Subcontractors shall be bound by the provisions of RCW Chapter 49.28 (as amended) relating to hours of labor. Except as set forth in the Special Provisions, eight (8) hours in any calendar day shall constitute a day's work on a job performed under this Contract.

In the event that the work is not performed in accordance with this provision and in accordance with the laws of the State of Washington, then this Contract may be terminated by the City of Tacoma for the reason that the same is not performed in accordance with the public policy of the State of Washington as defined in said statutes.

B. Prevailing Wages

The Contractor and any Subcontractors shall be bound by the provisions of Chapter 39.12 RCW, as amended, relating to prevailing wages and usual fringe benefits. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the "prevailing rate of wage" as determined by the industrial Statistician of the Department of Labor and industries. The schedule of the prevailing wage rates for the locality or localities where this Contract will be performed is by reference made a part of this Contract as though fully set forth herein. Current prevailing wage data will be furnished by the Industrial Statistician upon request. The Contractor shall immediately upon award of the Contract, contact the Department of Labor and Industries, ESAC Division, General Administration Building, Olympia, Washington 98504, to obtain full information, forms and procedures relating to these matters.

Before payment is made by or on behalf of the City, of any sum or sums due on account of a Public Works contract, it shall be the duty of the officer or person charged with the custody and disbursement of public funds to require the Contractor and each and every Subcontractor from the Contractor or a Subcontractor to submit to such officer a "Statement of Intent to Pay Prevailing Wages." Each statement of intent to pay prevailing wages must be approved by the industrial statistician of the Department of Labor and Industries before it is submitted to said officer. Unless otherwise authorized by the Department of Labor and Industries each voucher claim submitted by a Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the prefiled statement or statements of intent to pay prevailing wages on file with the public agency. Following the final acceptance of a Public Works project, it shall be the duty of the officer charged with the disbursement of public funds to require the Contractor and each and every Subcontractor from the Contractor or a Subcontractor to submit to such officer an "Affidavit of Wages Paid" before the funds retained according to the provisions of RCW 60.28.010 are released to the Contractor. Each affidavit of wages paid must be certified by the industrial statistician of the Department of Labor and Industries before it is submitted to said officer.

In the event any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties in interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the State of Washington, Department of Labor and industries whose decision shall be final, conclusive and binding on all parties involved in the dispute.

3.10 CHANGES

A. In Plans or Quantities

The City of Tacoma, without invalidating this Contract, or any part of this Contract, may order extra work or make reasonable changes by altering, adding to or deducting from the materials, work and labor and the Contract sum will be adjusted accordingly. All such work and labor shall be executed under the conditions of the original Contract except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. When work or bid items are deducted, reduced or eliminated, it is agreed that no payment will be made to Contractor for anticipated profit.

B. Extra Work

Any claim or order for extra materials, work and labor made necessary by alterations or additions to the plans or by other reasons for which no price is provided in this Contract, shall not be valid unless the Contractor and Engineer administering the Contract have agreed upon a price prior to commencing extra work, and the agreement has been signed by the Contractor and approved by the Superintendent or his/her designee, and approved by the performance bond surety.

C. Extra Work - No Agreed Price

If it is impracticable to fix an increase in price definitely in advance, the order may fix a maximum price which shall not under any circumstances, be exceeded, and subject to such limitation, such alteration, modification, or extra shall be paid for at the actual necessary cost as determined by the City of Tacoma, which cost (including an allowance for profit) shall be determined as the sum of the following items (1) to (7) inclusive:

(1) Labor, computed at regular wage scale, including premium on compensation insurance and charge for social security taxes, and other taxes, pertaining to labor; no charge for premium pay shall be allowed unless authorized by the Engineer administering the Contract;

(2) The proportionate cost of premiums on comprehensive general liability and other insurance applicable to the extra work involved and required under this Contract;

(3) Material, including sales taxes pertaining to materials;

(4) Plant and equipment rental, to be agreed upon in writing before the work is begun; no charge for the cost of repairs to plant or equipment will be allowed;

(5) Superintendence, general expense and profit computed at 20 percent of the total of paragraphs (1) to (4) inclusive;

(6) The proportionate cost of premiums on bond required by this Contract, computed by 1 1/2 percent of the total of paragraphs (1) to (5) inclusive.

(7) The City of Tacoma reserves the right to furnish such materials as it may deem expedient, and no allowance will be made for profit thereon.

Whenever any extra work is in progress, for which the definite price has not been agreed on in advance, the Contractor shall each day, report to the Engineer the amount and cost of the labor and material used, and any other expense incurred in such extra work on the preceding day, and no claim for compensation for such extra work will be allowed unless such report shall have been made.

The above-described methods of determining the payment for work and materials shall not apply to the performance of any work or the furnishing of any material, which, in the judgment of the Engineer administering the Contract, may properly be classified under items for which prices are established in the Contract.

D. Claims for Extra Work

If the Contractor claims that any instructions by drawings or otherwise, involve extra cost under this Contract, he/she shall give the City of Tacoma written notice thereof within 30 days after receipt of such instruction, and in any event before proceeding to execute the work, except in an emergency endangering life or property, and the procedures governing the same shall be as provided for immediately above in this paragraph. The method in these paragraphs is the only method available to the Contractor for payment of claims for extra work performed under the terms of this Contract.

3.11 CLEANING UP

The Contractor shall at all times, at his/her own expense, keep the premises free from accumulation of waste materials or debris caused by any workers or the work, at the completion of the work the Contractor shall remove all his waste materials from and about the site and all his/her equipment, sanitary facilities and surplus materials. In the case of dispute, the City of Tacoma may remove the debris and charge the cost to the Contractor as the City of Tacoma shall determine to be just. All material that is deposited or placed elsewhere than in places designated or approved by the Engineer administering the Contract will not be paid for and the Contractor may be required to remove such material and deposit or place it where directed.

3.12 PROGRESS PAYMENT

Progress payments will be made up to the amount of ninety-five percent (95%) of the actual work completed as shall be determined by the Engineer administering the Contract.

The Contractor may request that an escrow account be established as permitted by law, in which event the Contractor will earn interest on the retained funds.

When the time for construction, services and/or installation will exceed thirty (30) days, the Contractor may request, by invoice, to be paid a progress payment based on percentage of work completed. The Engineer will review and approve the progress payment request on a monthly basis.

3.13 FINAL PAYMENT

The final payment of five percent (5%) of the Contract price shall be approved on final acceptance of the work under this Contract by the Superintendent or his/her designee. Also, before final payment is made, the Contractor shall be required to:

A. Provide a certificate from the Washington State Department of Revenue that all taxes due from the Contractor have been paid or are collectible in accordance with the provisions of Chapter 60.28 and Title 82 of the Revised Code of Washington;

B. Provide the General Release to the City of Tacoma on the form set forth in these Contract documents;

C. Provide a release of any outstanding liens that have been otherwise filed against any monies held or retained by the City of Tacoma;

D. File with the City Director of Finance, and with the Director of the Washington State Department of Labor and Industries, on the state form to be provided, an affidavit of wages paid;

E. File with the City Director of Finance, on the state form to be provided, a statement from the State of Washington, Department of Labor and Industries, certifying that the prevailing wage requirements have been satisfied.

F. File with the City Director of Finance, on the state form to be provided, a statement of release from the Public Works Contracts Division of the State of Washington, Department of Labor and Industries, verifying that all industrial insurance and medical aid premiums have been paid.

If there is a fee assessed to the City for any certificate, release or other form required by law, the contractor agrees that the fee amount may be passed on to the Contractor and deducted from the monies paid to the Contractor.

3.14 FAILURE TO COMPLETE THE WORK ON TIME

Should the completion of the work required under the Contract be delayed beyond the expiration of the period herein set for the completion of said work, or such extension of said period as may be allowed by reason of unavoidable delays, there shall be deducted from the total Contract price of work, for each calendar day by which such completion shall be delayed beyond said period of such extension thereof the sum of $300 or a sum of money as set forth hereinafter in these Specifications, as the amount of such deduction per calendar day.

Said sum shall be considered not as a penalty, but as liquidated damages which the City will suffer by reason of the failure of the Contractor to perform and complete the work within the period herein fixed or such extensions of said period as may be allowed by reason of unavoidable delays.

Any money due or to become due the Contractor may be retained by the City to cover said liquidated damages, and should such money not be sufficient to cover such damages, the City shall have the right to recover the balance from the Contractor or his/her Sureties.

The filing of any bid for the work herein contemplated shall constitute acknowledgment by the Respondent that he/she understands, agrees and has ascertained that the City will actually suffer damages to the amount hereinabove fixed for each and every calendar day during which the completion of the work herein required shall be delayed beyond the expiration of the period herein fixed for such completion or such extension of said period as may be allowed by reason of unavoidable delays.

3.15 CITY RESERVES RIGHT TO USE FACILITIES PRIOR TO ACCEPTANCE

The City of Tacoma hereby reserves the right to use the facilities herein contracted prior to final acceptance under this Contract. The use of said facilities, as mentioned herein, shall not be construed as a waiver or relinquishment of any rights that the City of Tacoma has under this Contract.

3.16 LIST OF SUBCONTRACTORS

Bid proposals for construction, alteration or repair of any building or other public works that may exceed $1,000,000 including tax shall satisfy the following requirement: Respondent shall submit as part of the bid,

the names of the subcontractors, with whom the respondent, if awarded the contract, will subcontract performance of the work of heating, ventilation and air conditioning, plumbing as described in chapter 18.106 RCW, and electrical as described in chapter 19.28 RCW, or to name itself for the work. The respondent shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the respondent must indicate which subcontractor will be used for which alternate. Failure to comply with this provision or the naming of two or more subcontractors to perform the same work shall require the City (pursuant to state law RCW 39.30.060) to determine that respondent's bid is nonresponsive, therefore, the bid will be rejected.

SPECIFICATION NO. CM16-0081F
City of Tacoma Media and Communications
TV and Audio Equipment Replacement

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DIVISION 1 - SPECIAL PROVISIONS

SECTION 01010 - SUMMARY OF WORK

1.1 PROJECT DESCRIPTION

This project includes the replacement of all identified Audio, Video and Television Broadcast Systems equipment with new High Definition (HD 1080) and Digital Audio equipment including integration, installation, cabling, fiber, and technical furniture as necessary per the attached Specifications, Plans and Designs for the Master Control Center, Council Chambers & Chambers Control, Studio & Studio Control, and the TV Remote Production Truck.

The Contractor shall supply all materials to complete the work required by this contract in excess of those materials to be supplied by City of Tacoma – MCO – TV Tacoma as listed in Section 01040 – Project Coordination.

In all cases, the City's contract is with one Contractor and it is that Contractor's responsibility to ensure that all work that is required to provide a complete and operational facility is included in their bid. When possible, the City has attempted to reference work which should be coordinated with various trades, but it is the Contractor's responsibility to coordinate and schedule their work with all other Contractors, trades, and suppliers to assure the proper and timely prosecution and completion of all items of work.

A. CONCEPT OF SCHEDULE

1. **Master Control Center (MCC) & Centralized Equipment Room –** Installation as soon as possible after bid award and to be completed prior to September 30, 2016. Installation will occur while current equipment and broadcast channels continue to operate without disruption. Installation will continue until testing and certification of the new equipment is completed and through the cut-over to the new equipment. The installation and cut-over schedule will occur as agreed to by both the Contractor and the Project Coordinator.

2. **Studio & Studio Control Room -** Installation as soon as possible after bid award and to be completed prior to September 30, 2016. Installation schedule will occur as agreed to by both the Contractor and the Project Coordinator to minimize down time of studio and studio control; and to maximize Commissioning and Training services while minimizing expenses for these services.

3. **TV Remote Production Truck -** Installation window begins July 8th, 2016, and to be completed prior to September 30, 2016. Installation schedule as agreed to by both the Contractor and the Project Coordinator to minimize down time of the TV Remote Production Truck; and scheduling to maximize Commissioning and Training services while minimizing expenses for these services. Installation will occur off-site in vendor's climate controlled and secure warehouse environment. The truck will be fully insured under the Contractor's insurance while the vehicle is in the Contractor's possession.

4. **Council Chambers** - Installation window June 29th, 2016 through August 30th, 2016. Installation will occur as agreed to by both the Contractor and the Project Coordinator to minimize down time of the Council Chambers; and scheduling to maximize Commissioning and Training services while minimizing expenses for these services. The Contractor will need to coordinate schedules and work cooperatively with the City of Tacoma Facilities Department's General Contractor and SubContractors in order to coordinate completion of this Project in conjunction with a cosmetic and electrical upgrade to the facility.

   In the event that it is not feasible to accomplish these projects simultaneously the Project Coordinator will work with the Contractor to find a mutually agreed upon time for the equipment included in this contract to be installed independent of the City of Tacoma Facilities Department's Project.

B. SITE WORK

General work scope includes, but is not limited to, the following:

The City of Tacoma Media and Communications Office seeks the services of a qualified Contractor with substantial experience to provide procurement, installation, and integration services to facilitate a transition of the Standard Definition/Analog TV Studio & Studio Control room, Master Control Center & Central Equipment Room, TV Remote Production Truck, and Council Chambers & Council Control Room to new High Definition (HD 1080) and Digital Audio equipment including integration, installation, cabling, fiber, and technical furniture as necessary per the attached Specifications, Plans and Designs. In addition re-programming of the Crestron Control System and re-design of the Crestron touch screen templates in the Council Chambers will be necessary to add electronic touch-buttons for new features (Video Projector, Cable Cubby connections, new wireless microphones, etc.) included in the design.

a) The Master Control Center originates programming, including transmission of LIVE productions from remote locations & studio for 3 Broadcast Channels (TV Tacoma, CityPost and the Fire Channel) from the Municipal Services Center (MSC) at 1224 MLK Jr Way to two cable providers (Comcast & Click!) and to encoding hardware for internet streaming. In addition, the MCC provides distribution, and occasional programming origination, of four (4) external Standard Definition broadcast channels to two cable providers (Comcast & Click!) MCC receives these external channels via the City of Tacoma's HFC Network. The Master Control Center will need to continue to operate through out the duration of the install right up until the cut-over to the newly designed system. The MCC will continue to support both High Definition and Standard Definition Channels and remote location content upon completion of the project.

b) TV TACOMA produces LIVE and pre-recorded programming from its Studio/Studio Control located at the MSC, 1224 MLK Jr Way.

c) LIVE coverage of City of Tacoma City Council meetings originate in the Council Chambers at the Tacoma Municipal Building, 747 Market Street, and are transmitted through the City of Tacoma's HFC Network to the MSC, 1224 MLK Jr Way. Additionally this room has a Crestron Control System for use when an audio and/or video operator is not present, which is for all meetings other than City Council meetings. The Crestron Control System controls the power to the house sound equipment for "General meetings" which are not using the dais microphones and City Council meetings or meetings which do utilize the dais microphones. The Crestron System has controls for muting and levels, most are preset, for all microphones along with selection buttons and controls for all of the presentation options (Video Projector, Monitors, Laptop connections (2), Personal Computers (2), Document Camera, DVD player, TV connection).

d) LIVE and pre-recorded Productions are produced with the TV Tacoma Remote Production Truck from various locations through-out the City of Tacoma. LIVE Remote Productions are transmitted through at the City of Tacoma's HFC Network to the MSC, 1224 MLK Jr Way.

C. INTERIOR FINISHES

1. Any area disturbed as part of this construction project will be repaired/restored to match existing area surrounding the work area

D. ELECTRICAL SYSTEMS

1. Utilize existing.

E. AV & TV BROADCAST SYSTEMS

1. Remove current audio/visual and television broadcast systems as identified by the Project Coordinator in the TV Studio & Studio Control, Remote Truck, Council Chambers & Council Chamber Control, Master Control Center.
2. Remove identified existing equipment to Vendor identified location if "used equipment credit" is provided as part of the RFB. If no "used equipment credit" will be given by the Vendor to the City of Tacoma as part of the RFB, Vendor will place all identified existing equipment in the City of Tacoma location designated by the Project Coordinator for surplus.
3. Place retained equipment for re-installation as part of Customer Furnished Equipment per the design in the on-site location designated by the Project Coordinator.
4. Install and integrate new and retained equipment per the Design and BOM (Business Order of Magnitude), including the CFE (Customer Furnished Equipment).
5. Re-program, Integrate new pieces of equipment with existing, and Re-design the Crestron Control system touch pads to incorporate additions to the Council Chambers.

1.2 PROJECT LOCATION

The Overall Project has multiple components and work will take place at three locations which include:

Component 1: Master Control Center & Centralized Equipment Room, which are all located at the Municipal Services Center, 1224 MLK JR Way, Tacoma, WA 98405;

Component 2: Studio and Studio Control which are all located at the Municipal Services Center, 1224 MLK JR Way, Tacoma, WA 98405;

Component 3: Council Chamber & Chamber Control which are located in the Tacoma Municipal Building, 747 Market Street, Tacoma, WA 98402;

Component 4: TV Remote Production Truck, will be driven to the Contractor specified location on the scheduled date and the work is proposed to be completed in a secure, climate controlled environment within 50 miles of Pierce County, Washington to allow City Staff to monitor on-going progress of installation.

1.3 SITE SHOWING

The bidder will be responsible for examining the site(s) and to have compared the sites with the specifications and contract drawings contained in this specification, and be satisfied as to the facilities and difficulties attending the execution of the proposed contract (such as uncertainty of condition of materials to be handled and all other conditions, special work conditions including work schedules, obstacles and contingencies) before the delivery of their proposal.

No allowance will be subsequently made by the City on behalf of the bidder by reason of any error or neglect on the bidder's part, for such uncertainties as aforesaid.

A site showing will be conducted on February 22, 2016, immediately following the pre-bid meeting at 12:30 p.m. Due to the nature of this project, the bidder is responsible for examining the sites prior to placing a bid. **Only one (1) site showing will be conducted. It is the bidder's responsibility to assure that they attend the site showing as scheduled.** If the Contractor cannot make the listed showing, they may be able to coordinate a visit to the sites on their own. Failure to examine the sites may be grounds to reject the bid. City of Tacoma shall make no adjustment to the price or provide any compensation to the Contractor for impacts relating to the Contractor's failure to consider the potential impacts of not only the site conditions observed, but changes in the observed conditions that could have been foreseen by the Contractor.

By entering into the contract, the bidder represents that they have inspected in detail the project sites and have become familiar with all the physical and local conditions affecting the project and/or the project sites. Any information provided by the City to the Contractor, relating to existing conditions on, under, or to the project and/or sites including, but not limited to information pertaining to hazardous material abatement and other conditions affecting the project site, represents only the opinion of the City as to the location, character, or quantity of such conditions and is provided only for the convenience of the Contractor. The Contractor shall draw their own conclusions from such information and make such tests, review and analyses as the Contractor deems necessary to understand such conditions and to prepare their proposal.

The City assumes no responsibility whatsoever with respect to the sufficiency or accuracy of such information and there is no guarantee, either expressed or implied, that the conditions indicated or otherwise found by the Contractor as a result of any examination or exploration are representative of those existing throughout the work and/or project site.

The Contractor shall carefully study and compare the contract documents with each other and shall at once report to the City errors, inconsistencies or omissions discovered. If the Contractor performs any project activity knowing it involves a recognized error, inconsistency or omission in the contract documents without such notice to the City, the Contractor shall assume the risk and responsibility for such performance and shall bear an appropriate amount of the attributable costs for correction.

The Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with the contract documents before commencing activities. Errors, inconsistencies or omissions discovered shall be reported to the City at once.

1.4 COMMENCEMENT, PROSECUTION AND COMPLETION

The Contractor will be required to complete the contract documents and to provide a surety bond within ten (10) calendar days after the award of the contract. The Contractor shall begin the work to be performed in the contract within ten (10) calendar days after the date of notification to commence work. Notification to commence work may either be by letter or, if no letter is issued, by agreement at the pre-project conference (or if no letter is issued, by the date the contract is executed by the City).

The Contractor shall be required to complete all work by September 30, 2016 unless otherwise agreed to in writing by the City of Tacoma. If the Contractor fails to complete all work by September 30, 2016 the amount of liquidated damages set forth in General Provision 3.14 is hereby modified to $1,000 per day. All other terms in General Provision 3.14 shall remain the same.

The Contractor shall begin purchasing material required for all work to be performed in the contract within ten (10) calendar days after the date of notification to commence work. All materials necessary to complete the job shall be staged and inspected by the Project Coordinator before any work including demolition will be started.

1.5 SPECIFICATION FORMAT

This specification is written and formatted for use with Public Works specifications and is numbered to be consistent with other specifications, including Construction Specifications Institute (CSI) format, as modified by the City. It is not intended to indicate what work is to be accomplished by various subContractors on the project. In all cases, the City's contract is with one (1) general Contractor and it is the general Contractor's responsibility to insure all work required to provide a complete and operational facility is included in their bid.

When possible, the City has tried to reference work which should be included with various trades, but it is the Contractor's responsibility to ensure all work is properly coordinated. The numbering system in the Special Provisions Section reflects standard provisions written by the City and assigned constant numbers. Thus, gaps will appear when specific sections are not used.

1.6 CONTRACT WORK TIMES

Contract work times shall be Monday through Friday, 7:45 a.m. to 5 p.m., excluding holidays, described in Section 2.13 of the General Provisions or as otherwise approved by the City.

If the Contractor elects to work on a Saturday, Sunday, holiday or longer than the designated contract work times, such work shall be considered overtime work. On all such overtime work, the City Project Coordinator or their designee must be present. The Contractor shall reimburse the City for the full amount of the costs for City employees who must work any such overtime hours. It shall be the Project Coordinator's decision as to when an inspector is required. For the purpose of estimation of reimbursement of City employee's overtime, the bidder shall budget $60.00 per hour.

However, if the City orders work to be performed on overtime, all City employees' overtime costs will be at no expense to the Contractor. The City will not require reimbursement for overtime hours worked by the City for inspection as detailed in the General Provisions if the conditions of this paragraph are met to the satisfaction of the Project Coordinator.

The Contractor shall submit a weekly proposed work plan showing required inspections for Monday through Sunday of the following week. This work plan shall be given to the Project Coordinator for approval by 11:00 A.M. (or agreed upon time) every Friday, which is when the coordination meeting as described in Section 01040 – Project Coordination will be held.

Work not specifically detailed on the weekly work plan as requiring inspection or building system shutdown shall not be performed unless approved by the Project Coordinator. The Contractor shall reimburse the City for all inspection of work not previously scheduled or approved by the Project Coordinator. Work requiring inspection shall be determined solely by the Project Coordinator.

It is possible that other Contractors or the City will be working in the project area during the time of the project. It shall be the responsibility of this Contractor to coordinate its work with all other agencies and/or Contractors within the project area.

The Contractor shall also be responsible to minimize disruptions to access to the work site by other Contractors. Directions of the Project Coordinator and/or his designee shall be followed at all times.

1.7 QUALIFICATION OF CONTRACTORS

A. QUALIFIED CONTRACTORS

Only Contractors with management, employees, and staff experienced in the type of work required by this specification, and with a record of successful completion of projects of similar scope, complexity, and overall cost will be considered. The bidder must complete the Contractor's Record of Prior Contracts form attached to this specification at the time of submitting their bid. The City will be the sole judge of the bidder's ability to meet the requirements of this paragraph. Bidders past work will be judged in complexity of job, time of completion, organization, and other factors that may indicate the abilities of the Contractor.

Submit to the Project Coordinator within ten (10) calendar days following execution of the contact documents, a list of all subContractors, including each subcontractor's address, telephone number, and contact person to be used on this project.

1.8 SPECIFICATIONS AND DRAWINGS

The Contractor is responsible for providing all components necessary for a complete and operational system.

A. SCOPE OF WORK TABLE

The following suggested scope of work table is to be coordinated and confirmed by Contractor and City of Tacoma:

ITEMS TO BE FURNISHED AND INSTALLED		Electrical Contractor	Contractor	City of Tacoma
a.	Systems Equipment Racks and Devices		X	
b.	Conduit between Systems Devices and Systems Equipment Racks	X		
c.	Equipment racks		X	
d.	In rack power distribution (strips)		X	
e.	Equipment Rack Cabling		X	
f.	Equipment Terminations		X	
g.	Broadcast Service Panel (BSP) Boxes		X	
h.	BSP Pathways and Conduit	X		
i.	BSP Cabling		X	
j.	BSP Engraved Connector Panels		X	
k.	Video and Audio Patch Bays		X	
l.	Fiber Patch Bays		X	
m.	Data Copper Patch Bays		X	
n.	Patch Cords and Jumpers		X	
o.	Fiber camera patching system		X	
p.	Systems Cable Trays	X		
q.	Fiber innerduct		X	
r.	Broadcast System Design			X
s.	Single Line Drawings			X
t.	Equipment list			X

ITEMS TO BE FURNISHED AND INSTALLED		Electrical Contractor	Contractor	City of Tacoma
u.	Wire run-list		**X**	
v.	Project Administration		**X**	
w.	As-built drawings		**X**	
x.	System commissioning		**X**	
y.	Training coordination		**X**	
z.	Power 120 VAC	**X**		
aa.	Broadcast systems Low Voltage		**X**	
ab.	Lighting control Low Voltage		**X**	
ac.	Pipe Grid			**X**
ad.	Curtain track			**X**
ae.	Broadcast Equipment		**X**	
af.	Broadcast Casework/Technical furniture		**X**	
ag.	Equipment Mounting Hardware		**X**	
ah.	System testing		**X**	
ai.	System Verification		**X**	
aj.	Main Power Service Panel Boards and Circuit Breakers	**X**		
ak.	Main Power Service Conduit and Conductors	**X**		
al.	Main Power Service Terminations	**X**		
am.	Audio Video Technical Power	**X**		
an.	AVTP Distribution Panel Boards and Circuit Breakers	**X**		

ITEMS TO BE FURNISHED AND INSTALLED		Electrical Contractor	Contractor	City of Tacoma
ao.	Distribution Panel Board Conduit and Conductors	**X**		
ap.	Distribution Panel Board Terminations	**X**		
aq.	Lighting systems relay panels	**X**		
ar.	Lighting grid power distribution (wiremold)	**X**		
as.	UPS power protection systems		**X**	
at.	UPS monitoring and system actions		**X**	

B. SYSTEM DESCRIPTION

The Broadcast Systems are defined in numerous spaces including but not limited to:

1. Master Control Room (MCR)
2. Central Equipment Room (CER)
3. Production Control Room (PCR)
4. Council Chambers
5. TV Remote Production Truck

Assorted video systems include but are not limited to:

6. Broadcast Cameras
7. Hybrid camera cable patching and distribution
8. Teleprompters
9. Switching and routing
10. Patching
11. Test and QC
12. Ingest and play-out devices

13. Graphics

14. Distribution and processing

15. Monitoring

16. Intercom system

17. KVM extenders and end-points

18. Broadcast specific IT systems

IT systems configuration requires coordination with City of Tacoma, manufacturers, and the System Designer.

Broadcast Service Panels (BSP) allow for video, audio, and data connections as necessary to meet the production needs.

C. RESPONSIBILITY AND RELATED WORK

1. Furnish and install television broadcast equipment shown in drawings and on equipment lists.

2. Deliver and furnish all racks, cover plates, mounting hardware, and technical furniture required to complete the project.

3. Furnish all cable, connectors, labels, and materials required to install television broadcast systems.

4. Furnish and install all television broadcast service panels.

5. Supply accessories and minor equipment items needed for a complete system, even if not specifically mentioned herein or on the drawings.

6. Install all furniture, equipment, face plates, wire and connectors in a professional manner utilizing specialized and experienced staff. Certified Technology Specialist (CTS) certified staff is preferred (engineers, project managers, technicians).

7. Provide system shop drawings within 30 days of bid award and receive approval by the Project Coordinator prior to any fabrication.

8. Provide as-built drawings no more than 30 days after Acceptance of project.

9. Perform testing and verification of all installed wiring.

10. Coordination with the City of Tacoma Project Coordinator and Electrical Contractor is required to assure correct Systems conduit routing, Systems back box locations, and grounding locations as specified in electrical specifications

11. Notify the City of Tacoma Project Coordinator of any discrepancies in part numbers or quantities before bid.

12. Obtain all permits necessary for the execution of any work pertaining to the installation.

13. The Contractor is responsible for making field measurements necessary to establish exact locations, relationships, load capacities necessary for the installation of these systems.

14. If a conflict develops between the contract documents and the appropriate codes and is reported to the Project Coordinator prior to proposal opening, the Project Coordinator will prepare the necessary clarification. Where a conflict is reported after contract award, Vendor will propose a resolution of the conflict and, upon approval by the Project Coordinator, Vendor will perform the work to resolve the conflict.

15. The Contractor shall be responsible for distributing electrical power from room receptacles to the racks and equipment as required. This will include providing necessary power strips and cabling for a complete installation.

16. The Contractor shall be responsible for connecting appropriate grounds to all equipment in accordance with applicable codes and standards.

17. Coordinate work with other trades to avoid causing delays in project schedule.

D. GENERAL REQUIREMENTS

1. Take care during installation to prevent scratches, dents, chips, etc.

2. Provide labels at the front and rear of all processing equipment mounted in racks. Mount labels on the equipment and attach in a neat, plumb, consistent and permanent manner.

3. Custom rack panels shall be 1/8" thick aluminum, standard rack sizes, powder coated black finish with white engraved lettering unless otherwise noted.

4. In accordance with IEC-268 standard, all XLR connectors shall be wired pin 2 hot (high), pin 3 low, and pin 1 screen (shield).

5. All audio and video patch panel designation strips shall utilize label information provided in the design.

6. Each KVM user station requires a keyboard and mouse to be furnished by the City of Tacoma.

7. Fiber cleaning kits are to be furnished for each type of fiber connector.

8. Television Broadcast Service Panels

    a. Panels shall be powder coated black with white engraved lettering.

    b. Acceptable manufacturers:

        - Panel Authority

- Alumigraphics

9. Technical Furniture:

   a. Consoles shall be constructed to house audio, video, control and other equipment as shown on drawings. Console shall be constructed by expert craftsman in a fully qualified cabinet shop regularly in business for technical furniture work. AWI quality grade: Premium.

   b. All shelves, counters and edges to be designed to support 250 pound point load at edge of counter in addition to equipment mounted in or on shelf.

   c. Equipment rack frames with drilled and tapped mounting holes shall be included as shown on drawings (reference EIA standards). Unused rack space shall be filled with black blank panels.

   d. AC power distribution in rack shall be included.

   e. Internal cable management shall be provided throughout.

   f. Cabling access is required at each and every counter location. A slot in millwork with cable protecting lining or circular grommet is acceptable.

   g. Certain equipment shall be mounted into the millwork (e.g. switcher panels, camera control shading joysticks, etc.); this must be coordinated with the Project Coordinator prior to cutting.

   h. Seismic bracing and bases for millwork as required by code.

   i. VESA monitor mounts on a sliding rail or adjustable system shall be included as agreed to by Project Coordinator.

   j. Speaker mounts are to be included.

   k. Field verify all site conditions prior to final shop drawing submittal to Project Coordinator.

   l. Do not install casework until floor and wall finishes are complete.

   m. Acceptable Suppliers:

      - Martin Ziegler
      - Forecast
      - Winsted

10. Loose Patch Cords:

    a. <u>Audio. AES rated patch cords</u>

- 18” in length
    - Bittree BPC1800-110 (Quantity 12)
- Adaptors
    - Bittree BPCXF7200-110 (Quantity 6)
    - Bittree BPCXM7202-110 (Quantity 6)

b. Video: Standard HD Video Patch Cords

- 36” in length
- Conversion adapter
    - Bittree ADMW12. (Quantity: 6)

c. Spare UTP CAT6 patch cords

- 36” in Length (Quantity 24)
- 72” in length (Quantity 24)

d. Spare Studio and Remote Truck video production patch cables:

- Approved Connector Manufacturer
    - Canare BNC
- Approved wire Manufacturer
    - Belden 1505F Black
- Quantity and Lengths:
    - 10 feet (Quantity: 10)
    - 25 feet (Quantity: 12)
    - 100 feet (Quantity: 10)

e. Camera Cables:

- Camera cables
- Connector manufacturer: AS APPLICABLE PER DESIGN
- Fiber breakout cables may be utilized where feasible.
- Quantity and lengths necessary to complete camera patching system

E. GENERAL PURPOSE SYSTEM WIRE AND CABLE

1. All electrical conductors installed under this contract, except where otherwise specified, shall be soft drawn annealed stranded copper having a conductivity of not less than 98% of pure copper, and meet appropriate ratings (e.g. CMR, CMP, etc.). Cables as follows:

    a. Video and unbalanced AES over 300’ Precision video cable, PVC jacketed. Solid center conductor. Color: yellow

        - Belden 1694A

    b. Video and unbalanced AES 200’-300’ Precision video cable, PVC jacketed. Solid center conductor. Color: yellow

        - Belden 1505A

    c. Video and unbalanced AES under 200’ Precision video cable, PVC jacketed. Solid center conductor. Color: yellow

        - Belden 1855A

    d. Analog and AES balanced Audio Cable: Color: black

        - Belden 1800B

    e. Time code cable: Color: Grey

        - Belden 9451

    f. UTP Cable: Provide compliant with NEC type CMP, CMR and CM rating as applicable:

        - Acceptable rating TIA CAT6 Color: Violet

        - Other control cables to be 20 gauge with overall shield and appropriate number of conductors.

2. Connectors

    a. Panel connectors to be removable from panel front for solder and repair work. All panel connectors to fit in the same D size cutout. All panel connectors are to be electrically isolated from the panel box. Panel connector manufacturer: Neutrik.

    b. XLR type connectors shall incorporate metal shells and bodies and employ a non- hydroscopic dielectric. XLR connector manufacturer: Neutrik.

c. F Connector:

- Provide commercial style gold plated connector with integral sleeve for F6 Series, F11 Series, and F59 Headend cable.
- Provide seal ring in all moisture intensive environments.
- Install with manufacturer recommended compression tool.
- Provide weatherized boots and seal covers for all antenna connections.
- Verify connector cable type, size and construction with manufacturer.

d. BNC cable connector acceptable manufacturers:

- ADC
- Canare

F. EXECUTION

1. General

a. All equipment and materials shall be new. Take care during installation to prevent scratches, dents, chips, etc.

b. Do not begin installing equipment until the site is dust free, surfaces are finished, and the site has functional mechanical and electrical systems.

c. Mount equipment and enclosures plumb and square. Permanently installed equipment to be firmly and safely held in place. Design equipment supports to support loads imposed with a safety factor of at least three. Seismic bracing shall be installed on appropriate equipment where local codes require such installation.

d. Cover edges of cable pass-through holes in chassis, racks, boxes, etc., with rubber grommets or Brady GRNY nylon grommetting.

2. AC Power and Grounding

a. Review grounding systems plan with City of Tacoma

b. Coordinate and make final connection of power and ground wiring to racks and consoles.

c. Coordinate utility power in racks with electrical Contractor.

d. Isolate all systems wiring from back boxes, conduit and racks.

e. Connect all broadcast equipment chassis to AC isolated ground or rack frames.

f. Connect signal paths between AC powered equipment pieces with balanced lines and/or transformer isolation as necessary. Unbalanced signal path connections to the patch bay are not to be used.

g. Connect equipment rack frames to isolated AC ground busses by means of a minimum #2 gauge conductor.

h. Connect equipment rack ground bus bar to technical ground bus by means of a minimum #2 gauge conductor.

i. All external wires entering building must utilize lightning protection according to the most current National Electrical Code.

3. Casework and Racks

a. Furnish and install casework without variations in level between neighboring racks, and plumb and square with no twist in frames.

b. Secure casework to floor or wall as necessary.

c. Provide seismic bracing required by code.

d. Install casework power distribution as necessary

e. Label all racks with rack numbers front and back. Labels will be installed in a level and consistent manner. Thermal transfer labels are not acceptable.

f. Minimize electro-magnetic, electrostatic noise, and wire length by strategic placement of wiring and system components. Locate wiring and components with access to proper ventilation, and provide reasonable safety and convenience for the operator.

g. Form supported harnesses for all wires and cables used in assembling custom panels and equipment racks. These must be in accordance with accepted engineering practice.

h. Comb straight and tie-wrap harnessed cables every six (6) to ten (10) inches, and attach to the structure as necessary. Provide a sufficient service loop for each cable that breaks from the harness in termination in order to provide equipment removal without disconnecting from the racks.

i. Form harnessed cables vertically or horizontally in relation to equipment, controls, terminations, or components.

4. System Installation

a. Position equipment and apparatus requiring adjustment in a manner that allows access for cleaning, adjustment, etc.

b. Paint all enclosures and supporting structures supplied by Contractor that do not have standard factory paint. Project Coordinator will supply paint specifications if not specified by this document.

c. Mark all connectors, jacks, switches, receptacles, cables and cable terminations logically and permanently. Engrave, etch or screen custom panel nomenclature. In order to maintain consistency and clarity, these markings are detailed in drawings. Project Coordinator must be notified of any changes in type, size, or placement of drawings prior to marking.

d. Match neighboring equipment panels with finishes of blank and custom assembly panels.

e. Install and furnish equipment mounts, rack kits, braces, supports and brackets.

f. Install blank panels over all unused rack spaces.

g. Generic rack shelves are not permitted to support forward facing equipment. Use of custom rack shelves is required.

h. Use short (2' or 3') AC power cords where feasible.

5. System Wiring

a. Ensure proper installation of all wire and cable Systems by using correct:

- Types.
- Lengths.
- Identification.
- Wire Group Separation.
- Routing.
- Pulling Tensions.
- Minimum Bend Radius
- Fire Rating
- Quantities.

b. Cables are not to be spliced between terminations of specified equipment.

c. Wrap wire ends with heat shrink tubing. Cover all shields and drains with heat shrink in order to avoid unintentional connections.

d. All conductors are to be organized in enclosures, boxes, wire ways and wiring troughs.

e. USB cables in excess of 16 feet must utilize appropriate extender provided by Contractor

f. All AES audio shall utilize balanced audio. Contractor shall provide AES baluns as necessary.

g. All time code shall utilize balanced audio. Contractor shall provide baluns as necessary.

h. DVI/HDMI cables in excess of 50 feet must utilize appropriate extenders

i. Service loops shall be provided on all equipment allowing for enough cable length to fully slide the equipment out the front of the rack without cutting any cable ties. Additionally, whenever practical there should be at least 2 feet of slack in each cable either in the cable tray or bottom of rack. In long runs, there should be 2 feet at each end of the cable. Cables shall be sufficiently supported by horizontal bars and/or vertical lacing rails so that no undue stress is being placed on the connector. Cables must be very neatly dressed with no crossovers.

j. Patch bay racks, or racks with high cable density, each side of the rack shall be utilized for vertical cable runs in such a way that is consistent across similar racks.

k. Cable ties shall be cut with an approved cable tie cutter. They should be neither too tight (indenting cable) nor too loose (sliding easily). Tie wraps shall be placed at regular intervals in the neatest fashion possible. Tie wraps are to be installed in the same direction with all cut ends facing the same way. All tie-wrapped ends are to be cut flush without any sharp edges exposed. Cables inside conduit and cable trays are not to be tie wrapped. Velcro ties may be utilized in cable trays.

l. Labels shall be laser printed on self-laminating Panduit S200X150YAJ. Each cable shall be wrap labeled on each end according to the drawings. The labels are to be attached exactly 2 inches from the cable termination end and in a consistent direction. Example of label information to be included:

6. Installation

a. During installation, to avoid excess tension, abrasion or damage, use temporary sheaves, rollers and guides to protect cables. Do not pull cable or wire through any enclosure or box fitting where raceway alignment or directional changes occur. Bending conductors less than the recommended radius is not to be done.

b. Removable power cords shall be neatly tied at plug end with enough slack for fully extending rack slides. Captive cords need to be removable from equipment without cutting cable ties. Where possible, shorter power cords should be utilized to avoid excess power cord length.

c. Safety cable or chain is to be attached where necessary for wall and ceiling mounted equipment.

d. Take precautions to prevent and guard against electromagnetic and electrostatic hum. For line level audio signals, float cable shields at the output of source device. Shields not connected to be folded back over cable jacket and covered with heat-shrink tubing. Do not cut off unused shields.

e. Exercise care in wiring; damaged cables or equipment will not be accepted. Isolate cables of different signals or different levels; and separate, organize, and route to restrict channel crosstalk or feedback oscillation in any amplifier section. Keep wiring separated into groups for microphone level circuits, line level circuits, loudspeaker circuits, and power circuits.

f. Make joints and connections with rosin-core solder or with mechanical connectors approved by the Project Coordinator; where spade lugs are used, crimp properly with ratchet type tool. Spade lugs mounted on 22 gauge or smaller cable to be soldered after crimping.

g. Neatly lace vertical and horizontal wiring inside rack with lacing bars. Horizontal wiring in rack to be neatly tied in manageable bundles with cable lengths cut to minimize excess cable slack but still allow for service and testing. Provide horizontal support bars if cable bundles sag.

h. All mini-BNC, mini-DIN and RCA/phono connections shall be made directly to the cable in question; whips and adapters are not acceptable.

i. Wiring labels shall be completely visible in rack.

j. Custom rack panels shall be 1/8" thick aluminum, standard rack sizes, brushed black anodized finish unless otherwise noted. (Brush in direction of aluminum grain only.) Custom connector plate (speaker, microphone, etc.) finishes shall be selected from manufacturer's full range of standard finishes. Plastic plates will not be accepted.

k. Patch Panels

- All patch panels shall be wired so signal "sources" (outputs from devices) appear on the upper row of a row pair; all "loads" (inputs to devices) appear on the lower row of a row pair.
- All patch panel designation strips shall utilize alphanumeric and descriptive labels utilizing information provided by the system design.
- The jack field alpha row designation shall be labeled on both sides of every patch bay.

l. Loose equipment

- All loose equipment listed in the equipment tables but not shown in system drawings with a device ID shall be considered loose equipment.
- The Contractor shall install loose equipment as directed by the Project Coordinator.
- The Contractor shall provide necessary patching to television broadcast service panels.

m. General Equipment and Cable Labeling:

- Provide labels on the front and rear of equipment mounted in racks with system DEVICE ID and IP address where appropriate. Mount labels in a neat, plumb and permanent manner. Embossed labels are not acceptable.

n. Crestron Control System in Council Chambers

- Certain new devices, per the design, will need to be connected to and controlled by the Crestron Control System including: Video monitors, Video Projector, Wireless Microphones, and HDMI and VGA Connections from the Cable Cubby in the right staff desk, Wireless microphones, etc.. Re-programming and adding to the existing programming of the Crestron will be necessary. Design or re-design of the Crestron Touch-pad displays (podium and chambers control room) to add buttons for control of the added

equipment in the room will be necessary. Submittal of Touch-Pad button layout designs must be made to the Project Coordinator and approved before work on the Crestron begins.

G. CONTRACTOR TESTS AND ADJUSTMENTS

1. Verify the following before beginning actual tests and adjustments on the system:

   a. All products are installed in proper and safe manner according to manufacturer's instructions.

   a. Insulation and shrink tubing are present where required.

   b. All Dust, debris, solder splatter, etc. is removed.

   c. Cable is dressed, routed, and labeled; connections are consistent with regard to polarity.

   d. All labeling has been provided.

   e. Temporary facilities and utilities have been properly disconnected, removed and disposed of off-site.

   f. All products are neat, clean and unmarred and parts securely attached.

   g. All broken work, including glass, ceiling tiles and supports, walls, doors, etc. have been replaced or properly repaired, and debris cleaned up and discarded.

   h. All extra materials, portable equipment and spares shall be delivered and stored at the premises as directed by the Project Coordinator.

2. Preparation for Acceptance, prior to final inspection:

   a. Verify each individual component is operating properly

   b. Verify proper operation from controlling devices to controlled devices.

   c. Verify proper adjustment, balance and alignment of equipment for optimum quality and to meet the manufacturer's published specifications.

   d. Verify that all communications and networking services are installed and in proper working condition (Ethernet, IP addressing)

   e. All wires are to be tested for continuity and polarity.

   f. No shorts between Neutral and Isolated Ground conductors are allowed.

   g. Confirm that all installed data network cable and fiber optic cable conforms to TIA/EIA performance standards.

h. All equipment must be verified to be within guidelines of manufacturers' specifications for heat, ventilation, etc.

i. Other tests on equipment or systems as deemed appropriate, such as, but not limited to:

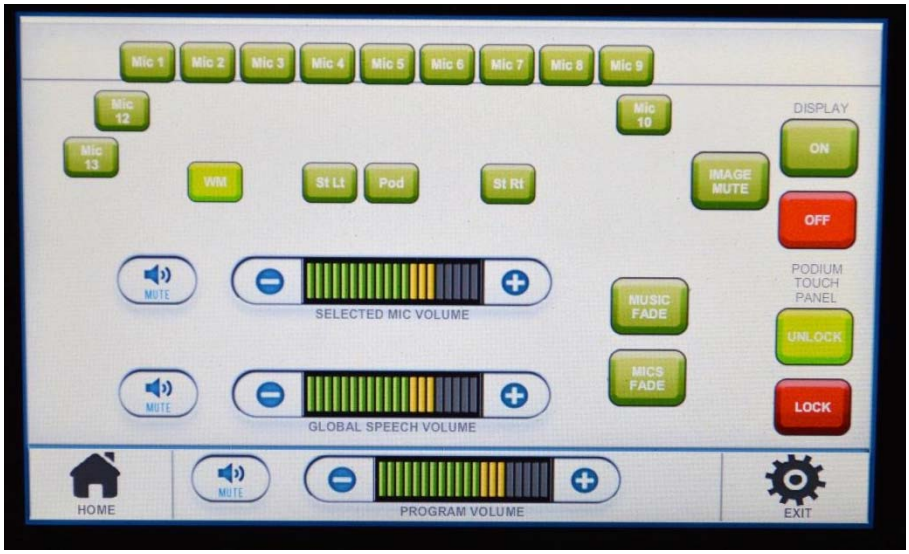
- Cameras:
  - Verify Camera power on
  - Verify all indicators on Camera reflect no short circuit or open circuit conditions
  - Verify Pan-Tilt arms function smoothly
  - Verify Focus control is connected and working
  - Verify Zoom control is connected and working
  - Verify Camera Head is balanced in front, back and center
  - Verify Intercom headset is working
  - Verify Return Video is functional
  - Verify the Video mode is set proper mode (HD/SD)
  - Verify tally is functional
- Camera Base Stations:
  - Verify all fiber connectors from base stations to cameras fit snugly into each other and are secure.
  - Verify On-Air/Tally and ISO indicators function as per manufacturer's specifications.
- CCUs/RCPs:
  - Verify relevant cameras are assigned and connected to respective CCU/OCP
  - Verify assigned IP addresses and subnet mask are configured correctly
  - Verify iris control sensitivity, mode, range and center is setup and joystick is calibrated
  - Verify shading control is turned on
  - Verify White Balance is set and parameters stored

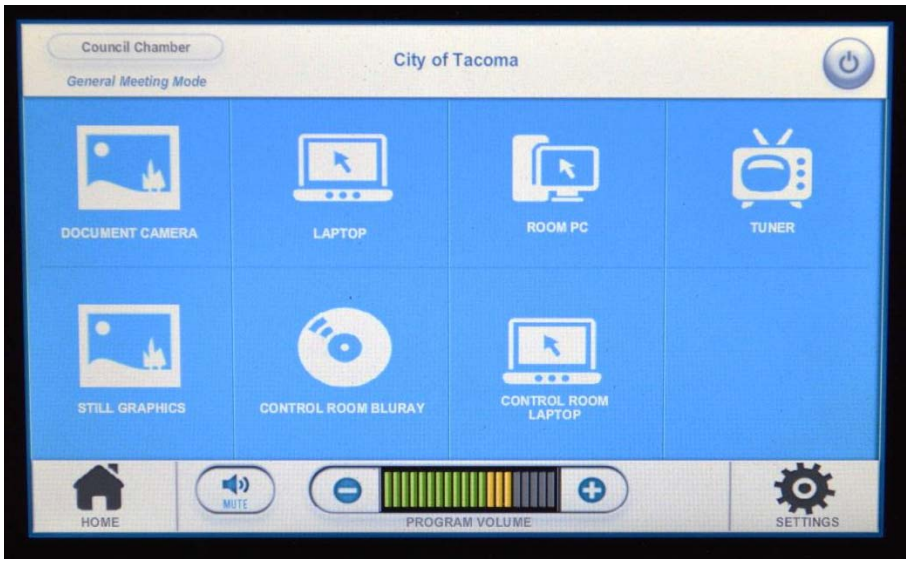
- Verify control of camera iris

- Video Production Switcher
  - Verify assigned IP address and subnet mask is configured correctly
  - Verify all sources are defined, labeled and routed accurately
  - Verify all output assignments are accurate and labeled (program vs. preview)
  - Verify all external devices (DDRs, VTRs, etc.) are routed accurately
  - Verify source to button mapping and labeling is to end user preferences

- Monitors
  - Verify all camera preview monitors have picture from assigned cameras and are labeled as such
  - Verify program and preview monitors have the correct picture routed to them from production switcher

- Crestron
  - Verify that all control buttons on all pages are easily visible and accessible for operation on the touch-pads (podium and Chamber control room)





- o Verify that all control buttons function properly and are controlling all aspects of each device (current and new additions) as required.

- o Verify that each device has the necessary communication electronics and is properly connected to the Crestron switch

H. TRAINING

1. Training

   a. Provide Manufacturer Certified Training on Key Broadcast Systems. Manufacturers training must include all applicable travel fees.

   - Ross Production Switcher (Projected: 3 days)

     - o DashBoard - Live Assist, View Control and Media Manager

     - o Basic Video Switcher operations (transitions, keys, DVE, wipes)

     - o Setting up the switcher for operations (configuration and personalities)

     - o Setting up for device control

     - o Memory Functions - Switcher Sets - Media Store

     - o Custom Controls - Aux Bus Control

     - o MiniMEs

     - o MultiViewer Setup

   - Utah Scientific Routing Switcher (Projected: 1 day)

- Ross Xpression Character Generator (Projected: 3 days)
    - Operational Training (1 Day)
    - Design Training (2 Days)
- PlayBox Server playout system (Projected: 2 days)
- Yamaha Audio Boards (Projected: 3 days)
    - DANTE System
    - Board Setup/Operation

I. COMMISSIONING

Commissioning (This list is not intended to be comprehensive, and should be considered a general guideline for the Contractor without a defined commissioning process statement.)

a. Coordinate manufacturers commissioning for all major systems

- Ross Production Switcher
- Utah Scientific Routing Switcher
- Ross Xpression Character Generator
- PlayBox Server playout system
- Yamaha Audio Boards
- Telemetrics
- Brightline
- Crestron

b. Cameras and Pedestals.

- Setup pedestals
    - Balance head with prompter and all accessories
    - Pressurize with air as required for proper balance if required
    - Do not raise pedestal without air pressure required to support entire pedestal load

- Setup camera in accordance with Manufacturer's procedure
- Set lens back-focus
- Exercise full zoom/focus control on lens
- Confirm Remote control panel properly interacts with camera
- Confirm tallies function as expected at each CCU and Camera. Provide/plan on tally.
- Confirm Intercom connections are balanced and functional; including CCU front panel connections
- Confirm program audio connections are properly functioning
- Confirm return video functions as appropriate
- Confirm operation of teleprompter system

c. Time Code

- Confirm time code is set to appropriate time zone
- Confirm time code is distributed to all devices with time code inputs (including clocks, multi-viewers, etc.)
- Confirm timer operation and clock functions
- Confirm time code does not cross talk into audio or video circuits

d. Computers, Networking, IP and Data

- Coordinate IP addresses with Project Coordinator, and manufacturer for any equipment supplied herein.
    - Program subnets
    - Test connectivity
- Coordinate firewall and routing configuration if needed
- Set all clocks, software and hardware, to listen to NTP server.
- Prepare and verify all customer furnished computers are properly configured for intended use within design
- Install all relevant software

e. Intercom

- Test each user station to every other station.
- Setup all wireless communication so that talk/listen is available throughout the covered area.
- Balance all users, user station, and intercom sources.
- Null all party line circuits

f. Audio

- Check audio phase from each device to each destination, through audio system and direct patch. Correct any anomalies.
- Check Left/Right pairing from each device to each destination, through the system and direct patch. Correct any anomalies.
- Set audio levels through each device to each destination, through audio system and direct patch for unity gain. Adjust interfacing devices to accommodate level differences that occur. Correct any anomalies.

g. Distribution Gear and Signal Processing. Setup all software remote interface and operation software including but not limited to:

- Device labeling corresponding to drawings as well as functional use
- Signal path processing and/or interconnection paths as allowable
- Set alarm and notifications screens as allowed.

h. Record all software settings and creating appropriate back up records (paper and electronic as appropriate).

J. SPECIFIED PRODUCTS AND MANUFACTURERS

1. Model numbers and manufacturers included in this specification are listed as a standard of quality. Regardless of the length or completeness of the descriptive paragraph herein, each device shall meet all of its published manufacturer's specifications. Verify performance as required.
2. If product is discontinued or made obsolete due to continuing product development, with approval of Project Coordinator, replace it with manufacturers' equivalent at time of installation at no additional cost.

K. WARRANTY

1. Warranty labor and materials for one year following the date of acceptance.

a. System to be free of defects and deficiencies, and to conform to the drawings and specifications as to kind, quality, function, and characteristics; repair or replace defects occurring in labor or materials within the Warranty period without charge. Warranty all replaced products as new.

b. This warranty shall not void specific warranties issued by manufacturers for greater periods of time. Nor shall it void any rights guaranteed to the City of Tacoma by law.

c. Within the warranty period, answer service calls within eight hours, and correct the problem within seventy two hours.

The following drawings, BOM (Business Order of Magnitude) and CFE (Customer Furnished Equipment) documents are made a part of the contract:

Items noted **'CFE'** (Customer Furnished Equipment) on the drawings and the BOM will be furnished by the City and installed by the Contractor.

Drawings for Reference

Drawing No.	Title	Standard Drawings
00-002	STANDARDS & CONVENTIONS	Scale: 1:1 Size:D
01-011DA	COUNCIL CHAMBERS SYSTEM AUDIO	Scale: 1:1 Size:D
01-011DD	COUNCIL CHAMBERS SYSTEM DATA	Scale: 1:1 Size:D
01-011DV	COUNCIL CHAMBERS SYSTEM VIDEO	Scale: 1:1 Size:D
01-012DV	COUNCIL CHAMBERS SYSTEM VIDEO	Scale: 1:1 Size:D
01-011E	COUNCIL CHAMBERS CONTROL ROOM EQUIPMENT ELEVATION	Scale: 1:1 Size:D
01-012E	COUNCIL CHAMBERS DIAS EQUIPMENT ELEVATION	Scale: 1:1 Size:D
01-011L	COUNCIL CHAMBERS FLOOR LAYOUT	Scale: 1:1 Size:D
01-011R	COUNCIL CHAMBERS REFLECTED CEILING	Scale: 1:1 Size:D
02-011DA	STUDIO SYSTEM AUDIO	Scale: 1:1 Size:D
02-011DD	STUDIO SYSTEM DATA	Scale: 1:1 Size:D
02-011DI	OVERALL SYSTEM ICOM	Scale: 1:1 Size:D
02-011DV	STUDIO SYSTEM VIDEO	Scale: 1:1 Size:D
02-012DV	STUDIO SYSTEM VIDEO	Scale: 1:1 Size:D
02-011E	STUDIO CONTROL ROOM EQUIPMENT ELEVATION	Scale: 1:1 Size:D
02-011F	STUDIO FRAME LAYOUT	Scale: 1:1 Size:D
02-011J	STUDIO PANEL LAYOUT	Scale: 1:1 Size:D
02-011L	STUDIO CONTROL ROOM FLOOR LAYOUT	Scale: 1:1 Size:D

03-011DA	TRUCK SYSTEM AUDIO	Scale: 1:1 Size:D
03-011DD	TRUCK SYSTEM DATA	Scale: 1:1 Size:D
03-011DI	TRUCK SYSTEM ICM	Scale: 1:1 Size:D
03-011DV	TRUCK ROUTER SYSTEM VIDEO	Scale: 1:1 Size:D
03-012DV	TRUCK SWITCHER SYSTEM VIDEO	Scale: 1:1 Size:D
03-013DV	TRUCK SWITCHER SYSTEM VIDEO	Scale: 1:1 Size:D
03-011E	TRUCK RACK AND CONSOLE ELEVATION	Scale: 1:1 Size:D
03-012E	TRUCK RACK AND CONSOLE ELEVATION	Scale: 1:1 Size:D
03-011F	TRUCK FRAME LAYOUT	Scale: 1:1 Size:D
03-011J	TRUCK PANEL LAYOUT	Scale: 1:1 Size:D
03-011L	TRUCK OVERALL LAYOUT	Scale: 1:1 Size:D
04-011DD	CER DATA SYSTEM	Scale: 1:1 Size:D
04-011DV	CER REFERENCE SYSTEM	Scale: 1:1 Size:D
04-011E	CER RACK ELEVATION	Scale: 1:1 Size:D
04-012E	MCR CONSOLE ELEVATION	Scale: 1:1 Size:D
04-011F	CER FRAME LAYOUT	Scale: 1:1 Size:D
04-011L	MCR FLOOR LAYOUT	Scale: 1:1 Size:D
04-021DV	CER CORE FS SYSTEM VIDEO	Scale: 1:1 Size:D
04-022DV	CER CORE FS SYSTEM VIDEO	Scale: 1:1 Size:D
04-031DV	MCR CORE ROUTER SYSTEM VIDEO	Scale: 1:1 Size:D
04-041DV	MCR MONITOR WALL SYSTEM VIDEO	Scale: 1:1 Size:D
04-051DK	MCR OVERALL SYSTEM KVM	Scale: 1:1 Size:D
04-051DV	MCR HFC FEED SYSTEM VIDEO	Scale: 1:1 Size:D
04-052DV	MCR HFC FEED SYSTEM VIDEO	Scale: 1:1 Size:D

Full-size drawings may be inspected by prospective bidders in the Cable Communications and Franchise Services Managers office, Municipal Services Center, 1224 MLK JR Way, Tacoma, Washington, 98405.

A maximum of 2 sets of specifications and one (1) set of full-size reproducible drawings will be furnished to the successful bidder for construction purposes. It shall be the Contractor's responsibility to provide sufficient sets of drawings for building purposes.

The Contractor shall keep on the job site a full-size copy of the drawings and the specifications, and shall, at all times, give the Project Coordinator access thereto.

1.9 EVALUATION OF BIDS

The award of this contract will not be based on cost alone as other factors and features are equally important. The contract will be awarded to the lowest responsive and responsible bidder complying with the specifications; provided such bid is reasonable and it is in the best interests of the City to accept.

The City, however, reserves the right to reject any and all bids and to waive any informalities in bids received. The City reserves the right to let the contract to the lowest responsive and responsible bidder whose bid will be most advantageous to the City, price and any other factors considered.

All other elements or factors, whether or not specifically provided for in this contract, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the contract. In addition, the bid evaluation factors set forth in City Code Section 1.06.262 may be considered by the City. The conclusive award decision will be based on the best interests of the City. The Project Coordinator's decision as to which Contractor best meets the City's need will be final.

In addition to General Provisions Section 1.08, the following factors will be used in bid evaluation:

A. Experience and success of company completing at least five (5) projects of similar scope, complexity and overall cost.

B. A minimum of ten (10) documented years of experience in project integration and installation and qualified staff. Bidders shall submit experience outlines or resumes of staff with their bids. See Section 01300 - Submittals and Shop Drawings.

C. Proposal prices, base bid, and cost of any or all alternates listed.

D. Review of all required submittals.

E. Past record with the City (including satisfying safety requirements).

F. Bidder's responsibility based on, but not limited to:

   1. Ability, capacity, organization, technical qualifications and skill to perform the contract or produce the services required.

   2. Contractor's construction record including references, judgment, stability, adequacy of equipment proposed to be furnished.

   3. Whether the contract can be performed within the time specified.

   4. Quality of performance of previous contracts or services.

During the term of this contract, other City of Tacoma Departments/Divisions shall have the right to enter into additional service contracts or issue purchase orders based on the unit prices and/or service rates stated in this contract. An exception taken specifically to this provision at time of submittal shall not constitute a material deviation in the bidding process.

1.10 LIST OF SUBCONTRACTORS' AND CONTRACTOR'S CATEGORIES OF WORK

Bid proposals for construction including alteration or repair where the contract is estimated to exceed $1,000,000 including tax shall satisfy the following requirement: **Bidder shall complete the enclosed List of SubContractors' and Contractor's Categories of Work in its entirety, and return completed form as part of the bid submittal package.**

Bidder shall list all subcontractor(s) that are proposed to perform the work of heating, ventilation, and air conditioning, plumbing as described in Chapter 18.106 RCW and electrical as described in Chapter 19.28 RCW. **Failure to comply with this provision will require the City (pursuant to state law, RCW 39.30.060) to determine that bidder's bid is non-responsive; therefore, the bid will be rejected**. **(See General Provisions - Section 3.16 - List of SubContractors.**

1.11 LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP)

LEAP is a mandatory City of Tacoma program that requires the prime Contractor or service provider performing a qualifying public works project or service contract to ensure that 15-percent of the total labor hours worked on the project are performed by apprentices approved by the Washington State Apprenticeship Council (SAC) and/or residents of Tacoma. Compliance may be met through any combination of utilizing residents of Tacoma or SAC apprentices. The mission of LEAP is to provide an opportunity for City of Tacoma and Empowerment Zone/Enterprise Community residents to enter apprenticeship programs, acquire skills and perform work which will provide family-wage jobs.

LEAP Program Dollar Thresholds: LEAP applies to Public Works "civil" projects greater than $250,000; "building" projects greater than $750,000.; and "service" contracts on a case-by-case basis.

Required Submittals: The prime Contractor or service provider must complete and provide the following reports: Prime Contractor LEAP Utilization Plan, LEAP Employee Verification Form, and LEAP Weekly Payroll Report. The Prime Contractor LEAP Utilization Plan must be submitted at the pre-construction meeting.

LEAP can assist Contractors in the recruitment, screening and selection of qualified City of Tacoma applicants interested in a career in the building and construction trade occupations or other career pathways. Residents can be screened and provided with education, training and support services that lead to employment with your company.

Contractors may obtain further information by contacting the City's LEAP Office at 253-594-7933 or e-mail Peter Guzman at pguzman@cityoftacoma.org. The LEAP Office is located in the City's Community & Economic Development Department, Tacoma Municipal Building, 747 Market Street, Room 900, Tacoma, Washington 98402.

1.12 PREVAILING WAGES

In addition to the requirements of Section 3.09(B) of the General Provisions, the Contractor shall be required to post on the job site a copy of the intent form to pay prevailing wages.

As identified in the General Provisions, the Contractor shall comply with the law regarding prevailing wages. These rules apply to any Contractor who does business with the City, including owner/operators.

A Statement of Intent to Pay Prevailing Wages **MUST** be filed with the Washington Department of Labor & Industries upon award of contract. An Affidavit of Wages Paid **MUST** be filed with the Washington Department of Labor & Industries upon job completion.

Payments cannot be released by the City until certifications of these filings are received by the Project Coordinator. Additional information regarding these submittals can be obtained by calling the Department of Labor & Industries, Prevailing Wage at 360-902-5335, or by visiting their web site at:
http://www.lni.wa.gov/tradeslicensing/prevailingwage/default.asp

1.13 PERFORMANCE (SURETY) BOND OR RETAINAGE

A. PERFORMANCE BOND

A performance (surety) bond shall be required for the entire contract amount.
The contractor(s) shall provide a surety bond for 100% of the total contract award within ten (10) calendar days after award of the contract.

B. RETAINAGE

For each public works task contract assigned pursuant to this master contract, the City will retain in a public fund five percent (5%) of the monies earned by the Contractor. The City will release and pay such retained monies to Contractor within 60 days following certified completion of the subject task contract work or when all necessary releases and clearances required by Chapters 39.12 and 60.28 RCW are obtained, whichever is later. These requirements include, but are not limited to, Labor & Industries submittals for prevailing wages (i.e. Statement of Intent to Pay; Affidavit of Wages Paid), Department of Revenue tax release, City Tax & Licensing release, satisfaction or release of labor and/or materialmen lien claims, and satisfactory completion of contract work.

C. RETAINAGE BOND

A 5-percent retainage bond may be provided in lieu of the City withholding five-percent retainage. If a retainage bond is not obtained, the City will withhold 5-percent retainage until the end of the contract. If a retainage bond is provided, the City form must be used.

Contractor shall provide notice of intent to provide retainage bond ten (10) days prior to first invoice. The City may elect to allow submission of retainage bond after the first payment at its discretion. If a retainage bond is provided, the City form must be used.

1.14 WORK BY CITY

The City will award separate work related to this overall project.

A. Electrical additions & modifications
   1. Council Chambers
   2. MSC Building

B. Room Lighting addition & modifications
   1. Council Chambers Control Room
   2. Studio Control
   3. Master Control

END OF SECTION

SECTION 01025 - MEASUREMENT AND PAYMENT

1.1 ADMINISTRATION

A. AUTHORITY

The Project Coordinator in coordination with the Contractor shall make all measurements and determine all quantities and amounts of work done for progress payments under the contract. The Project Coordinator's determination of progress payments shall be conclusive. The City will not pay for material not under City control. Payment will be made based on project completion. This contract is made up of four specific projects and as each is completed that portion will be paid, except for the retainage. Material not on the project site will not be paid for. Once material is on hand, it will be considered part of the job and shall not be removed for any reason until the entire job is complete.

Modify Section 2.14 of the General Provisions as follows.

Invoices shall be mailed to the attention of:

Jeff Lueders
City of Tacoma
MCO - Project Coordinator
1224 MLK JR Way
Tacoma, Washington 98405

NOTE: All questions regarding contract status or payments should be directed to the Project Coordinator.

B. UNIT QUANTITIES SPECIFIED

Quantities indicated in the proposal are for bidding and contract purposes only. Quantities and measurements supplied or placed in the work and verified by the Project Coordinator and Contractor determine payment.

Adjustments to contract prices due to changes in quantity shall be in accordance with the latest edition of the Standard Specifications, unless otherwise modified by this specification.

The City reserves the right to delete any bid item from the contract by notifying the Contractor in writing of its intent. In the event of deleted work, the Contractor's sole compensation shall be the money due the Contractor for materials that had been purchased and obtained by the Contractor prior to the deletion of the work.

C. CONTRACT PRICE

The lump sum and unit bid prices shall be full and complete compensation for the contract work stated, together with all appurtenances incidental thereto, including materials, equipment, tools, labor, and all the costs to the Contractor for completing the contract in accordance with the plans, specifications, and instructions of the Project Coordinator.

All work not specifically described or mentioned in these specifications, but are required to be constructed to achieve complete and operable systems, structures or amenities shall be considered incidental items of work, not separately compensable, and its price included in items of work specified in the specifications.

D. NON-PAYMENT FOR REJECTED OR SURPLUS PRODUCTS

Payment will not be made for any of the following:

1. Products wasted or disposed of in a manner that is not acceptable

2. Products determined as unacceptable before or after placement
3. Products not completely unloaded from the transporting vehicle
4. Products placed beyond the lines and levels of the required work
5. Products remaining on hand after completion of the work
6. Loading, hauling and disposing of rejected products

E. WORK INCIDENTAL TO BID ITEMS

The following list indicates work which shall be considered incidental to the appropriate bid item as listed in the proposal:

1. Travel to and from work site
2. Programming of existing Crestron Control System in the Council Chamber to accept new equipment and design
3. Work with any/or all City Departments and their Contractors as necessary to accomplish these projects
4. Increasing size of in-ceiling screen compartment in Council Chamber to fit new HD Screen

1.2 PROPOSAL ITEMS

1. CONSTRUCT HDTV AUDIO VISUAL AND BROADCAST SYSTEMS EQUIPMENT IN FOUR PROJECT AREAS IN ACCORDANCE WITH THE ATTACHED PLANS AND SPECIFICATIONS

A. MEASUREMENT

The work under these bid items will include all labor, materials and equipment to Replace, Install and Integrate High Definition TV (HD 1080) and Digital Audio equipment, Audio Visual and Broadcast Systems including, cabling, fiber, and technical furniture as necessary per the attached Specifications for the four project areas:

1. Council Chambers
2. Master Control Center & Centralized Equipment Room
3. Studio & Studio Control
4. TV Remote Production Truck in accordance with the attached plans and specifications.

Additional work incidental to the construction of the Projects listed in the paragraph above shall include connecting to the provided electrical outlets to make the projects completely usable and operable.

B. PAYMENT

Measurement will be per project area installed, tested and confirmed, and payment will be made proportionately based on the project area amounts listed with the lump sum price bid and “in Accordance with the Attached Plans and Specifications," as listed in the proposal.

2. TRAINING AND COMMISSIONING OF HDTV AUDIO VISUAL AND BROADCAST SYSTEMS EQUIPMENT IN THE FOUR PROJECT AREAS

A. MEASUREMENT

The work under these bid items will include all labor, materials and equipment necessary to commission all necessary equipment and systems and then train staff in the use and maintenance of all new High Definition TV (HD 1080) and Digital Audio equipment, Audio Visual and Broadcast Systems in the four project areas.

1. Training
2. Commissioning

B. PAYMENT

Measurement will be per project area commissioned and training completed, and payment will be made proportionately based on the project area amounts listed with the lump sum price bid and “in Accordance with the Attached Plans and Specifications," as listed in the proposal.

1.3 FORCE ACCOUNT WORK

This section supersedes Section 3.10, Paragraph C of the General Provisions.

In certain circumstances, the Contractor may be required to perform additional work. Where the work to be performed is determined to be extra and not attributed to the Contractor’s negligence, carelessness, or failure to install permanent controls, it shall be paid in accordance with the unit contract price or by force account.

Such additional work not covered by contract items will be paid for on a force account basis in accordance with Section 1-09.6 of the Standard Specifications or as a negotiated change order with lump sum or unit price items. For the purpose of providing a common proposal for all bidders and for that purpose only, the City has estimated the potential cost of force account work, and has entered the amount in the bid proposal to become a part of the total bid by the Contractor. However, there is no guarantee that there will be any force account work.

1.4 NON-PAYMENT FOR REJECTED OR SURPLUS PRODUCTS OR WORK

Payment will not be made for work rejected by the City. Products or work not meeting contract requirements shall be replaced by the Contractor at no expense to the City, regardless of the impact to work, schedule or cost.

1.5 AS-BUILTS

The final payment of this contract will not be released until complete “AS-BUILT” plans are received and approved by the Project Coordinator.

1.6 ALTERNATES

No alternates, unless approved by the Project Coordinator.

END OF SECTION

SECTION 01040 - PROJECT COORDINATION

1.1 PROJECT COORDINATOR/LEAD

The Project Coordinator/lead shall be herein referenced as Project Coordinator in these specifications.

Any changes to these specifications or plans shall be approved by this Project Coordinator prior to commencing any work.

1.2 MEETINGS

A. PRE-BID MEETING

All bidders are invited to attend a pre-bid meeting on Wednesday, February 22nd, 2016 at 12:30 p.m. in the Conference Room at the Municipal Services Center, 1224 MLK JR Way, Tacoma, Washington, 98405. Please e-mail Joe Parris at jparris@cityoftacoma.org to confirm your attendance.

If you are unable to attend this meeting, please call the SBE (Small Business Enterprise) Office at 253-591-5224, and/or the LEAP (Local Employment and Apprenticeship Program) Office, at 253-594-7933, for instructions in filling out the SBE/LEAP forms or for questions concerning these requirements.

B. PRE-CONSTRUCTION MEETING

Following award of the contract, the Project Coordinator will notify the selected bidder of the time and date of the pre-construction meeting to be held at the project location Municipal Services Center, 1224 MLK Jr Way, Tacoma, WA 98405. Minutes of the pre-construction meeting will be sent to the Contractor and all meeting attendees. Recipients of the pre-construction meeting minutes will be required to direct any comments or changes to these minutes to the Project Coordinator within seven (7) days from the date of receipt. If no changes or comments are received within the seven (7) days, the meeting minutes will be kept by the Project Coordinator and become part of the project file.

C. SITE MEETINGS

The Project Coordinator will schedule weekly meetings at the project site prior to each major phase or section of work; prior to installing major pieces of equipment as identified by the Project Coordinator; and on an as-needed basis. Attendance is required of the Contractor, and subContractors at all such meetings. The Project Coordinator will notify the Contractor of all required site meetings during the pre-construction meeting. Agenda will follow the same format as the pre-construction conference for applicable items.

Minutes of the weekly site meeting will be sent to the Contractor and all meeting attendees. Recipients of the pre-construction meeting minutes will be required to direct any comments or changes to these minutes to the Project Coordinator within seven (7) days from the date of receipt. If no changes or comments are received within the seven (7) days, the meeting minutes will be kept by the Project Coordinator and become part of the project file.

D. CONSTRUCTION WASTE MANAGEMENT MEETINGS

1. Contractor may discuss waste management goals and issues as part of the following regular meetings.
2. Questions concerning waste management shall be directed to City of Tacoma, Solid Waste Manager, at 253-593-7719.

E. COORDINATION MEETING WITH OTHER CONTRACTORS

While this project is underway there could/will be other major general Contractors and City staff performing work in the vicinity of the project.

Work on these projects may require:

1. Loading and unloading of materials for these projects
2. Disruptions or Coordination of access to the same work areas for this project and other activities which must be coordinated among the City and all affected Contractors.

As such, there may be coordination meetings required throughout the project depending on the other contracts and at the discretion of the project Project Coordinator.

These meetings will be attended by the Contractor and City project managers. These meetings will be to discuss any concerns which affect building systems and any outages must be discussed in these meetings to obtain City approval. Adequate notice for major activities must be included in the Contractor's schedule or at these meetings to allow for coordination with other Contractors or City to mitigate specific construction activities.

1.3 PERMITS

The Contractor will be responsible for acquiring all necessary permits. Reimbursement for the actual permit fee will be made under the Force Account item or paid by the City directly to the agency, as applicable.

The Contractor shall apply for, obtain and pay for all other required permits as set forth in Section 3.02 of the General Provisions.

The City will issue to the Contractor a complimentary electrical permit at the Utility's Electrical Permit Counter. Questions concerning this process shall be directed to the project Project Coordinator.

1.4 COORDINATION WITH OTHERS

A. OPERATION OF EXISTING FACILITIES

The facilities or portions of facilities within the Master Control Center and Centralized Equipment Room project areas must be kept in continuous operation throughout the construction period. No interruption will be permitted which adversely affects the degree of service provided. Provided permission is obtained by the City in advance, portions of the existing facilities may be taken out of service for short periods.

It is possible that other Contractors or the City will be working in the Council Chamber project area during the time of construction. It shall be the responsibility of this Contractor to coordinate its work with all other agencies and/or Contractors within the project area.

The Contractor shall also be responsible to minimize disruptions in access to, and within, the project area. Directions of the Project Coordinator and/or inspector shall be followed at all times.

The Contractor shall also be responsible to minimize disruptions to building occupants during working hours 7:45 a.m. to 5:00 p.m., Monday through Friday.

Contractor shall provide temporary facilities and make temporary modifications as necessary to keep the existing Master Control Center and Centralized Equipment Room in operation during the construction period.

The Contractor shall be responsible for coordinating and scheduling the work to be performed by the City so that it coincides with the Contractor's work.

All construction activities shall be coordinated daily with the Project Coordinator or their designated representative. Changes to the schedule that will impact on dates shown as milestones on the schedule shall be coordinated with the Project Coordinator on a daily basis.

The City will be using the Master Control Center and Centralized Equipment Room for ongoing daily operations.

The Contractor shall become familiar with the ongoing operations and include all coordination required as part of the bid. The Contractor shall follow all requirements of the City and do all coordination as part of the required work.

B. SCHEDULE AND COORDINATION OF WORK

The Contractor shall coordinate scheduling, submittals, and all work specified herein to assure efficient and orderly sequence of the installation of interdependent construction elements with provisions for accommodating items installed later.

1.5 DIVISION OF WORK

A. MATERIAL FURNISHED AND INSTALLED BY CONTRACTOR

The Contractor shall furnish and pay for all necessary materials (except City-furnished) and shall provide all labor, tools, equipment and project manager, and perform all work incidental to the completion of the project as contemplated by this contract in accordance with the plans, specifications, and instructions of the Project Coordinator.

Each subContractor shall furnish and install all materials and equipment unless otherwise specified.

B. CITY-FURNISHED MATERIAL INSTALLED BY CONTRACTOR

All material received by the Contractor shall become their responsibility and the Contractor shall be liable for any materials lost or damaged after receipt.

The City will provide:

1. All CFE (Customer Furnished Equipment) items are listed on page 6 of the BOM (Business Order of Magnitude).

C. WORK TO BE DONE BY CITY

The City will provide all materials and perform all work to:

1. Provide necessary electrical at each project location.
2. Update Carpet, Lighting and Paint in each control room (Studio Control and Council Chamber Control).

Notify the Project Coordinator a minimum of four (4) days prior to needing any work performed by the City.

Items noted N.I.C. (not in contract) on the drawings will be furnished and installed by the City before or concurrently with the work of this contract and are not included in this contract.

The Contractor shall be responsible for coordinating and scheduling the work to be performed by the City so that it coincides with their work.

1.6 LIMITATION OF CONTRACTOR'S WORK AREA/OR CONTRACTOR'S USE OF PREMISES

A. BARRIERS

Dividing work area from area in City use.

B. CITY OCCUPANCY

The project and/or its surrounding area will be occupied/used by the City of on-going daily operations.

C. WORK BY OTHERS AND WORK BY CITY

At the time of construction of the Council Chambers project, several other Contractors could be on site performing other construction projects. The Contractor shall coordinate all activities with the City during the construction period.

D. CONTRACTOR'S USE OF PREMISES

All requests for use of areas not designated for use by the Contractor shall be made in writing to the Project Coordinator for approval at least four (4) days in advance of the need. The Project Coordinator shall approve those areas for use prior to use by the Contractor.

All staging and work areas shall be submitted with bids for approval by the Project Coordinator.

1.7 CONTRACT CHANGES

The City has developed four (4) forms to facilitate and track communications with the Contractor. These are the **Request for Information (RFI), Project Coordinatoring Change Directive (ECD), Proposal Request (PR),** and **Change Order Proposal (COP)**. These forms are included at the end of the Special Provisions.

The **Request for Information (RFI)** shall be used by the Contractor whenever written direction on conflicts in plans, insufficient or unconstructable detail is shown, or any other issue which should be documented arises. The City may also use the form to inquire on Contractor's methods, schedule or other issues not warranting more formal letter correspondence. The Contractor shall maintain the numbering system and, as such, any issued by the City will be unnumbered until delivered to the Contractor.

The **Project Coordinatoring Change Directive (ECD)** shall be used by the City to transmit new or revised drawings, issue additions or modifications to the contract or furnish any other direction which should be documented. Directives are effective immediately. Should the Contractor believe that such Directive should result in either a change in cost or time for the project, they shall notify the Project Coordinator prior to commencing such work and, if possible, submit a **Change Order Proposal** prior to the start of such work, but in no case, less than seven (7) days from receipt of said Directive.

In the event the City does not receive a **Change Order Proposal** from the Contractor within seven (7) calendar days of the Contractor's receipt of a Directive from the City, the Contractor shall have no claim for extra cost or time or impacts attributable to the work required by the Directive. (Directives are numbered by the City.) Once the City and the Contractor have established a price for the changes required by the Directive or any other request by the City for a change in the work, and a **Change Order Proposal** issues reflecting the agreed upon price, it is agreed and understood that the price reflected by the **Change Order Proposal** shall include all direct costs, indirect costs, and the Contractor's estimate of impacts to its work, including but not limited to delay impacts, and shall represent a full and final settlement of all issues pertaining to the work required by the Directive, and work performed by the Contractor up to the date of the **Change Order Proposal**.

The **Proposal Request (PR)** shall be used by the City to request pricing on a possible change in plans or additional work. The PR may also be used to request credits for deletion or changes in scope of work. The Contractor shall respond to such requests with a **Change Order Proposal** within seven (7) days from receipt of said Request unless more time has been agreed to. Requests are numbered by the City.

The **Change Order Proposal (COP)** shall be used by the Contractor to respond to City issued Proposal Requests, Project Coordinatoring Change Directives or when the Contractor believes that changed conditions or omitted, but necessary, work items exist. The COP may be used for requested changes in cost or time of the contract. COPs shall be numbered by the Contractor and, in the case of revision or resubmission of the same basic COP, the number shall be hyphenated with the letter "B", "C", etc.

1.8 DIFFERING SITE CONDITION

Differing site conditions shall be administered in accordance with Sections 1.04.5, 1.04.7, and 1.09.11 of the Standard Specifications except as stipulated in these Special and General Provisions. Contractor shall have no claim for additional costs or work, if it fails to submit a written RFI to the City immediately upon encountering any differing site condition, conflicts in the plans, specifications, or constructability issues.

The Contractor shall promptly, and before conditions are disturbed, notify the Project Coordinator or their field representative of problems with conditions at the site, problems or conflicts in the plans or specifications or problems on constructability. A written **Request for Information (RFI)** shall be submitted by the Contractor when such problems and direction are required.

The Project Coordinator shall promptly investigate the conditions, and if agreed upon with the Contractor, adjustment shall be made on the appropriate details in writing to facilitate construction. The response may be on the **RFI** or may necessitate an **Project Coordinatoring Change Directive (ECD)** or **Proposal Request (PR).** No claim by the Contractor under this differing site condition shall be allowed except as agreed upon in writing with the Project Coordinator.

Whenever possible, should the City desire extra work to be performed a **Proposal Request (PR)** shall be sent to the Contractor**.**

Whenever possible, the Contractor shall submit in advance and in writing, a **Change Order Proposal (COP)** for changes in the scope of work and/or contract amount. This proposal shall be either accepted or rejected in writing by the project Project Coordinator prior to work commencing. When no agreement can be reached, the City may order extra work on force account.

When time is short, the Contractor shall notify the City extra work is required or the City shall notify the Contractor that extra work is needed and at a minimum, the Project Coordinator shall issue a handwritten **Project Coordinatoring Change Directive**. In such cases, said handwritten **Directive** will not be considered as agreement that such work is extra. Within seven (7) days, the Contractor shall submit a written **Change Order Proposal** for changes in the scope of work and/or contract amount.

1.9 CONSTRUCTION PROGRESS SCHEDULES

A. FORMAT

The Contractor shall prepare schedules as a horizontal bar chart with separate bar for each major portion of work or operation, identifying the first work day of each week and include holidays and times when facility will not be available to Contractor for City installed work.

B. CONTENT

This schedule shall be activity-oriented showing as nearly as can be determined the starting and completion dates of each event. The schedule shall show the materials delivery and installation. It will include the start and completion of each major component of work critical to the Contractor's operation.

Show complete sequence of construction, by activity, with dates for beginning and completion of each element of construction.

Identify each task by the appropriate proposal bid item number and subContractor responsible.

As a minimum, the following tasks shall be included on the schedule:

1. Scope of Work identified – architectural, civil, structural, mechanical, electrical, training and communications
2. Phases of work where required
3. Network Testing (New HD Connections)
4. Cutover of Master Control Center operations to new systems
5. TV Remote Production Truck Completion, Testing and Delivery
6. Production Studio Completion and Testing
7. Council Chambers Completion and Testing

C. SEQUENCE SCHEDULING

It shall be the Contractor’s responsibility to properly phase in all work specified herein including all work done by subContractors.

Progress schedules are required to be coordinated with City of Tacoma and updated weekly or when changes occur. Acceptance or approval of the progress schedule does not release the Contractor from the responsibility to provide the necessary resources to meet the schedule.

D. SUBMITTALS

The Contractor shall submit initial schedules at the pre-construction meeting or at a minimum of within ten (10) working days after the contract award. After review, if changes are required by the Project Coordinator, resubmit required revised data within ten (10) working days.

The Contractor shall use the attached Submittal Transmittal form (electronic version is available from the Project Coordinator) for all submittals.

Within twenty (20) days of the date of the contract, the Contractor and the Project Coordinator will reach an agreement on any and all adjustments and all modifications to the submitted schedule which are warranted. The schedule, thus modified, will become part of the contract.

The failure of the Contractor to submit a schedule(s), or the inability of the Contractor and the City to reach an agreement as to modifications to a schedule, shall not excuse the Contractor’s obligation to perform the work required by the specifications in the number of days required by the specification.

Once a month, the City's and the Contractor's site representatives will meet and perform a "Line-to-Line" review of items on the schedule, illustrating their plan for meeting the completion dates specified in this contract and the associated construction costs for each subContractor.

1.10 CITY OCCUPANCY

The City reserves the right to use or to occupy any substantially completed part of the project, and to use equipment installed under the contract prior to the date of final acceptance. Such use of occupancy shall not constitute acceptance of the work, or any part thereof.

During construction, normal operations will be ongoing at the Municipal Services Center and the Tacoma Municipal Building. The limits of the work area are shown on the schedule of work.

The Contractor shall maintain continuous services for electrical, lighting and HVAC for adjacent areas and quadrants for the duration of the project. All scheduling of power loss shall be done with the approval of the Project Coordinator on normal working days.

The Contractor shall take special care that the use of Zolotone paint, Kemper Roof System, and (other highly volatile or odorous fume products) will be done after 6:00 p.m.

Removal of demolition material, transportation of new construction material, and work involving rotor hammers or other noisy equipment shall be done during the hours of 5:00 p.m. to 11:00 p.m. daily. Work that results in higher than acceptable levels of noise or excessive disturbance of personnel will be done during the hours of 5:00 p.m. to 11:00 p.m. at the direction of the Project Coordinator and at no additional cost to the City.

The buildings and those areas of the first floor not under renovation will be occupied during the project.

The Contractor will cooperate with the City to minimize conflict and to facilitate the City's operations.

The Contractor will schedule the work to accommodate this requirement.

1.11 PROJECT MANAGER

The Contractor shall employ a competent Project Manager (foreman) who shall be present at the project site at all times during the entire progress of the work, except those times when the Contractor is demobilized. The Project Manager shall be on site even when only a subContractor is working, unless otherwise approved by the Project Coordinator. The foreman shall be satisfactory to the Contractor, and shall have full authority to act on their behalf.

It will be the foreman's responsibility to have a set of plans and specifications on the project site during the progress of the work. The foreman shall mark or record on the plans all changes made during construction. Such "AS-BUILT" plans shall be available to the Project Coordinator at all times and shall be delivered to the Project Coordinator upon completion of the work.

The Project Manager initially assigned to the project by the Contractor shall remain Project Manager for the duration of the contract. If the Project Manager is replaced, all work shall stop until an additional preconstruction meeting with the City is held. This work stoppage will be at the Contractor’s expense. The completion date shall remain unchanged, regardless of any work stoppage.

1.12 CLEAN UP

In addition to Section 3.11 - Cleaning Up of the General Provisions

A. DAILY

All areas shall be left safe, clean and free of debris.

Surplus conduit material, tools, and rubbish shall be removed and disposed of by the Contractor, and the construction site shall be left clean to the satisfaction of the Project Coordinator.

Clean up is considered incidental to the project and no payment will be allowed.

Collect waste daily and when containers are full, legally dispose of waste off site.

Clean-up of any area impacted by the construction shall be done weekly or as directed/instructed by the Project Coordinator.

END OF SECTION

CHANGE ORDER PROPOSAL (COP)

Project Name: _____ Date: _____

Specification No: _____ Contract No. _____ COP No. _____
(Numbered By Contractor)

Contractor Name: _____ Ref No. _____
(Prop Request or Eng Change Dir.)

TITLE:

Scope of Change Order/Work: (Attach City Proposal Request when applicable)

☐ Sketch Attached ☐ Drawing Attached ☐ Additional Pages Attached

Cost/Credit $_____

Time Extension Request _____

Submitted by: _____
Contractor

The change order includes all Contractor(s) labor, material, overhead, profit and all direct and/or indirect costs associated with the change in the scope of work.

☐ Approved ☐ Disapproved ☐ Resubmit

Comment:

_____ Date _____
City of Tacoma

Prior to any extra work or within seven (7) days of discovery of any claim, the Contractor shall submit a written proposal for changes in the scope of work and/or contract amount using this Change Order Proposal.

PROJECT COORDINATORING CHANGE DIRECTIVE (ECD)

ECD NO: _____
(Numbered By City)

Date: _____ Project Title: _____

Contract No. _____ Specification No: _____

Contractor Name _____ Ref. No: _____
(RFI, etc.)

TITLE:

You are directed to make the following modification(s) in the scope of work of this contract.

☐ Sketch Attached ☐ Drawing Attached ☐ Additional Pages Included

This document becomes effective upon receipt by the Contractor, with signature of a representative of the City. The Contractor shall then commence with the modification(s) listed above. Signature by the Contractor signifies agreement that the proposed modifications will not, may, or will result in a claim for changes in contract sum or time.

Signed By: _____ Signed By: _____

City of Tacoma Date Contractor (Check Box Below) Date

This construction change directive: ☐ will not; ☐ may; ☐ will; result in a claim supported by filing of a **Change Order Proposal** prior to any extra work, but not later than seven (7) days.

REQUEST FOR INFORMATION (RFI)

(Form Used By Contractor To Clarify Work Directed By City OR By City When Information Needed From Contractor/Contract)

Date: _____

RFI NO: _____
(Numbered By Contractor)

Project Title: _____

Specification No: _____

Ref. No: _____
(If Available, ECD, etc.)

ARCHITECT:

OWNER:
City of Tacoma - MCO
1224 MLK Jr Way
Tacoma WA 98405

CONTRACTOR:

SUBJECT:

☐ Architectural ☐ Civil ☐ Structural ☐ Mechanical ☐ Electrical ☐ Other

Request/Recommended Solution: _____

☐ Attachments

Date Required For Response: _____

Initiated By:
(*Name*) _____
(*General Contractor)* _____

Response: _____

☐ Attachments

Response Date: _____

NOTE: Prior to any extra work or within seven (7) days of discovery of any claim, the Contractor shall submit a written proposal for changes in the Scope of Work and/or contract amount using the ***Change Order Proposal****.*

Response By:
(*Name*) _____
(*Firm)* _____

City Approval:

The Owner (City of Tacoma) reviewed the foregoing request and finds the response to be in order.

Reviewed By: _____
Project Project Coordinator

Date: _____

Copies: ☐ Owner ☐ Consultants ☐ File ☐ _____ ☐ _____

PROPOSAL REQUEST (PR)

Project Name: _____ Date: _____

Specification No: _____ Contract No. _____ Proposal Request No. _____
(Numbered By City)

Contractor Name: _____ Ref. No. _____
(If Applicable)

Please submit a breakdown of the proposed costs for modification(s) to the contract sum and/or contract time associated with the proposed changes in the scope of work and to the contract documents described below.
This is not a change order or a notice to proceed with the work described below.

TITLE:

Description of proposed changes:

☐ Sketch Attached ☐ Drawing Attached ☐ Additional Pages Attached

Submitted by:

_____
City of Tacoma

_____
Date

Information Provided by:

_____
Contractor

_____
Date

The proposal shall include all Contractor(s) labor, material, overhead, profit and all direct and/or indirect costs associated with the change in scope of work.

SUBMITTAL TRANSMITTAL

Specification Name:
Specification No.:
Contract No.:

ATTN: _____ DATE:

CONTRACTOR: _____ TRANSMITTAL NO. **1**

ADDRESS: _____ Re-Submittal No.

_____ DISCIPLINE: ARCHITECT

WE ARE SENDING YOU:

☒ Attached ☐ Enclosed ☐ Under Separate Cover Via:

THE FOLLOWING ITEMS:

☒ Submittals ☐ Product/Data ☐ Samples ☐ Plans ☐ Shop Drawings ☐ Copies

☐ Specifications ☐ Contract ☐ Other:

COPIES	SECTION	DESCRIPTION OF PRODUCT/DATA	MANUFACTURER

THESE ARE TRANSMITTED AS CHECKED BELOW:

☐ For Approval ☒ For Your Use ☐ Per Your Request ☐ For Review and Comment

☐ Other:

REMARKS:

_____

_____

_____

_____

_____

_____

_____

_____

For Use By Architect/Project Coordinator

☐ NO EXCEPTION TAKEN ☐ MAKE CORRECTIONS NOTED Date:_____

☐ REVISE AND RESUBMIT ☐ REJECTED – SEE REMARKS By:_____

Corrections or comments made on the shop drawings during this review do not relieve Contractor from compliance with requirements of the drawings and specifications. This check is only for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor is responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other Contractors and agencies performing his work in a safe and satisfactory manner.

SECTION 01042 – TRAINING AND COMMISSIONING COORDINATION

1.1 TRAINING

The Contractor shall coordinate and submit, for the Project Coordinator's approval, an operational training outline and schedule to provide City of Tacoma staff operational and design training on major television broadcast system components. All training is to be conducted by the manufacturer or authorized persons certified by the manufacturer in television broadcast systems. In the event no manufacturer certified training is available for a key system, the Contractor will prepare and submit for the Project Coordinators approval, a training outline for the system and will identify the persons and their qualifications to conduct such training.

The objective of training is to provide operational knowledge that is tailored to the needs and objectives of the City of Tacoma.

Training should be scheduled to be non-overlapping, unless agreed to by Project Coordinator.

The key broadcast systems requiring training include, but may not be limited to:

1. Ross Production Switcher (3 days = 2 studio & 1 truck)
2. Utah Scientific Routing Switcher (1 day)
3. Ross Xpression Character Generator/Graphics systems (3 days)
4. PlayBox Server playout system (2 days in Master Control Center)
5. Yamaha Audio Board (3 days = 1 studio & 2 truck)
6. Telemetrics Camera Robotics/Control Systems (2 days = 1 studio & 1 truck)

The Contractor shall ensure that proper technical configuration has been established for all needed systems required for training.

In the event that a portion of the training time is occupied in troubleshooting the equipment installation, then the training time shall be extended an equal amount of time at the expense of the Contractor.

Coordinate general "systems operation and maintenance" training to be provided by the Contractor to City of Tacoma's designated personnel on the general use and operation of the System.

1.2 COMMISSIONING

The Commissioning Team shall be a combination of the City of Tacoma, Contractor, and the manufacturers. The Contractor is responsible for coordinating commissioning between all parties as agreed to by the Project Coordinator.

END OF SECTION

SECTION 01300 - SUBMITTALS AND SHOP DRAWINGS

1.1 SUBMITTALS REQUIRED/REQUESTED WITH BID

In addition to the items listed in the Bidders Checklist, the bidders **shall** submit with their bid package the following information. This information will be used for evaluation purposes.

1. Experience and success of both company and project manager completing at least five (5) projects of similar scope, complexity, and overall cost. A detailed list and description of comparable projects. Include the year, explanation of the project, brief timeline from award of bid to completion, explain the size of the project, provide a brief equipment list, and completed Integration, Installation & Equipment budget amounts along with current list of contact references.
2. A minimum of ten (10) documented years experience in TV Broadcast System installation and supervision by Project Manager. Bidders shall submit a resume of named Project Manager with their bids.
3. A summary of the procedure to be employed in the installation and integration of the Master Control Center and any special techniques to be incorporated.
4. Project team experience: Please provide a list of the employees that work for your company, their titles, qualifications, and highlight all that will be working on our project.
5. Contingency plans if problems occur with the proposed techniques or if primary equipment fails.
6. Commissioning plan.
7. Operational Training overview and schedule on all key systems to include but not limited to switchers, graphic systems, automation systems, playback systems, audio consoles and sub-systems.
8. Line item pricing
    a. Project equipment
    b. Project materials
    c. Project management
    d. Installation labor
    e. Training (Training must include all applicable travel fees.)
    f. Commissioning (Commissioning must include all applicable travel fees.)
    g. Maintenance/Service Agreements
    h. All other costs (taxes, shipping costs, etc.)
9. Manufacturers Extended Warranty/Service Agreements on all major components
    - Utah Scientific Router
    - Playbox Equipment
    - Yamaha Audio Boards
    - Ross Equipment
    - Panasonic Cameras

10. Complete information on any “alternates” bid.
11. Supply Washington State UBI and reseller certificate

1.2 DOCUMENTS REQUIRED AT PRECONSTRUCTION CONFERENCE

A. Work Hazard Analysis Report as required in Paragraph 3.06(B) of the General Provisions.

B. Construction Schedule as required in Section 01040 – Project Coordination.

C. List of SubContractors, including each subContractor’s address, telephone number, and contact person to be used on this project.

D. Name of Project Manager.

E. List of Number and Names of Workers, Equipment List, and Working Site Layout or Requirements.

F. Line Item Price List of Equipment, Project Materials, Training, Installation labor and all other costs.

G. List of Principal Suppliers and Fabricators.

H. SCHEDULE OF VALUES (IF LUMP SUM BID)

Submit a detailed list of items to be included in the Schedule of Values within five (5) days of award of contract for approval by the Project Coordinator.

Submit a schedule of values within ten (10) days after award of contract for all components of the construction. Schedule of values will be used by the Project Coordinator to calculate monthly payment for percent completion as indicated in Section 01025.

Use the specification Table of Contents as a guide to establish the format for the Schedule of Values. Provide at least one (1) line item for each product or work function in each specification section and component of work to include pricing such as to lump sum (LS), per each (EA), linear feet (LF), ton (TON), or cubic yard (CY) prices as approved by the Project Coordinator.

I. SCHEDULE UPDATING

Update and resubmit the Schedule of Values prior to the next application for payment or when change orders or Project Coordinatoring change directives result in a change in the contract sum as directed by the Project Coordinator.

1.3 "OR EQUAL" CLAUSE OR SUBSTITUTIONS

A. GENERAL

When the Project Coordinator approves a substitution, it is with the understanding that the Contractor guarantees the substituted article to be equal to, or better than, the article specified. The Project Coordinator will judge the suitability, reliability, and service availability of a proposed substitute. To be considered by the Project Coordinator, the request for substitution shall be accompanied with complete physical and technical data, manufacturer's catalogue data, photographs, samples, and the address of the nearest authorized service representative, as applicable.

The decision of the Project Coordinator on "OR EQUALS" shall be final.

The requirements of General Provision 2.15 - Approved Equals also apply.

B. PRIOR TO BID OPENING

Substitution approvals will be considered prior to the bid opening if the bidder submits their request for substitution not less than ten (10) working days prior to the date set for bid opening. All substitution requests shall be submitted using the “Substitution Request Form” included in the bid packet and shall be sent to the individual as noted at the top of the form. Substitution requests not received by the named individual will not be evaluated and not allowed as a substitution prior to bidding. Submit all requests and product data in triplicate to the Project Coordinator.

Saturday, Sunday and holidays listed in Paragraph 2.13 of the General Provisions are excluded from the calculation of ten (10) days. An addendum listing such approvals may/will be issued prior to bidding.

Bidders who do not receive prior written approvals of "OR EQUAL" by 3 days prior to bid submittal must base their bids on the items specified.

C. AFTER BID OPENING

Proposed substitution and deviation requests shall be reviewed during the time of submittal review.

Substitution and deviation requests will be received and considered only when one or more of following conditions are satisfied:

1. The specified product or method of construction cannot be provided within the contract period and the Contractor submittal is submitted within time frame allowed.
2. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
3. The specified product or method of construction cannot be provided in a manner that is compatible with other materials.
4. A substantial advantage is offered to the Owner, in terms of cost, time, or other considerations of merit.
5. The product as specified includes the statement, “or equal” and one of the above conditions governs.
6. The Project Coordinator’s decision on all substitution or deviation requests shall be final.

END OF SECTION

SECTION 01400 A - QUALITY CONTROL

1.1 REFERENCE STANDARDS

Reference to standards, specifications, manuals or codes of any technical society, organization, or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest Standard Specification manual, code, or laws or regulations in effect at the time of opening of bids (or on the effective date of the agreement if there were no bids), except as may be otherwise specifically stated. However, no provision of any referenced standard, specification, manual, or code (whether or not specifically incorporated by reference in the contract documents) shall be effective to change the duties and responsibilities of City, Contractor, or Project Coordinator, or employees from those set forth in the contract documents.

These specifications will herein be referred to as the Standard Specifications.

1.2 MATERIALS

All Contractor supplied materials and equipment shall be new and shall conform to applicable provisions of Underwriters Laboratories and the American Standards Association.

Parts listed shall be complete, type numbers accurate and equipment furnished shall conform to manufacturer's specifications to standards, specifications.

1.3 INSPECTION, TESTING AND CERTIFICATION

A. INSPECTION

Acceptance inspection and testing for the City will be performed by the City's designated Commissioning/Testing Authority or others as the City may designate and as the project situation may dictate. The Commissioning/Testing Authority will be responsible for insuring that the Contractor is complying with the contract plans and specifications.

1. Pre-final Inspection: Contractor shall notify the Project Coordinator in writing when all work or portions of work are complete and ready for inspection. The Project Coordinator will make a "punchlist" and forward the results of same to the Contractor who shall promptly correct any deficiencies noted.
2. Final Inspection: Contractor shall notify the Project Coordinator in writing when all punchlist deficiencies have been completed. The Project Coordinator will promptly set a time for final inspection at which time the Project Coordinator and Contractor shall jointly inspect the work. The Contractor will promptly correct any further deficiencies noted.

Acceptance testing will include operation of each major system and any other components deemed necessary. The Contractor will assist in this testing and provide any test equipment required specified herein. The Contractor shall provide at least 1 technician available for the entire testing period (day and night), to assist in tests, adjustments, and final modifications. Tools and material required to make any necessary repairs, corrections, or adjustments shall be furnished by the Contractor.

The following procedures will be performed on each System:

1. Video and Signal: From all source inputs through all VDAs, processors, switchers, etc., to all signal destinations.
2. Control functions shall be checked for proper operation, from controlling devices to controlled devices.

3. Adjust, balance, and align equipment for optimum quality and to meet the manufacturer's published specifications.
4. Installed and loose equipment will be inventoried for correct quantity.
5. Any other test on any piece of equipment or system deemed appropriate.

In the event the need for further adjustment or work becomes evident during equalization and/or acceptance testing, the Contractor will continue his work until the system is acceptable at no addition to the contract price. If approval is delayed because of defective equipment, or failure of equipment or installation to meet the requirements of these specifications, the Contractor will pay for additional time and expenses of the Commissioning/Testing Authority

The Commissioning/Testing Authority fees and costs involved in acceptance testing are not the responsibility of the System integrator, unless approval is delayed because of defective equipment, or failure of equipment or installation to meet the requirements of these specifications.

In the event that the Television Broadcast System is used prior to final acceptance that usage shall not be construed as acceptance.

The process of acceptance testing the System may necessitate moving and adjusting certain component parts; perform such adjustments without claim for additional payment.

B. PERMIT INSPECTIONS

The Contractor shall comply with the requirements of all permits. It shall be the Contractor's responsibility to contact the permitting authority and schedule all required inspections. The Contractor shall notify the City of Tacoma Project Coordinator of all scheduled inspections.

END OF SECTION

SECTION 01400 B - QUALITY CONTROL

1.1 REFERENCE STANDARDS

Reference to standards, specifications, manuals or codes of any technical society, organization, or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest Standard Specification manual, code, or laws or regulations in effect at the time of opening of bids (or on the effective date of the agreement if there were no bids), except as may be otherwise specifically stated. However, no provision of any referenced standard, specification, manual, or code (whether or not specifically incorporated by reference in the contract documents) shall be effective to change the duties and responsibilities of City, Contractor, or Project Coordinator, or employees from those set forth in the contract documents.

Any part of the work not specifically covered by these specifications shall be performed in accordance with the applicable section of the latest Edition of the "Standard Specifications for Road, Bridge and Municipal Construction" as prepared by the Washington State Department of Transportation and the Washington State Department of Public Works Association (APWA) as amended by the latest APWA Amendment No. 1 and the latest City of Tacoma Amendment No. 1.

These specifications will herein be referred to as the Standard Specifications.

1.2 INSPECTION, TESTING AND CERTIFICATION

A. INSPECTION

Construction inspection and testing for the City will be performed by Jeff Lueders at 253-591-5727 or others as the City may designate and as the construction situation may dictate. The City inspector will be responsible for insuring that the Contractor is complying with the contract plans and specifications.

1. The City will prepare a construction inspection checklist to be presented to the Contractor at the preconstruction meeting. The checklist will include all inspections typically required by local, city and county officials as well as other items as deemed important by the Project Coordinator.
2. The Contractor shall be required to contact the City 24 hours in advance of all of the construction activities listed on the checklist, have the indicated activity inspected, and the City's inspector initial that the work was performed in accordance with the appropriate technical provision.
3. The checklist shall be posted near each structure and be available for review by the City at all times. These inspections shall be in addition to any required inspections by state or local jurisdictions. The City will prepare a suitable checklist for each building to be constructed and present same to the Contractor at the preconstruction meeting.
4. Pre-final Inspection: Contractor shall notify the Project Coordinator in writing when all work or portions of work are complete and ready for inspection. The Project Coordinator will make a "punchlist" and forward the results of same to the Contractor who shall promptly correct any deficiencies noted.
5. Final Inspection: Contractor shall notify the Project Coordinator in writing when all punchlist deficiencies have been completed. The Project Coordinator will promptly set a time for final inspection at which time the Project Coordinator and Contractor shall jointly inspect the work. The Contractor will promptly correct any further deficiencies noted.

B. LABORATORY SERVICES

Testing for quality control certification or special inspections as required by the permitting authority will be conducted by City of Tacoma and/or an independent laboratory which will be furnished and paid for by the City. Subsequent sampling and testing of rejected material shall be paid for by the Contractor.

Failure of the material to achieve the specified density or standards will be just cause for rejecting any portion of, and/or all of the material represented by the test. All costs associated with replacement materials or any delays caused by such failure shall be borne by the Contractor.

It shall be the Contractor’s responsibility to prepare test specimens as required for special inspection as required by the permitting authority or the Project Coordinator and the cost shall be incidental to the contract.

C. PERMIT INSPECTIONS

The Contractor shall comply with the requirements of all permits. It shall be the Contractor's responsibility to contact the permitting authority and schedule all required inspections. The Contractor shall notify the City of Tacoma inspector of all scheduled inspections.

D. BUILDING ELECTRICAL

The Contractor shall obtain an electrical building permit from the State of Washington or City of Tacoma for each structure. Building electrical inspection shall be performed by the State of Washington or City of Tacoma in conjunction with the County permitting authority guidelines.

END OF SECTION

SECTION 01500 - CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

1.1 UTILITIES

A. ELECTRIC SERVICE

The City will furnish without charge to the Contractor 120 volt single phase power at each project site within the City of Tacoma. The contract will provide power at the Remote Truck Equipment Installation location. The Contractor will furnish and maintain all necessary extension cords and adapters in accordance with the applicable rules and regulations. No metering will be required.

B. TELEPHONE SERVICE

The City will not provide telephone service for the Contractor unless approved by the Project Coordinator. Mobile telephone service is available at the site.

C. SANITARY FACILITIES

Public rest rooms are available at the job locations. The Contractor is responsible for sanitary facilities at the location utilized for the TV Remote Truck work.

D. STORAGE AREA

The City will provide an open storage area to the Contractor at each project site. The Contractor will restore the storage area to its original condition at the end of the job. The Contractor will provide security, as necessary, to safeguard its materials and machinery during construction.

An area is available for material storage. This area is available for inspection prior to submittal of bids. This material storage area will be required to be used for storage of all construction material with lead time requirements that is required to be on hand at start of construction. Any modification of the storage area for the convenience of the Contractor shall be at the Contractor's expense and shall be reproved by the Project Coordinator. Contractor may use an alternate area for storage of lead time material providing it is at the Contractor's expense and available to the Project Coordinator for inspection to verify availability.

1.2 SECURITY AND ACCESS

A. GENERAL

This section includes

1. Security program
2. Entry control
3. Restriction and operational control

B. SECURITY PROGRAM

Contractor shall comply with City of Tacoma’s security policies and procedures and take adequate precaution to protect City of Tacoma’s property and employees.

C. ENTRY CONTROL

1. Procedures for the entry and exit of Contractor’s personnel and materials shall be determined at the preconstruction meeting.
2. Contractor shall maintain a current list of Contractor and subContractor personnel available for on-site inspection.

3. Temporary access badges will be assigned and collected daily at the Municipal Service Center 1224 MLK Jr Way, Tacoma, WA 98405 to necessary Contractor's personnel.
4. Temporary Visitor Badges will be assigned and collected daily at the Tacoma Municipal Building 747 Market Street, Tacoma, WA 98402 to necessary Contractor's personnel.

D. RESTRICTIONS AND OPERATIONAL CONTROL

1. Access for Materials: Every effort shall be made to deliver materials to the construction area during the hours of 8:00 a.m. to 5:00 p.m. Only one (1) freight elevator is available for Contractor use at the 747 Market Street location. Elevators other than the freight elevator shall not be used by the Contractor for any reason.
2. Contractor Operations: Access shall be restricted to the immediate work area and access route identified to be used during construction. Contractor shall confine personnel to the immediate work vicinity while on site.
3. Emergency Site Access during construction: Fire lanes must remain open during construction.

1.3 SAFETY

In addition to Paragraph 3.06 "Safety" of the General Provisions, the Contractor shall:

A. WORK HAZARD ANALYSIS

The Contractor and their subContractors shall thoroughly review the scope of work of the proposed project. The Contractor will be responsible to indicate a work hazard analysis on the form of "Contractor's Work Hazard Analysis Report" attached with the proposal; i.e., any known or potential safety issues or phases of construction that may require specific safety procedures as identified by WISHA or OSHA regulations, and/or prudent construction practices; i.e., shoring, fall protection, scaffolding, hazardous materials, asbestos removal, etc.

This report shall be completed and submitted to the Project Coordinator before the preconstruction conference. A copy of this report will be forwarded to the City Safety Officer for review. A copy of this report shall be maintained at the work site (accessible to the supervisor).

The City will review the submitted report and may require the Contractor to clarify their safety procedures submitted or detail their procedures for ensuring safe working conditions for other working conditions not listed in the original submitted report; and/or explain how the procedures meet current safety regulations. In no case, may the Contractor commence work until the Job Hazard Analysis Report has been reviewed and approved by the Project Coordinator.

1.4 PROTECTION OF ADJACENT AREAS DURING CONSTRUCTION

The Contractor shall take any measures, including but not limited to the ones listed below, to protect adjacent areas from the affects of construction.

Installing temporary walls or barriers to completely divide or separate the work area from ongoing City of Tacoma operations. Visqueen or plastic shall be a minimum of 8 mil thick and shall form a continuous barrier sufficient to stop all construction dust and residue. Temporary walls of plywood may require sound deadening in some areas.

Other work and barrier requirements as directed by the Project Coordinator to provide separation between the Contractor's work area and ongoing City of Tacoma operations.

The Contractor shall take any measures, including but not limited to the ones listed below, to protect adjacent areas and quadrants from the affects of construction.

1.5 DUST CONTROL

The Contractor shall take reasonable measures to prevent unnecessary dust. Buildings or operating facilities which may be affected adversely by dust shall be adequately protected from dust. Existing or new machinery, motors, instrument panels, or similar equipment shall be protected by suitable dust screens. Proper ventilation shall be included with dust screens.

END OF SECTION

SECTION 01550 - ASBESTOS REMOVAL

PART 1 GENERAL

1.1 SECTION INCLUDES

The work in this section includes all work that will require disturbance of asbestos-bearing materials.

The City has performed an analysis on a variety of areas of the project described in this specification. Test results are included for informational purposes. It is expected that additional locations, not accessible to City inspectors, contain asbestos.

1.2 TEST RESULTS

A list of asbestos containing materials including the type of asbestos and concentration has been identified by City of Tacoma and is attached as an appendix to this specification.

1.3 CODES, LAWS AND REGULATIONS

All laws, codes and regulations shall be followed for disturbance and/or removal of asbestos, including, but not limited to the following:

A. Washington State Department of Labor and Industries (Worker Training) Chapter 59.26 RCW

B. Environmental Protection Agency (EPA) - Title 40 Code Federal Regulations (CFR), Parts 61.20-61.25, Subparts A and B, National Emission Standard for Asbestos, Asbestos Stripping Work Practices and Disposal of Asbestos Stripping Work Practices and Disposal of Asbestos Work.

C. Occupational Safety and Health Administration (OSHA) Regulation 1910.1001, Asbestos, Title 29 CFR, and in particular 1910.1001(f), Monitoring, and Subpart 1, Personal Protective Equipment.

D. Washington Industrial Safety and Health Administration (WISHA) Regulation WAC 296-62 and subsection 296-62-07517, Asbestos.

E. American National Standards Institute (ANSI) Standard Z88.1-1969 “American National Standards Practice Respirator Protection”, latest edition, and ANSI Standard 29.2, “Certification of Compliance for Asbestos Removal Equipment”

F. Local Health Department, all current regulations.

G. Uniform Building Code (UBC), current regulations as applicable.

H. National Institute for Occupational Safety and Health (NIOSH), 30 CFR, Part II, Respirators.

I. Regulations Issued by the Washington State Department of Ecology.

J. Regulations Issued by the Local Air Pollution Control Agency.

1.4 SUBMITTALS

The Contractor shall submit the following items prior to disturbing any asbestos materials:

A. Drawing on 22-inch by 34-inch vellum showing exact locations of asbestos-bearing materials prior to disturbing any asbestos. This drawing shall note action to be taken by the Contractor at all locations where asbestos is to be disturbed and/or removed.

B. Planned, detailed course of action for asbestos removal.

C. Schedule of asbestos removal.

D. Contingency plans for asbestos uncovered during demolition.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

3.1 GENERAL

A. All asbestos work shall be performed by workers certified by Washington State Department of Labor and Industries as having successfully completed a state approved training course, conforming to Chapter 59.26 RCW.

B. The Contractor shall follow all requirements of the above codes and regulations to protect all people who may enter the area during abatement.

C. All requirements of the local Health Department shall be followed at all times.

D. All requirements of regulations issued by the Washington State Department of Ecology shall be followed at all times.

E. The Contractor shall furnish, and require use of, respiratory equipment and special protective clothing for employees exposed to asbestos-bearing materials.

F. The Contractor shall remove, encapsulate, and dispose of all asbestos disturbed under this contract. All disposal of asbestos wastes shall be as described by the local Air Pollution Control Agency.

G. Contractor shall obtain and maintain all necessary permits for the life of this contract including, but not limited to, local Air Pollution Control Agency and Health Department permits.

H. Contractor shall coordinate the project according to the submitted schedule and at the direction of the project Project Coordinator to avoid unnecessary impact on ongoing activities.

END OF SECTION

SECTION 01600 - MATERIAL AND EQUIPMENT

1.1 QUALITY OF WORKMANSHIP AND MATERIAL

A. WORKMANSHIP

The Contractor shall employ only competent, skillful, and orderly persons to do the work. If, in the Project Coordinator's opinion, a person is incompetent, disorderly or otherwise unsatisfactory, the Project Coordinator shall notify the Contractor, in writing, of same. The Contractor shall immediately discharge such personnel from the work and shall not again employ those person(s) on said contract again. Work shall conform to the highest industry standards.

See General Provisions, Paragraph 3.08 - Contractor - Supervision and Character of Employees for additional requirements.

B. MATERIALS

Materials shall be new and delivered to the project site in the manufacturer's original containers, bundles or packages unopened with the seals unbroken and the labels intact. Each type of material shall be of the same make and quality throughout. Manufactured articles, materials and equipment shall be installed in accordance with each manufacturer's written directions, unless otherwise specified.

All materials and equipment to be provided under this contract shall conform to the latest edition of the applicable codes of the Underwriters Laboratories and the American Standards Association, but in no case shall be contrary to the laws of the State of Washington and/or Federal Government.

The equipment supplied shall meet appropriate ANSI, OSHA, WISHA, and all Federal, state, and local standards for the type of equipment provided for its intended use.

Equipment is not to be installed until the site is dust free, surfaces are finished, and the site has functional mechanical and electrical systems.

Mount equipment and enclosures plumb and square. Permanently installed equipment to be firmly and safely held in place.

Design equipment supports to support loads imposed with a safety factor of at least three.

Seismic bracing shall be installed on appropriate equipment where local codes require such installation.

Deliver, store and handle products according to manufacturer's written instructions, using means and methods that will prevent damage, deterioration, and loss, including theft.

1. Schedule delivery to minimize long-term storage and to prevent overcrowding construction or storage spaces.
2. Deliver with labels and written instructions for handling, storing, protecting, and installing.
3. Inspect products at time of delivery for compliance with the contract documents and to ensure items are undamaged and properly protected.
4. Store heavy items in a manner that will not endanger supporting construction.
5. Store products subject to damage on platforms or pallets, under cover in a weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required.

1.2 SALVAGEABLE AND NONSALVAGEABLE MATERIAL

A. SALVAGE TO CITY OF TACOMA

Contractor shall carefully remove in a manner to prevent damage to all materials and equipment specified or indicated to be salvaged and reused or to remain property of the City. The Contractor shall store and protect salvaged items specified or indicated to be reused in the work.

Any items damaged in removal, storage or handling through carelessness or improper procedures shall be replaced by the Contractor in kind or with new items.

All materials considered salvageable by the Project Coordinator's representative shall be accumulated and tightly packaged in a container suitable for the type of materials being salvaged. Salvaged materials not reused on this job shall be returned to City of Tacoma Warehouse, 3628 South 35th Street (rear), Tacoma, Washington, between the hours of 9:00 A.M. and 2:00 P.M., Monday through Friday.

B. PROPERTY OF CONTRACTOR

Demolition, not indicated for salvage, becomes property of Contractor. Removed from site at Contractor's expense to a legal waste site obtained by the Contractor

Materials deemed to be non-salvageable by the Project Coordinator's representative shall be disposed by the Contractor to a legal dump site obtain by him. All costs to dispose of non-salvageable materials shall be the Contractor's responsibility.

The Contractor may, if approved by the City, furnish and install new items in lieu of those specified or indicated to be salvaged and reused, in which case such removed items will become the Contractor’s property. Existing materials and equipment removed by the Contractor shall not be reused in the work except where so specified or indicated.

END OF SECTION

SECTION 01700 - CONTRACT CLOSEOUT

1.1 DOCUMENTS REQUIRED UPON COMPLETION OF WORK

A. CLOSE OUT PROCEDURES

The Contractor shall notify the Project Coordinator in writing when identified tasks are complete and ready for inspection. The Project Coordinator will make the inspection, forward the results of same to the Contractor, who shall promptly correct any deficiencies noted.

The Contractor shall notify the Project Coordinator in writing when all punchlist deficiencies have been completed. The Project Coordinator will promptly set a time for final inspection, at which time the Project Coordinator and the Contractor shall jointly inspect the work. The Contractor will promptly correct any deficiencies noted.

It is possible that other Contractors or the City will be working in the project area during the time of construction. It shall be the responsibility of this Contractor to coordinate their work with all other agencies and/or Contractors within the project area.

B. FINAL DOCUMENTATION

Upon completion of the work and before final payment is made, the Contractor shall deliver to the Project Coordinator, in addition to such other items specified in these specifications, the following documents:

1. "AS-BUILT" Drawings

   "AS-BUILT" drawings and specifications of new or revised existing work, shown in red ink, provided by the general, mechanical, electrical Contractors, and all other subContractors, including all addendum's, change orders, deviations, changes, elevations, and dimensions of their work from the construction documents, updated monthly during the construction. Monthly payments will not be made until all as-builts are updated.

   Two printed (2) copies of all shop and construction drawings used for the project, the final record drawings ("AS-BUILT" to reflect the actual installation) including one (1) reproducible set of all design drawings, .PDF and AutoCAD 2010-current version with all reference files, if applicable.

   NOTE: The final payment for this contract will not be released until "AS-BUILT" drawings are received and approved by the Project Coordinator.

2. Maintenance and Operation Manuals

   1. Electronic manuals must be submitted in .PDF and compatible with the latest version of Adobe Professional.

   2. Print copies of any manuals not available in electronic format will be accepted.

   3. A manual must be submitted as a single .PDF file; addendums and attachments (may or may not include drawings) can be submitted separately, but not in different file formats.

   4. If a vendor wished to include security settings (so that their documents are "read-only"), that is acceptable provided that City of Tacoma can view and print from the file.

3. Verification test reports

4. Database of all equipment installed including DEVICEID, location, manufacturer, model, and serial number in a single .XLS or .ACCDB file
5. All Guarantees and/or Agreements
    a. All guarantees, warranties, and/or agreements for such equipment and materials as carry such guarantees.
6. Spare Materials
    a. Contractor shall leave any spare or excess materials, wiring, connectors and other such materials the Project Coordinator identifies.
7. Final Clean Up
    a. After all trades have completed their work, and just prior to occupancy, the general Contractor shall:
    b. Vacuum clean the interior of building.
    c. Clean hardware and fixtures.
    d. Dust removal of all interior surfaces.
    e. Removal of all temporary facilities and Contractor equipment.
    f. Remove labels that are not permanent.
    g. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication.
    h. Clean the site. Sweep paved areas and walkways. Remove stains, spills, and foreign deposits. Rake grounds to a smooth, even textured surface.

All surfaces disturbed shall be restored to a condition equal to that before the work began.

Surplus conduit material, tools, temporary structures, dirt and rubbish shall be removed and disposed of by the Contractor, and the project area shall be left clean to the satisfaction of the Project Coordinator.

Clean up is considered incidental to the project and no measurement and payment will be allowed.

Obtain certificate of final inspections from authorities having jurisdiction.

END OF SECTION

CITY OF TACOMA

15039

DRAWING	DESCRIPTION		
00-002	STANDARDS	AND	CONVENTIONS
01-011DA	COUNCIL CHAMBERS		SYSTEM AUDIO
01-011DD	COUNCIL CHAMBERS		SYSTEM DATA
01-011DV	COUNCIL CHAMBERS		SYSTEM VIDEO
01-012DV	COUNCIL CHAMBERS		SYSTEM VIDEO
01-011E	COUNCIL CHAMBERS	CONTROL ROOM	EQUIPMENT ELEVATION
01-012E	COUNCIL CHAMBERS	DIAS	EQUIPMENT ELEVATION
01-011L	COUNCIL CHAMBERS		FLOOR LAYOUT
01-011R	COUNCIL CHAMBER		REFLECTED CEILING
02-011DA	STUDIO		SYSTEM AUDIO
02-011DD	STUDIO		SYSTEM DATA
02-011DI	STUDIO		SYSTEM ICOM
02-011DV	STUDIO		SYSTEM VIDEO
02-012DV	STUDIO		SYSTEM VIDEO
02-011E	STUDIO	CONTROL ROOM	EQUIPMENT ELEVATION
02-011F	STUDIO		FRAME LAYOUT
02-011J	STUDIO		PANEL LAYOUT
02-011L	STUDIO	CONTROL ROOM	FLOOR LAYOUT
03-011DA	TRUCK		SYSTEM AUDIO
03-011DD	TRUCK		SYSTEM DATA
03-011DI	TRUCK		SYSTEM ICM
03-011DV	TRUCK	ROUTER	SYSTEM VIDEO
03-012DV	TRUCK	SWITCHER	SYSTEM VIDEO
03-013DV	TRUCK	SWITCHER	SYSTEM VIDEO
03-011E	TRUCK		RACK AND CONSOLE ELEVATION
03-012E	TRUCK		RACK AND CONSOLE ELEVATION
03-011F	TRUCK		FRAME LAYOUT
03-011J	TRUCK		PANEL LAYOUT
03-011L	TRUCK	OVERALL	LAYOUT
04-011DD	CER	DATA	SYSTEM
04-011DV	CER	REFERENCE	SYSTEM
04-011E	CER	RACK	ELEVATION
04-012E	MCR	CONSOLE	ELEVATION
04-011F	CER		FRAME LAYOUT
04-011L	MCR		FLOOR LAYOUT
04-021DV	CER	CORE FS	SYSTEM VIDEO
04-022DV	CER	CORE FS	SYSTEM VIDEO
04-031DV	MCR	CORE ROUTER	SYSTEM VIDEO
04-041DV	MCR	MONITOR WALL	SYSTEM VIDEO
04-051DK	MCR	OVERALL	SYSTEM KVM
04-051DV	MCR	HFC FEED	SYSTEM VIDEO
04-052DV	MCR	HFC FEED	SYSTEM VIDEO

ABS
Advanced Broadcast Solutions
811 South 192nd Street, #100
SeaTac, WA 98148-2207
Phone: (206) 870-0244
www.advancedbroadcastsolutions.com

ABBREVIATIONS

ABBREVIATION	DEFINITION
AA	ANALOG AUDIO
AADA	ANALOG AUDIO DISTRIBUTION AMPLIFIER
AAJF	ANALOG AUDIO JACKFIELD
ACO	AUTO CHANGEOVER
ADA	AUDIO DISTRIBUTION AMPLIFIER
ADC	ANALOG TO DIGITAL CONVERTER
ADPT	ADAPTER
AES	DIGITAL AUDIO (AUDIO ENGINEERING SOCIETY)
AJF	AUDIO JACKFIELD
AMON	AUDIO MONITOR
AMP	AMPLIFIER
ANT	ANTENNA
AUX	AUXILIARY
BKHD	BULKHEAD
BLU	BLURAY PLAYER
BOP	BREAKOUT PANEL
BUC	BALANCE TO UNBALANCE
BUG	BUG GENERATOR
CAM	CAMERA
CBL	CABLE
CCDEC	CLOSED CAPTION DECODER
CCU	CAMERA CONTROL UNIT
CD	COMPACT DISC PLAYER
CFE	CUSTOMER FURNISHED EQUIPMENT
CGEN	CHARACTER GENERATOR
CLK	CLOCK
CLKDR	CLOCK DRIVER
CMB	COMBINER
CNSL	CONSOLE
CODEC	EMBEDDER / DE EMBEDDER
CONV	CONVERTER
CP	CONTROL PANEL
CPNT	COMPONENT ANALOG VIDEO
CPU	COMPUTER
CTLI	CONTROL INTERFACE
CTL	CONTROL
DAC	DIGITAL TO ANALOG CONVERTER
DADA	DIAIGAL AUDIO DISTRIBUTION AMPLIFIER
DAJF	DIGITAL AUDIO JACKFIELD
DARS	DIGITAL AUDIO RADIO SERVICE
DDR	DIGITAL DISC RECORDER
DEC	DECODER
DEMB	DE-EMBEDDER
DEMUX	DEMULTIPLEXER
DISP	DISPLAY
DLY	DELAY
DMOD	DEMODULATOR
DMRK	DEMARCATION
DSK	DOWNSTREAM KEYER
DVD	DIGITAL VIDEO DISC
EMB	EMBEDDER
ENC	ENCODER
FB	FLOOR BOX
FBR	FIBER
FLTR	FILTER
FRM	FRAME
FS	FRAME SYNCHRONIZER
GEN	GENERATOR
GFX	GRAPHIC WORKSTATION
GPI	GENERAL PURPOSE INPUT
GPO	GENERAL PURPOSE OUTPUT
GPS	GPS RECEIVER
HD	HIGH DEFINITION
HDDA	HIGH DEFINITION DISTRIBUTION AMPLIFIER
HDPH	HEAD PHONE
HDR	HARD DRIVE
HDWR	HARDWARE (MOUNTING DEVICES ex. MONITOR MOUNT)
HS	HEADSET
HUB	LAN DEVICE
ICOM	INTERCOM
IFB	INTERRUPT FOLD BACK
IFU	INTERFACE UNIT
IS	INTERCOM STATION
KVM	KEYBOARD VIDEO MOUSE
KYBD	KEYBOARD
LAN	LOCAL AREA NETWORK
LENS	CAMERA MOTOR DRIVEN LENS
LNB	LOW NOISE BAND AMP
MIC	MICROPHONE
MIG	MULTIIMAGE GENERATOR
MOD	MODULATOR
MON	MONITOR
MSE	MOUSE
MUX	MULTIPLEX
MVWR	MULTIVIEWER
MXR	MIXER
NET	NETWORK
NJF	NETWORK JACKFIELD
PB	PUNCH BLOCK
PC	PERSONAL COMPUTER
PGM	PROGRAM
PMPT	PROMPTER
PNL	PANEL
PROJ	PROJECTOR
PTZ	CAMERA WITH PAN TILT ZOOM
PVW	PREVIEW
RAID	DISK ARRAY
REF	REFERENCE
RF	RADIO FREQUENCY
RH	CAMERA ROBOTICS HEAD
RLY	RELAY
RMT	REMOTE
RSI	ROUTER SWITCHER INPUT
RSO	ROUTER SWITCHER OUTPUT
RTN	RETURN
RTR	ROUTER
RU	RACK UNIT
RX	RECEIVER
SADA	STEREO AUDIO DISTRIBUTION AMPLIFIER
SAT	SATELLITE
SCLR	SCALER
SD	STANDARD DEFINITION
SDDA	STANDARD DEFINITION DISTRIBUTION AMPLIFIER
SL	SLOT
SND	SEND
SPG	SIGNAL PULSE GENERATOR
SPKR	SPEAKER
SS	STILL STORE
SUB	SUBWOOFER
SVR	SERVER
SWR	SWITCHER
TBC	TIME BASE CORRECTOR
TCG	TIME CODE GENERATOR
TLY	TALLY
TRI	TRI LEVEL SYNC
TSG	TEST SIGNAL GENERATOR
TX	TRANSMITTER
UBC	UNBALANCED TO BALANCED CONVERTR
UPS	UNITERRUPTABLE POWER SUPPLY
VDA	VIDEO DISTRIBUTION AMPLITFIER
VID	ANALOG VIDEO
VJF	VIDEO JACKFILED
WB	WALL BOX
WC	WORD CLOCK
WFM	WAVEFORM MONITOR
WP	WALL PLATE
XFM	TRANSFORMER

AREA IDENIFICATION

AREA	AREA DEFINITION
ADSK	ASSIGNMENT DESK
ACR	AUDIO CONTROL ROOM
BOH	BACK OF HOUSE
CER	CENTRAL EQUIPMENT ROOM
CR	CLASSROOM
CONF	CONFERENCE ROOM
ED	EDIT SUITE
FOH	FRONT OF HOUSE
GFX	GRAPHICS
GRN	GREEN ROOM
ING	INGEST
IT	LAN BACKBONE
LBY	LOBBY
MCR	MASTER CONTROL ROOM
NLE	NON LINEAR EDIT
PCR	PRODUCTION CONTROL ROOM
STG	STAGE
STD	STUDIO
TOC	TECHNICAL OPERATION CENTER
TEL	TELCO
VO	VOICE OVER BOOTH

CONNECTOR TYPES

THESE CONNECTORS DEPICT THE CONNECTOR ON THE EQUIPMENT
(x) NUMBER OF PINS ex. D9 D–SUB 9–PIN
m OR f DEPICTS THE SEX OF THE CONNECTOR ex. D9f D–SUB 9–PIN FEMALE

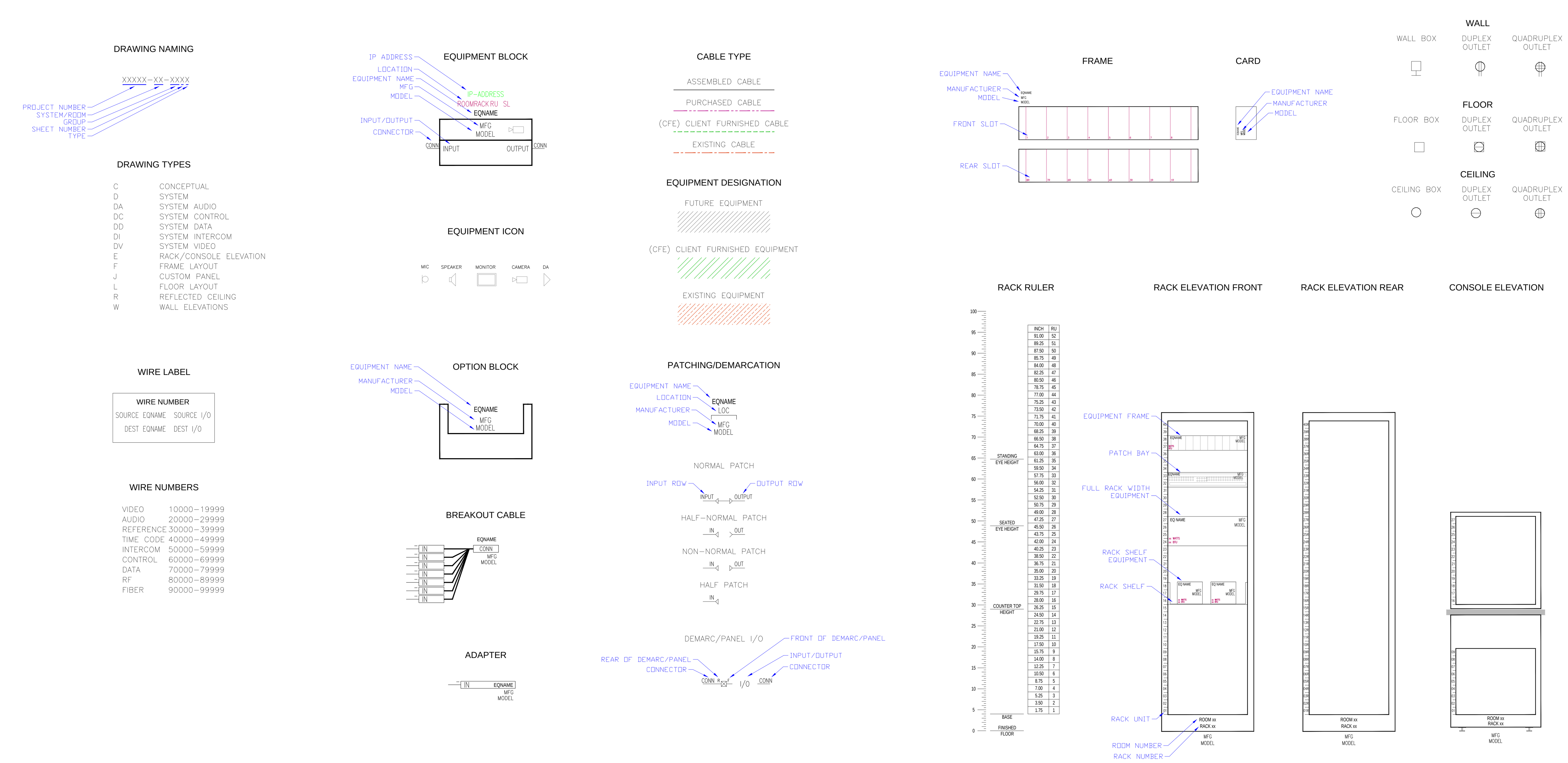
CONNECTOR	CONNECTOR TYPE DESCRIPTION
AC	AC PLUG
B	BNC
BP	BINDING POST
D(x)	D-SUB
DC	DC POWER
DIN	
DN(x)	DIN CONNECTOR
DVI-A	DIGITAL VISUAL INTERFACE - ANALOG
DVI-D	DIGITAL VISUAL INTERFACE - DIGITAL
DVI-I	DIGITAL VISUAL INTERFACE - DIGITAL AND ANALOG
ED	EDAC / ELCO
F	COAXIAL RF
FWA	FIREWIRE iEEE 1394 400 Mbps
FWB	FIREWIRE Ieee 1394 800 Mbps
HW	HARD WIRED OR SOLDER
LC-M	LUCENT CONNECTOR, LITTLE CONNECTOR OR LOCAL CONNECTOR
LC-S	LUCENT CONNECTOR, LITTLE CONNECTOR OR LOCAL CONNECTOR
LEMO	LEMO
MDN(x)	MINI DIN CONNECTOR
MTRS	MINI TIP-RING-SLEEVE
NL(x)	SPEAKON
PD	PUNCH DOWN
PHX	PHOENIX
PS2	6-PIN MINI DIN
R	RCA
RJ11	6P2C FOR ONE TELEPHONE LINE
RJ12	6P6C FOR ONE TELEPHONE LINE AHEAD OF THE KEY SYSTEM
RJ21	50-PIN MICRO RIBBON FOR UPTO 25 LINES
RJ45	8P8C KEYED FOR ONE DATA LINE
S	SCREW TERMINAL
SC-M	SUBSCRIBER CONNECTOR, SQUARE CONNCETOR OR STANDARD CONNECTOR
SC-S	SUBSCRIBER CONNECTOR, SQUARE CONNCETOR OR STANDARD CONNECTOR
SP	1/4" SPADE LUG
ST-M	STRAIGHT TIP / BAYONET FIBER OPTIC CONNECTOR
ST-S	STRAIGHT TIP / BAYONET FIBER OPTIC CONNECTOR
TA	TRIAX
TB	TERMINAL BLOCK
TL	TOSLINK
TRS	TIP-RING-SLEEVE
USB-A	UNIVERSAL SERIAL BUS "A" CONNECTOR
USB-B	UNIVERSAL SERIAL BUS "B" CONNCETOR
X(x)	XLR
XTRS	3-PIN XLR / TIP-RING-SLEEVE

PLENUM WIRE CONVENTION

Signal Type	Cable Type	Cable Color	Con. Type
HDI(Under 100Ft)	1855P	Red (0021000)	BNC-13
HDI(100Ft-200Ft)	1506A	Red (0021000)	BNC-6
HDI(200Ft-300Ft)	1695A	Red (0021000)	BNC-10
SDI (SD Digital)	1506A	Blue (0061000)	BNC-6
VID (Analog)	1506A	Black (0101000)	BNC-6
AES (Digital Audio)	1506A	Purple (0071000)	BNC-6
AA (Analog Audio)	9451P	Black (010U1000)	XLR/TRS/RCA/PHX
TC (Time Code)	9451P or 1506A	Grey (008U1000)	PHX/XLR/BNC-6
REF (Analog Reference)	1506A	White (0091000)	BNC-6
DREF (Digital Reference)	1506A	Brown (0011000)	BNC-6
MUX (ASI)	1506A	Yellow (0041000)	BNC-6
ICM (Digital Intercom)	1701A	White (009U1000)	RJ-45 (cat 5) /PHX
ICM (Analog Intercom)	9451P	White (009U1000)	XLR/PHX
NET (ENG Network)	1701A	Blue (0061000)	RJ-45 (cat 5)
KVM (KVM Network)	1701A	Yellow (0041000)	RJ-45 (cat 5)
DP/DS (Dante Network)	1701A	Green (0051000)	RJ-45 (cat 5)
EXT (Extender 0-200Ft)	1213F	Black (0101000)	RJ-45 (shielded cat 6)
EXT (Extender 200Ft+)	10GX63F	Black (0101000)	RJ-45 (shielded cat 6)
CTL (Control)	1701A	Orange (0031000)	D-SUB/RJ-45/PHX

NON PLENUM WIRE CONVENTION

Signal Type	Cable Type	Cable Color	Con. Type
HDI(Under 100Ft)	1855A	Red (0021000)	BNC-13
HDI(100Ft-200Ft)	1505A	Red (0021000)	BNC-1
HDI(200Ft-300Ft)	1694A	Red (0021000)	BNC-8
SDI (SD Digital)	1505A	Blue (0061000)	BNC-1
VID (Analog)	1505A	Black (0101000)	BNC-1
AES (Digital Audio)	1505A	Purple (0071000)	BNC-1
AA (Analog Audio)	9451-	Black (010U1000)	XLR/TRS/RCA/PHX
TC (Time Code)	9451- or 1505A	Grey (008U1000)	PHX/XLR/BNC-1
REF (Analog Reference)	1505A	White (0091000)	BNC-1
DREF (Digital Reference)	1505A	Brown (0011000)	BNC-1
MUX (ASI)	1505A	Yellow (0041000)	BNC-1
ICM (Digital Intercom)	1700A	White (009U1000)	RJ-45/PHX
ICM (Analog Intercom)	9451-	White (009U1000)	XLR/PHX
NET (ENG Network)	1700A	Blue (0061000)	RJ-45
KVM (KVM Network)	1700A	Yellow (0041000)	RJ-45
DP/DS (Dante Network)	1700A	Green (0051000)	RJ-45
EXT (Extender 0-200Ft)	1213F	Black (0101000)	RJ-45 (cat 6)
EXT (Extender 200Ft+)	10GX63F	Black (0101000)	RJ-45 (cat 6)
CTL (Control)	1700A	Orange (0031000)	D-SUB/RJ-45/PHX



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REVISION HISTORY

REV#: 1 DATE: 04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

REV#: 2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#: 3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#: 4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME: CITY OF TACOMA

PROJECT NUMBER: 15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

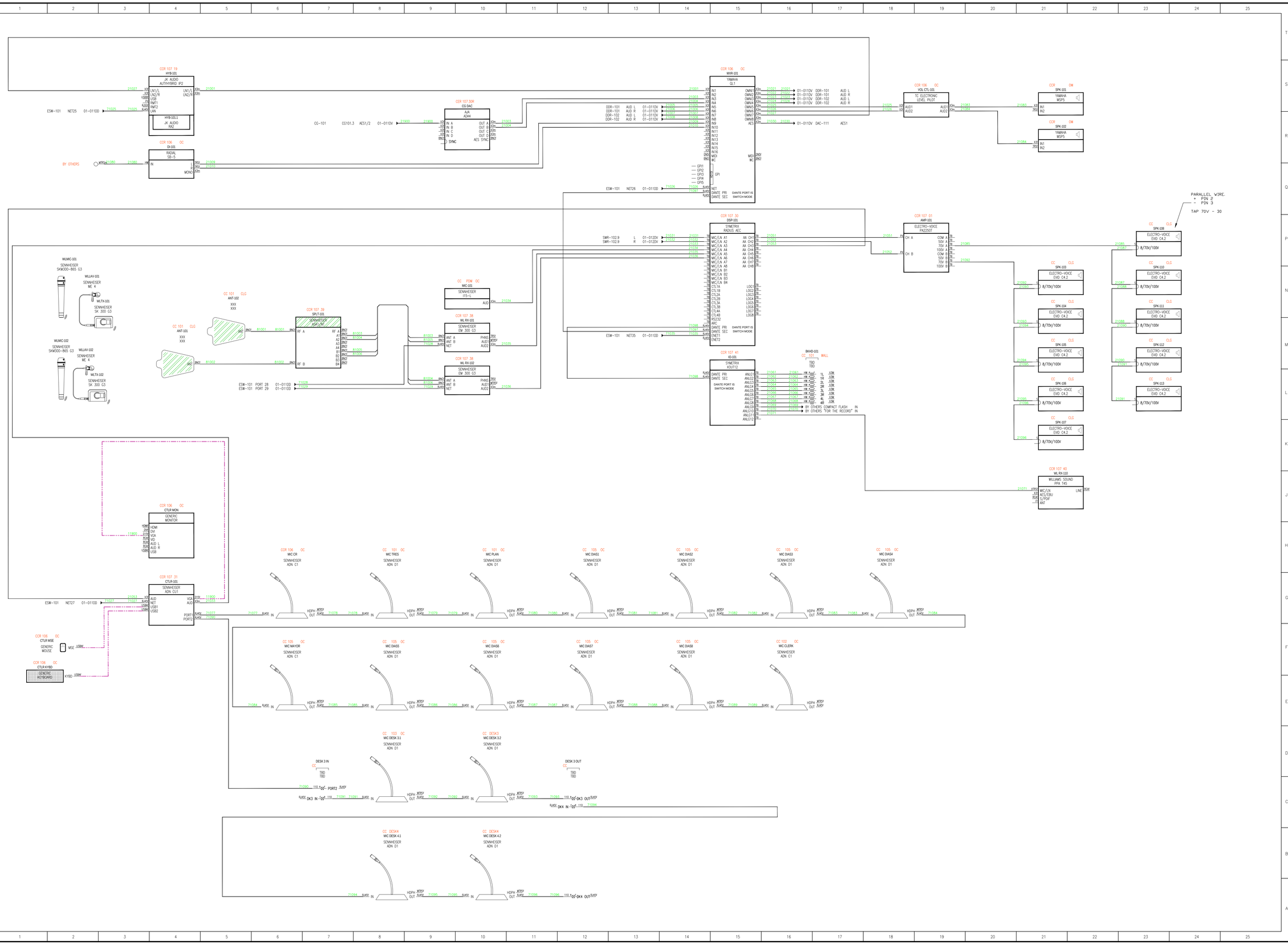
APPRV BY: APPRV BY

DWG DESCRIPTION:
STANDARDS AND CONVENTIONS

DWG #: 00-002

PLOT DATE: 10/20/2015 8:32 AM

FILE: 15039 00–002.dwg



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CONSTRUCTION DRAWINGS

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TACOMA, WA
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PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY:

DWG DESCRIPTION:
COUNCIL CHAMBERS

SYSTEM AUDIO

DWG #:
01-011DA

PLOT DATE: 10/20/2015 8:32 AM

FILE: 15039 01-011DA.dwg

CCR 107 44
ESW-101
UP
2920-48G

NET1	RJ45	71001	71001	01-0110V SWR-101	LAN1
NET2	RJ45	71002	71002	01-0120V SWR-102	LAN
NET3	RJ45	71003	71003	01-0110V CP-101	ENET1
NET4	RJ45	71004	71004	01-0110V CP-102	PNL
NET5	RJ45	71005	71005	01-0110V CAM-101	LAN
NET6	RJ45	71006	71006	01-0110V CAM-102	LAN
NET7	RJ45	71007	71007	01-0110V CAM-103	LAN
NET8	RJ45	71008	71008	01-0110V CAM-104	LAN
NET9	RJ45	71009	71009	01-0110V CAM-105	LAN
NET10	RJ45	71010	71010	01-0110V CAM-106	LAN
NET11	RJ45	71011	71011	01-0110V CAM-107	LAN
NET12	RJ45	71012	71012	01-0110V CG-101	LAN
NET13	RJ45	71013	71013	01-0110V DDR-102	LAN
NET14	RJ45	71014	71014	01-0110V DDR-101	LAN
NET15	RJ45	71015	71015		
NET16	RJ45	71016	71016	01-0110V DESK-101	NET
NET17	RJ45	71017	71017	01-0120V DESK-102	NET
NET18	RJ45	71018	71018	01-0120V DESK-103	NET
NET19	RJ45	71019	71019	01-0120V CAM-109	LAN
NET20	RJ45	71020	71020	01-0120V TX-101	LAN
NET21	RJ45	71021	71021	01-0120V TX-102	LAN
NET22	RJ45	71022	71022	01-0120V TX-103	LAN
NET23	RJ45	71023	71023	01-0120V TX-104	LAN
NET24	RJ45	71024	71024	01-0120V TX-105	LAN
NET25	RJ45	71025	71025	01-0110A HYB-101	LAN
NET26	RJ45	71026	71026	01-0110A MXR-101	NET
NET27	RJ45	71027	71027	01-0110A CTLR-101	NET
NET28	RJ45	71028	71028	01-0110A WL RX-101	NET
NET29	RJ45	71029	71029	01-0110A WL RX-102	NET
NET30	RJ45	71030	71030	01-0110V CR-CP	ENET
NET31	RJ45	71031	71031	01-0110V PIOD-CP	ENET
NET32	RJ45	71032	71032	01-0110V MAYOR-CP	ENET
NET33	RJ45	71033	71033	01-0110V CTLR-102	LAN
NET34	RJ45	71034	71034	01-0110V CTLR-103	LAN
NET35	RJ45	71035	71035	01-0110A DSP-101	ENET1
NET36	RJ45	71036			
NET37	RJ45	71037			
NET38	RJ45				
NET39	RJ45				
NET40	RJ45				
NET41	RJ45				
NET42	RJ45				
NET43	RJ45				
NET44	RJ45				
NET45	RJ45				
NET46	RJ45				
NET47	RJ45				
NET48	RJ45				

DASHBOARD/GRANICUS PC

CCR 106 OC
DSH-KYBRD
GENERIC KEYBOARD
OUT USBm 61008

CCR 106 OC
DSH MSE
GENERIC MOUSE
OUT USBm 61009

CCR 107.03
DSH PC
GENERIC COMPUTER
MIC
KY/MSE
USB1
USB2
KYBRD
MSE
NET1
NET2
HDMI
DVI
VGA
PHONES
61008 USBM
61009 USBM
71015 RJ45
71036 RJ45
HDMF
DVIF
VGAF
MDSPF
17136
13136

CCR 106 OC
DSH MON
GENERIC MONITOR
HDMI
DVI
VGA
VID
AUD L
AUD R
USB
HDMF
DVIF
VGAF
RCA
RCA
RCA
USBM

CIRCLEBOX WIFI

CCR 106 OC
PRES KYBRD
GENERIC KEYBOARD
OUT USBm

CCR 106 OC
PRES MSE
GENERIC MOUSE
OUT USBm

CC 105 UC
WL INTF
CIRCLE TECHNOLOGIES CIRCLEBOX
NET1 RJ45 71050
NET2 RJ45
NET3 RJ45
NET4 RJ45

CCR 106 FLR
PRES PC
GENERIC COMPUTER
MIC
KY/MSE
USB1
USB2
KYBRD
MSE
NET1
HDMI
DVI
VGA
PHONES
HDMF
DVIF
VGAF
MDSPF
71050 RJ45
PRES PC1
GENERIC NIC CARD
71037 RJ45 NET

CCR 106 OC
PRES MON
GENERIC MONITOR
HDMI
DVI
VGA
VID
AUD L
AUD R
USB
HDMF
DVIF
VGAF
RCA
RCA
RCA
USBM

CC 101 OC
TABLET-101
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 101 OC
TABLET-102
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 102 OC
TABLET-103
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 105 OC
TABLET-104
APPLE IPAD AIR 2
DOCK PHNS MDSPF

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TABLET-105
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CC 105 OC
TABLET-106
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CC 105 OC
TABLET-107
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 105 OC
TABLET-108
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 105 OC
TABLET-109
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 105 OC
TABLET-110
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 105 OC
TABLET-111
APPLE IPAD AIR 2
DOCK PHNS MDSPF

CC 105 OC
TABLET-112
APPLE IPAD AIR 2
DOCK PHNS MDSPF

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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

SEAL OF THE CITY OF TACOMA 1884

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY:

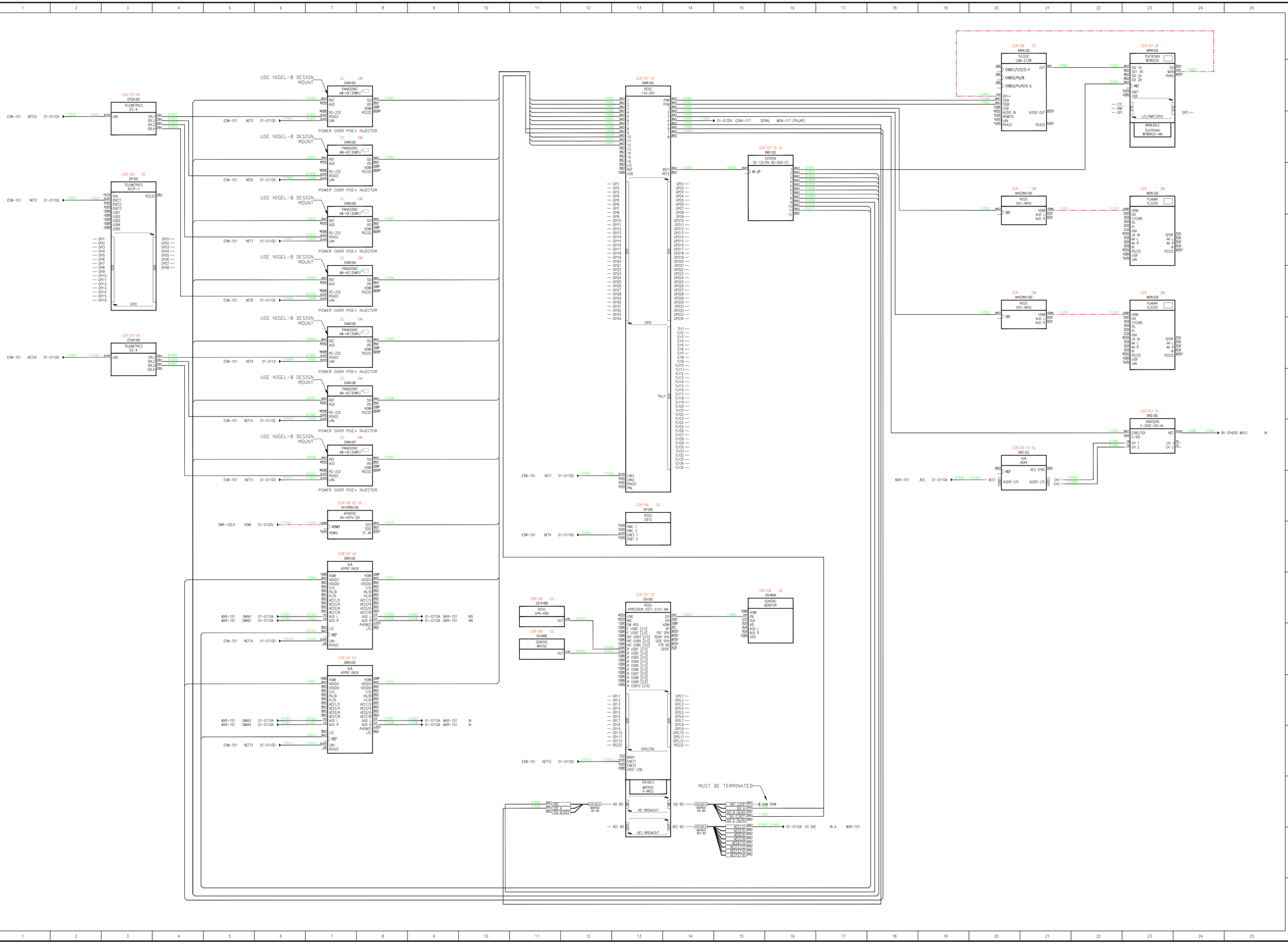
DWG DESCRIPTION:
COUNCIL CHAMBERS

SYSTEM DATA

DWG #:
01-011DD

PLOT DATE: 10/20/2015 8:32 AM

FILE: 15039 01-011DD.dwg



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CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME: CITY OF TACOMA

PROJECT NUMBER: 15039

SCALE: 1:1 SIZE: D

DWG BY: AC

CHK'D BY: JJ

APPRV BY:

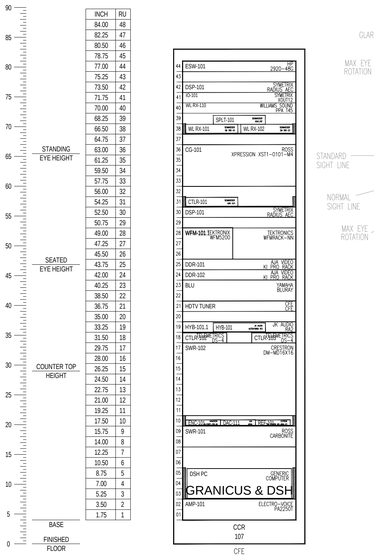
DWG DESCRIPTION:
COUNCIL CHAMBERS

SYSTEM VIDEO

DWG #:
01-011DV

PLOT DATE: 10/20/2015 8:32 AM

FILE: 15039 01-011DV.dwg



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82.25	47
80.50	46
78.75	45
77.00	44
75.25	43
73.50	42
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70.00	40
68.25	39
66.50	38
64.75	37
63.00	36
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31.50	18
29.75	17
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26.25	15
24.50	14
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21.00	12
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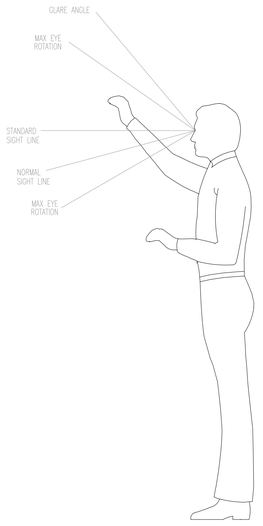

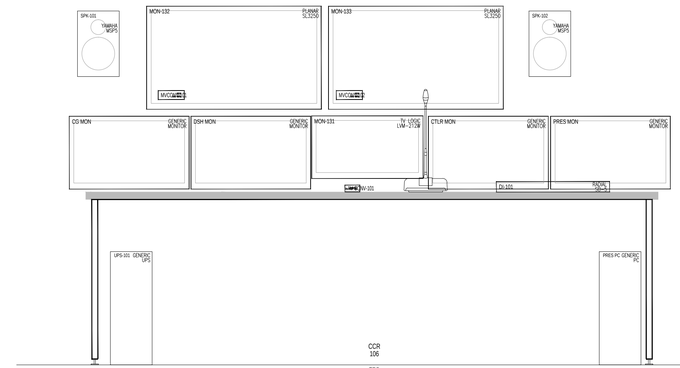

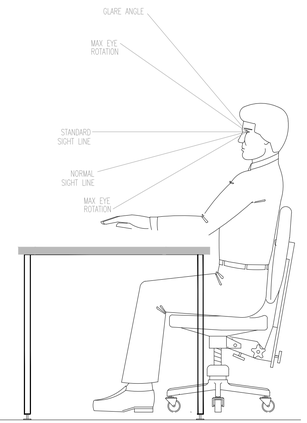

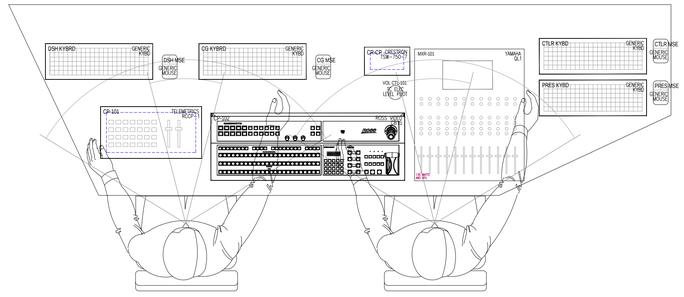

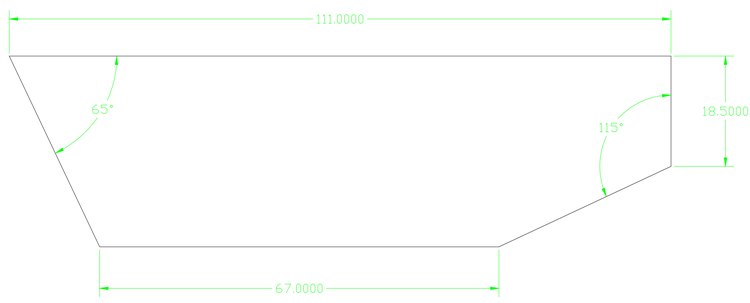

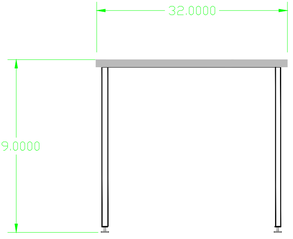

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REVISION HISTORY

REV#:1 DATE: 04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

REV#:2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

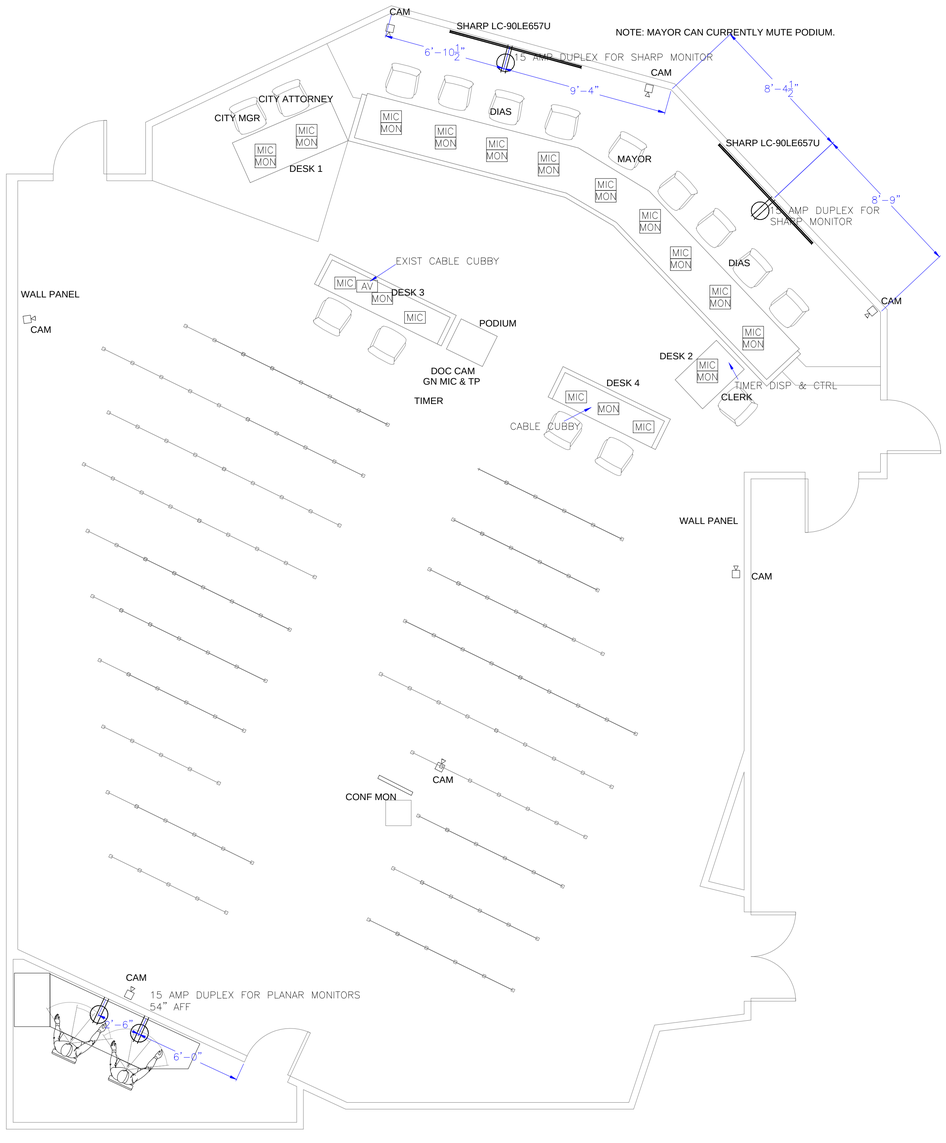
APPRV BY:

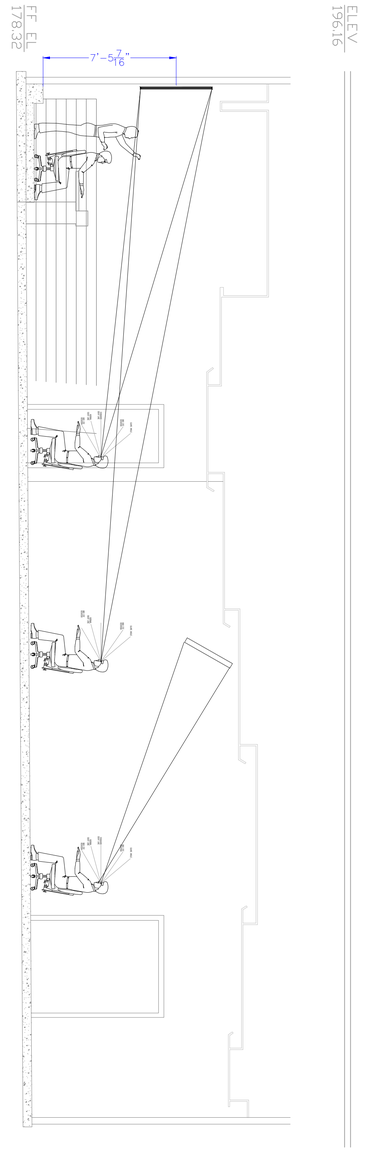
DWG DESCRIPTION:
COUNCIL CHAMBERS
CONTROL ROOM
EQUIPMENT ELEVATION

DWG #:
01-011E

PLOT DATE: 10/20/2015 8:32 AM

FILE: 15039 01-011E.dwg





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1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1/4" = 1'-0" SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY: APPRV BY

DWG DESCRIPTION:
COUNCIL CHAMBERS

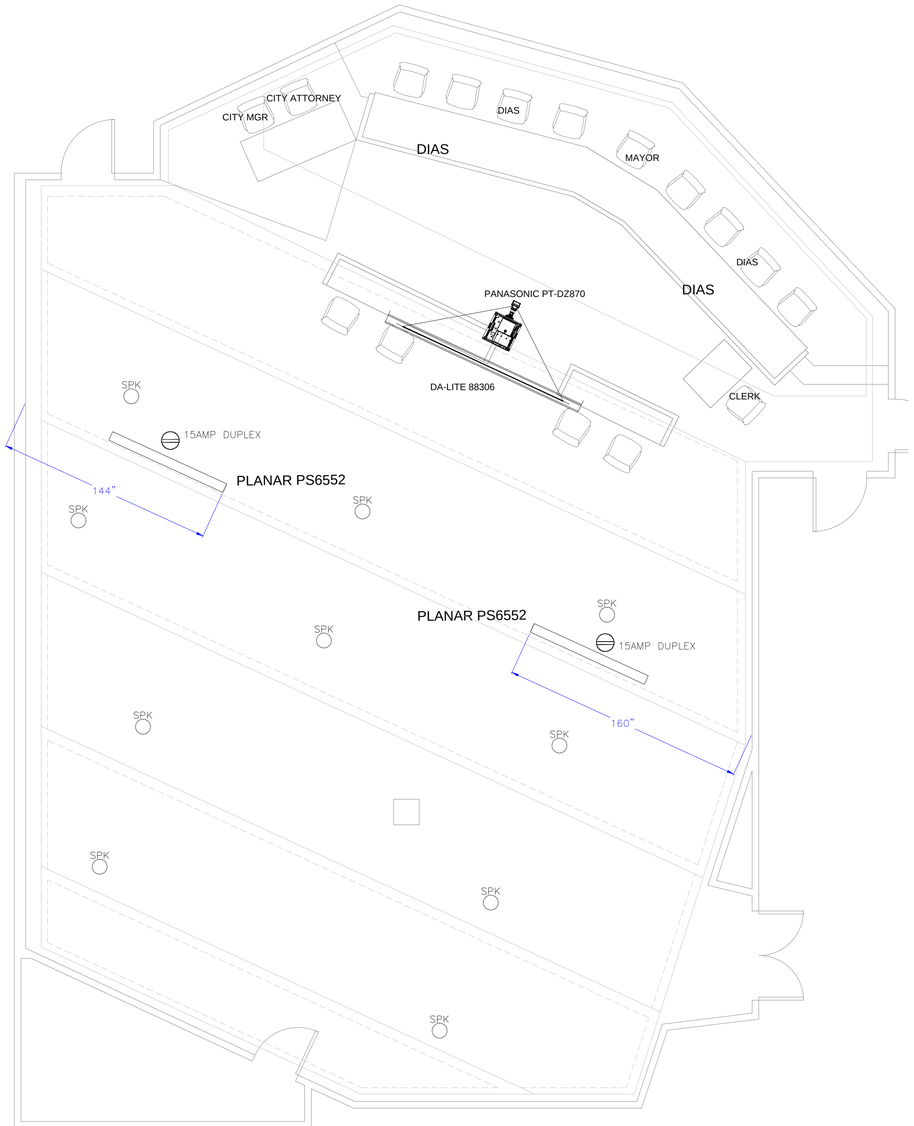
FLOOR LAYOUT

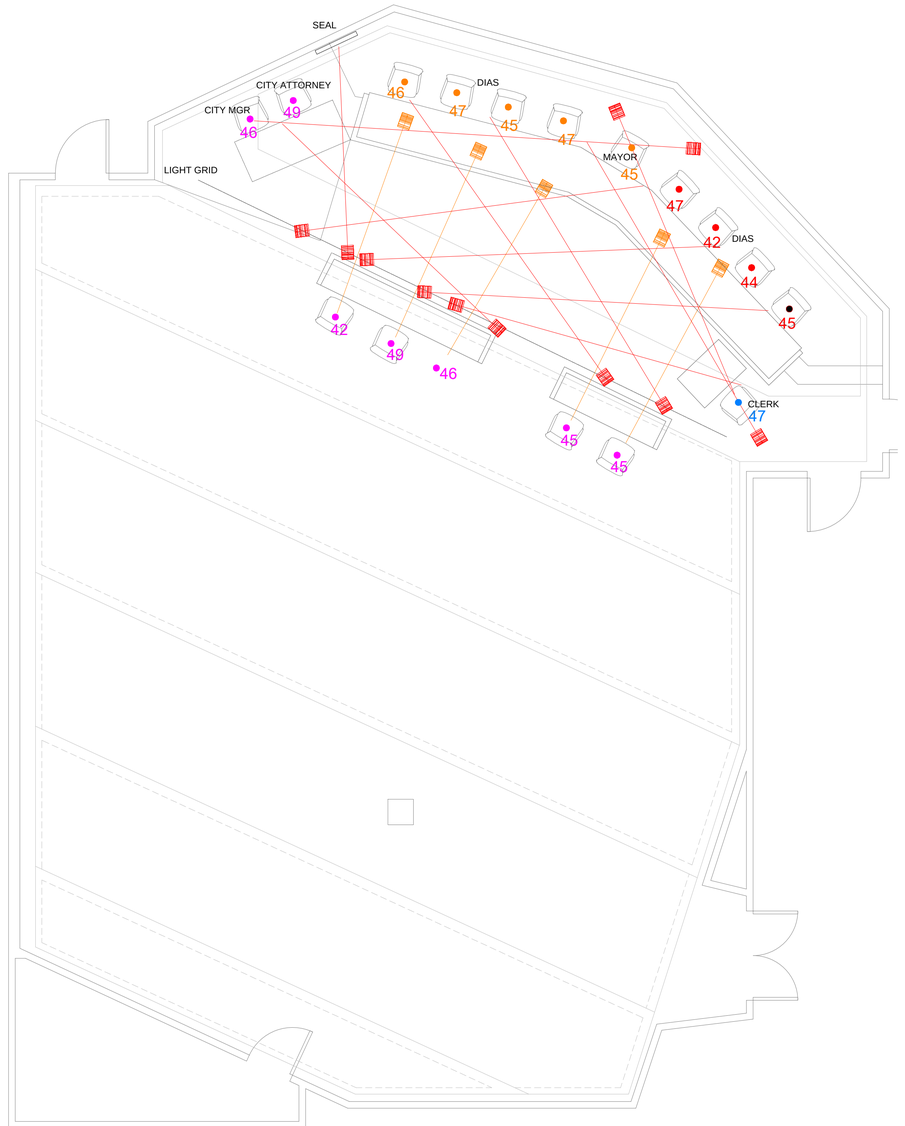
DWG #:
01-011L

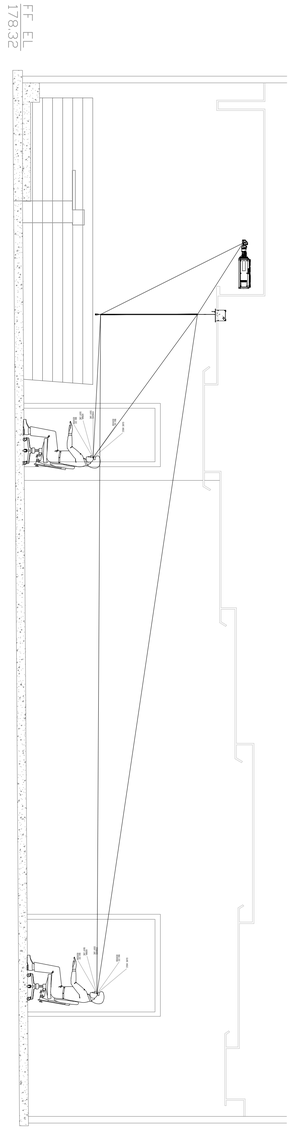
PLOT DATE: 10/20/2015 8:32 AM

FILE: 15039 01-011L.dwg

Luminaire Schedule		
Project: City of Tacoma Council Chamber July 2015		
Symbol	Qty	Label
	5	BL_16P1-B32-CF-BF-HNGR
	11	BL_16P1-M32-CF-MF







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REVISION DESCRIPTION:
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CONSTRUCTION DRAWINGS

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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1/4" = 1'-0" SIZE: D

ENG BY: AC

DWG BY: JF

APPRV BY:

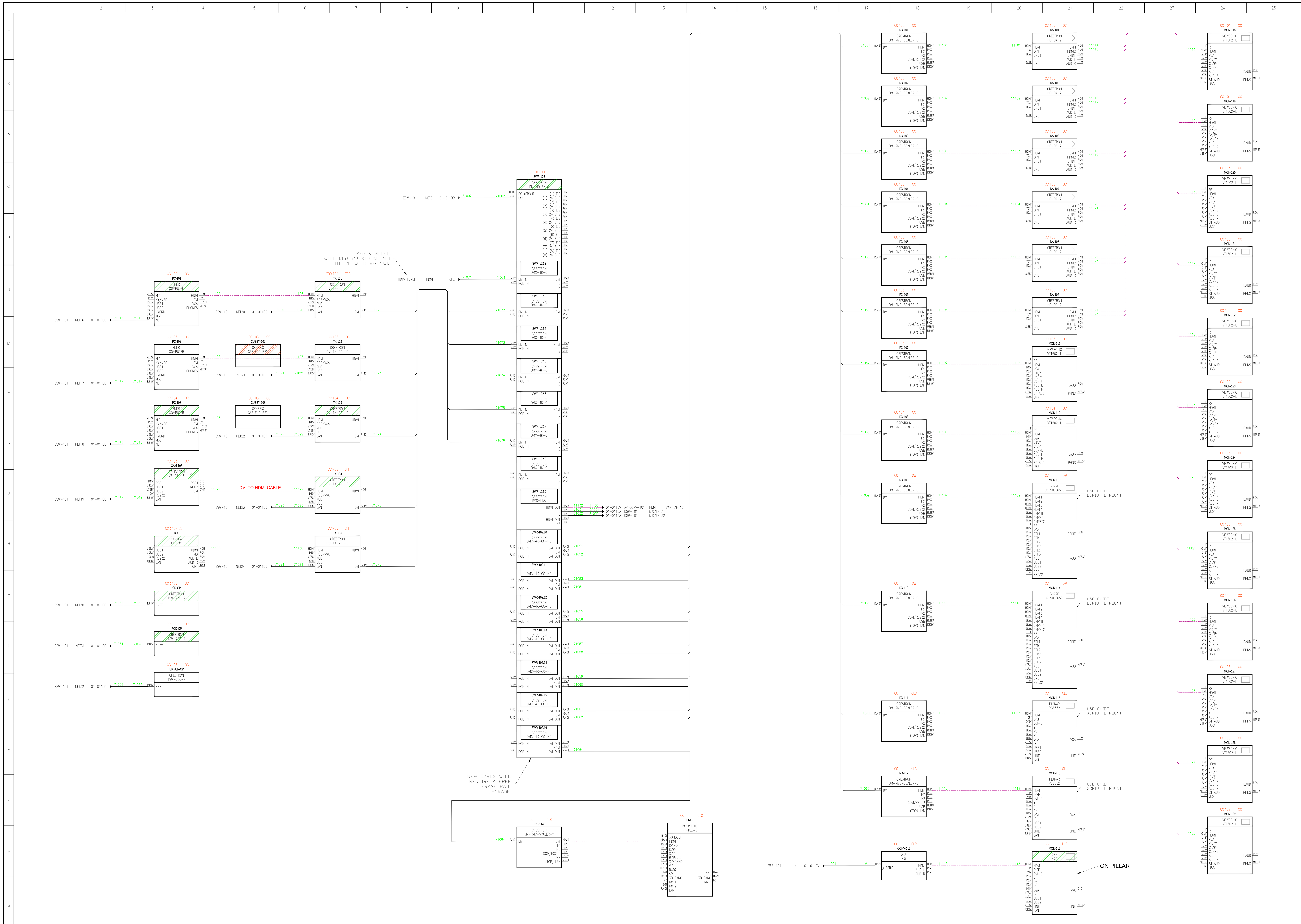
DWG DESCRIPTION:
COUNCIL CHAMBER

REFLECTED CEILING

DWG #:
01-011R

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 01-011R.dwg



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FINAL DESIGN

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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME: CITY OF TACOMA

PROJECT NUMBER: 15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

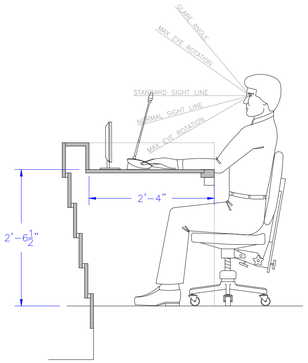
APPRV BY:

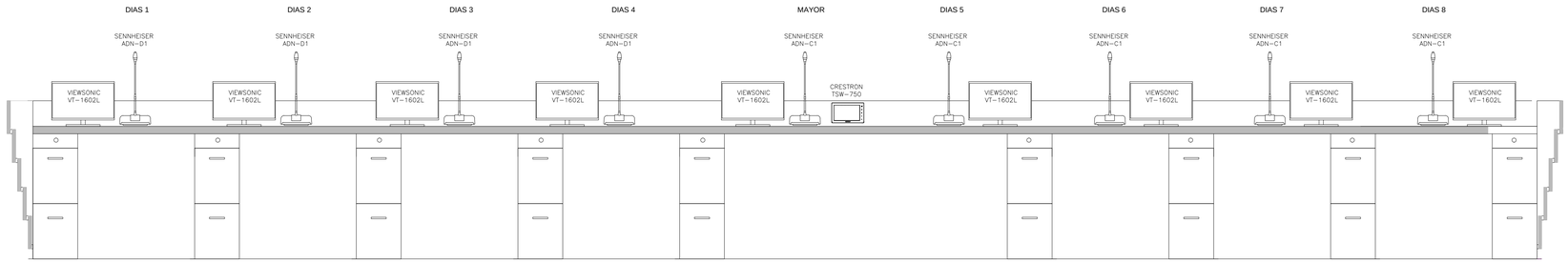
DWG DESCRIPTION:
COUNCIL CHAMBERS
SYSTEM VIDEO

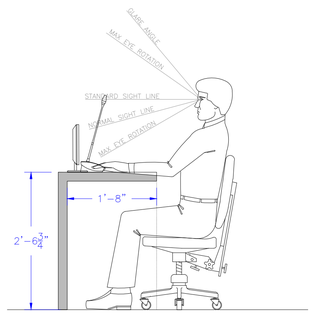
DWG #: 01-012DV

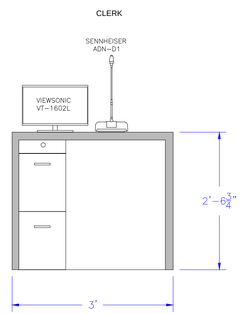
PLOT DATE: 10/20/2015 8:33 AM

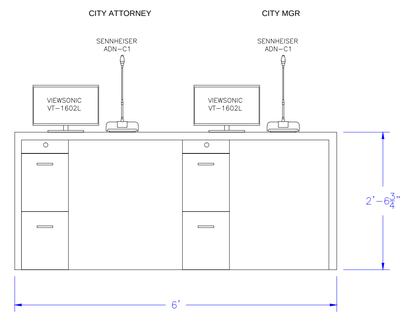
FILE: 15039 01-012DV.dwg

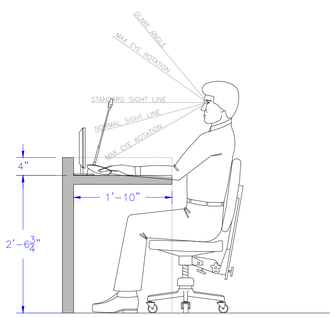


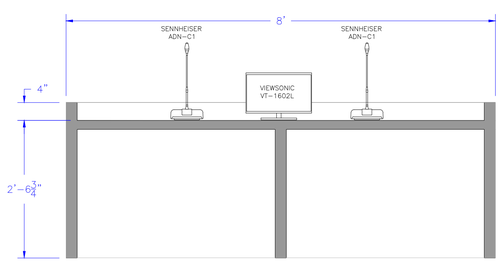


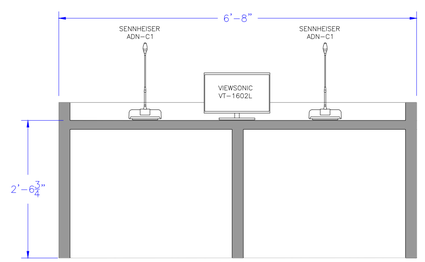












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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 3/4" = 1'-0" SIZE: D

ENG BY: AC

DWG BY: JJ

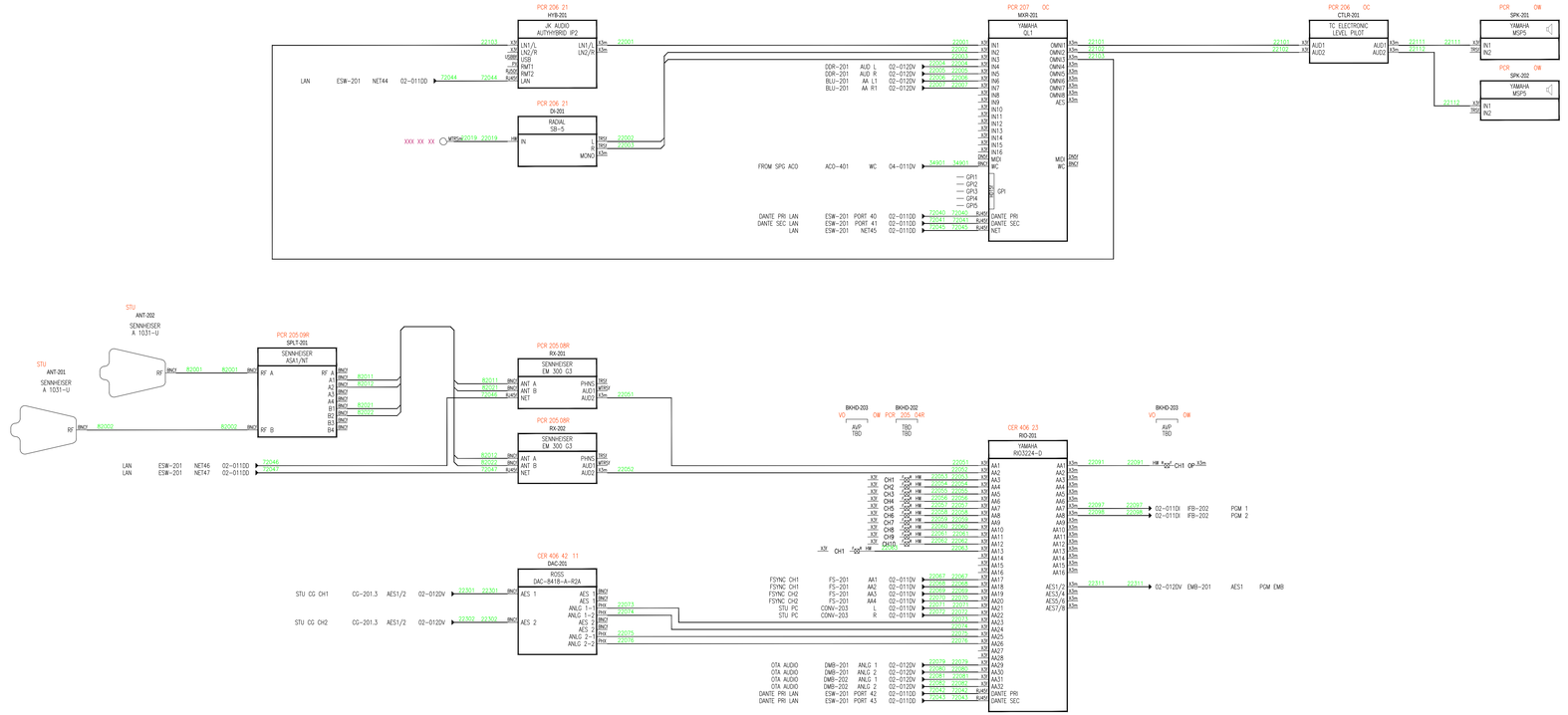
APPRV BY:

DWG DESCRIPTION:
COUNCIL CHAMBERS
DIAS
EQUIPMENT ELEVATION

DWG #:
01-012E

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 01-012E.dwg



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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: MS

DWG BY: JJ

APPRV BY:

DWG DESCRIPTION:
STUDIO

SYSTEM AUDIO

DWG #:
02-011DA

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011DA.dwg

PCR 205.078
ESW-201
HP
2920 (J9728A)

RJ45	MGMT		RJ45	72001	72001				
RJ45	CONSOLE		RJ45	72002	72002	→	02-0120V	SWR-201	ENET1	STU SWR
USB	USB	PORT 2	RJ45	72003	72003	→	02-0120V	CP-201	ENET1	STU SWR CP
		PORT 3	RJ45	72004	72004	→	02-0120V	CG-201	ENET1	STU CG
		PORT 4	RJ45	72005	72005	→	02-0120V	SVR-201	Gb1	STU SVR
		PORT 5	RJ45	72006	72006	→	02-0120V	DDR-201	LAN	STU DDR
		PORT 6	RJ45	72007	72007	→	02-0120V	FS-201	LAN	STU FS
		PORT 7	RJ45	72008	72008	→	02-0110V	PC-201	NET	PMPT PC
		PORT 8	RJ45	72009	72009	→	02-0120V	PC-203	NET	NET PC
		PORT 9	RJ45	72010	72010	→	02-0120V	BLU-201	LAN	
		PORT 10	RJ45	72011	72011	→	02-0110V	BKHD-103	NET5	STU CAM5
		PORT 11	RJ45	72012	72012	→	02-0110V	BKHD-104	LAN6	STU CAM6
		PORT 12	RJ45	72013	72013	→	02-0110V	BKHD-101	LAN1	STU PT 1
		PORT 13	RJ45	72014	72014	→	02-0110V	BKHD-101	LAN2	STU PT 2
		PORT 14	RJ45	72015	72015	→	02-0110V	BKHD-101	LAN3	STU PT 3
		PORT 15	RJ45	72016	72016	→	02-0110V	BKHD-101	LAN4	STU PT 4
		PORT 16	RJ45	72017	72017	→	02-0110V	CP-202	ENET1	STU CAM CP1
		PORT 17	RJ45	72018	72018	→	02-0110V	CTL-201	LAN	STU CAM CP2
		PORT 18	RJ45	72019	72019	→	02-0120V	WTM-201	ENET	STU WTM
		PORT 19	RJ45F							
		PORT 20	RJ45F							
		PORT 21	RJ45F							
		PORT 22	RJ45F							
		PORT 23	RJ45F							
		PORT 24	RJ45F							
		PORT 25	RJ45F							
		PORT 26	RJ45F							
		PORT 27	RJ45F							
		PORT 28	RJ45F							
		PORT 29	RJ45F							
		PORT 30	RJ45F							
		PORT 31	RJ45F							
		PORT 32	RJ45F							
		PORT 33	RJ45F							
		PORT 34	RJ45F							
		PORT 35	RJ45F							
		PORT 36	RJ45F							
		PORT 37	RJ45F							
		PORT 38	RJ45F							
		PORT 39	RJ45F							
		PORT 40	RJ45	72040	72040					
		PORT 41	RJ45	72041	72041	→	02-0110A	MXR-201	DANTE PRI	YAMAHA CONTROL SURFACE
		PORT 42	RJ45	72042	72042	→	02-0110A	MXR-201	DANTE SEC	YAMAHA CONTROL SURFACE
		PORT 43	RJ45	72043	72043	→	02-0110A	RIO-201	DANTE PRI	YAMAHA CONTROL SURFACE
		PORT 44	RJ45	72044	72044	→	02-0110A	RIO-201	DANTE SEC	YAMAHA CONTROL SURFACE
SFP+	PORT 45		RJ45	72045	72045	→	02-0110A	HYB-201	LAN	VOIP HYBRID
SFP+	PORT 46	SAME	RJ45	72046	72046	→	02-0110A	MXR-201	LAN	YAMAHA CONTROL SURFACE
SFP+	PORT 47	PORT	RJ45	72047	72047	→	02-0110A	RX-201	NET	WIRELESS MIC 1
SFP+	PORT 48		RJ45	72048	72048	→	02-0110A	RX-202	NET	WIRELESS MIC 2
						→	04-0110D	ESW-401	PORT 48	

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PROJECT NAME:
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PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: MS
DWG BY: JJ
APPRV BY:

DWG DESCRIPTION:
STUDIO
SYSTEM DATA

DWG #:
02-011DD

PLOT DATE: 10/20/2015 8:33 AM
FILE: 15039 02-011DD.dwg

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PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: MS

DWG BY: JJ

APPRV BY:

DWG DESCRIPTION:
OVERALL

SYSTEM ICOM

DWG #:
02-011DI

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011DI.dwg

PCR 201 OC
KYBRD-201
GENERIC
KEYBOARD
OUT
PCR 201 OC
MSE-201
GENERIC
MOUSE
OUT
LAN ESW-201 NET7 02-011DD 12007
PCR 202 07
PC-201
GENERIC
COMPUTER
PCR 202 09
CONV-201
PROMPTER PEOPLE
VGA SCAN CONVERTER
PCR 202 OC
MON-207
GENERIC
MON-201
PROMPTER PEOPLE SUPPLIED
CER 406 42 09
VDA-201
ROSS
VDA-8702A-R2L
All Mounting Hardware
17" reversing monitor
25 foot VGA cable
Wireless scroll controller
Software on USB
Riser for Use with Smaller Cameras
60/40 Ultra Clear Beamsplitter Mirror - 70/30 optional
PCR 203 OC
CP-202
TELEMETRICS
RCCP-1
LAN ESW-201 NET16 02-011DD 12016
SWITCHER SWR-201 TLY1 02-012DV 62001 62001 GPI1
SWITCHER SWR-201 TLY2 02-012DV 62002 62002 GPI2
SWITCHER SWR-201 TLY3 02-012DV 62003 62003 GPI3
SWITCHER SWR-201 TLY5 02-012DV 62005 62005 GPI4
SWITCHER SWR-201 TLY3 02-012DV 62003 62003 GPI5
SWITCHER SWR-201 TLY6 02-012DV 62006 62006 GPI6
GPI7
GPI8
GPI9
GPI10
GPI11
GPI12
GPI13
GPI14
GPI15
GPI16
GPIO
GPO1
GPO2
GPO3
GPO4
GPO5
GPO6
GPO7
GPO8
STU FLR
TLY-201
TELEMETRICS
TALLY
TLY 62007
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PROMPTER PEOPLE
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GENLOCK
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IRIS
ZOOM/FOCUS
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TELEMETRICS
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VIDEO
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CAMERA
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CAT CC
PT_HEAD
PMPT
SER
ENET
CNLK
AUX
PWR
PT_BASE
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PWR IN
PWR OUT
AUX IN
AUX OUT
ENC
BKHD-201
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AVP
TBD
62027 12027 TALLY
TELEMETRICS
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12035 12028 12029 12030 12031 12035 12036 12038 12040
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PWR OUT
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STU 203.07
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TELEMETRICS
PS-RM-48-2
PWR OUT
PWR OUT
XTI CA-PWR-7XLR-150
STU 203.06
PS-202
TELEMETRICS
PS-RM-48-2
PWR OUT
PWR OUT
XTI CA-PWR-7XLR-150
STU 203.05
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PS-RM-48-2
PWR OUT
PWR OUT
XTI CA-PWR-7XLR-150
STU 203.04
PS-204
TELEMETRICS
PS-RM-48-2
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PWR OUT
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PCR 204 06
CTL-201
TELEMETRICS
DS-4
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SRL2 62012
SRL3
SRL4
STU OW
CAM-205
PANASONIC
AW-HE130
REF AUD
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SDI VID HDMI MDMP RS232
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12995 12995 BNC CAM5 12005 12005 02-011DV SWR-201 5 SWR IN
STU OW
CAM-206
PANASONIC
AW-HE130
REF AUD
RS-232 RS422 LAN
SDI VID HDMI MDMP RS232
B&B REF VDA-4111 9 04-011DV 34257 34257 BNC BNC REF6 30996 30996
LAN ESW-201 NET11 02-011DD 72011 72011 RJ45X RJ45X CTL6 62992 62992
NET6 72996 72996
12996 12996 BNC CAM6 12006 12006 02-011DV SWR-201 6 SWR IN

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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: MS

DWG BY: AJ

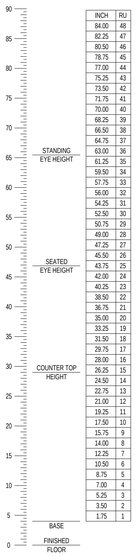
APPRV BY:

DWG DESCRIPTION:
STUDIO
SYSTEM VIDEO

DWG #:
02-011DV

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011DV.dwg



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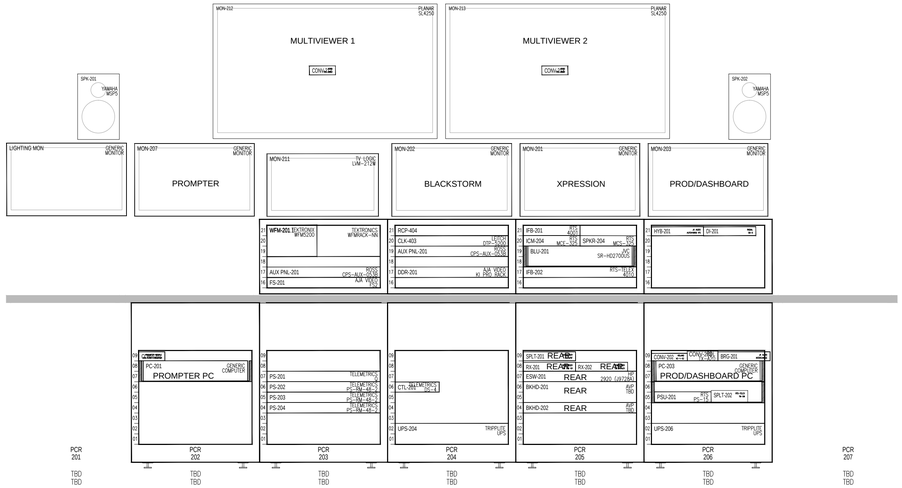

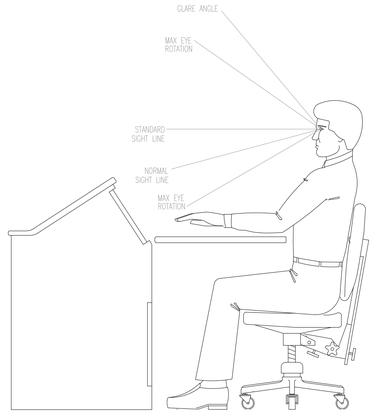

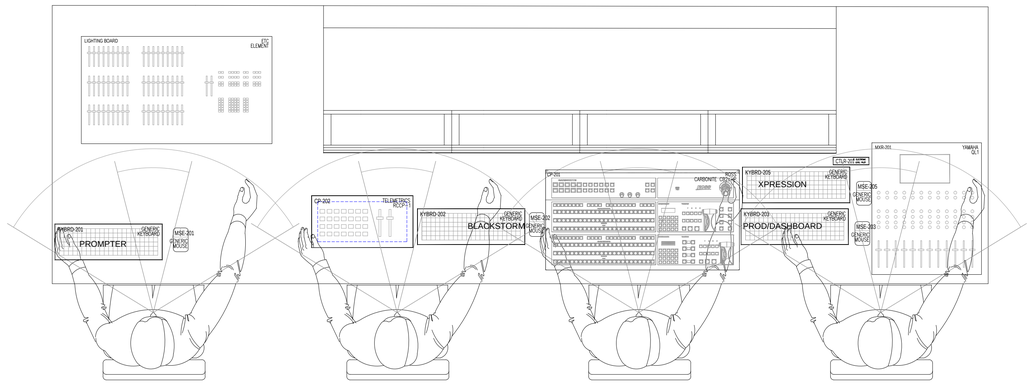

PMPT/LIGHT SHD TD/DIR AUD/CG

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CONSTRUCTION DRAWINGS

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REVISION DESCRIPTION:
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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: MS

DWG BY: RW

APPRV BY:

DWG DESCRIPTION:
STUDIO
CONTROL ROOM
EQUIPMENT ELEVATION

DWG #:
02-011E

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011E.dwg

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CER 406 42
ROSS VIDEO
OG3-FR-CN

	DMB-201 ROSS VIDEO DMC-8259-4C		DMB-202 ROSS VIDEO DMX-4259-4C		EMB-201 ROSS VIDEO MVX-8259-B		VDA-202 ROSS VIDEO SDA-4852		VDA-201 ROSS VIDEO UDA-8705A		DAC-211 ROSS VIDEO DAC-8418-4												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				

									DAC-201R ROSS VIDEO -R2A		VDA-101R ROSS VIDEO -R4Z		VDA-202 R ROSS VIDEO -R2		EMB-201R ROSS VIDEO -R2B		DMB-202 ROSS VIDEO R2C		DMB-201 ROSS VIDEO R2C					
20R	19R	18R	17R	16R	15R	14R	13R	12R	11R	10R	9R	8R	7R	6R	5R	4R	3R	2R	1R					

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REVISION DESCRIPTION:
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TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 6" = 1'-0" SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY: APPRV BY

DWG DESCRIPTION:
STUDIO
FRAME LAYOUT

DWG #:
02-011F

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011F.dwg

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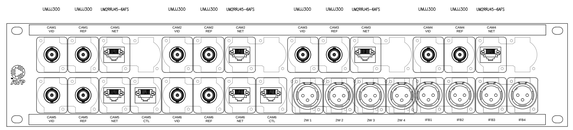

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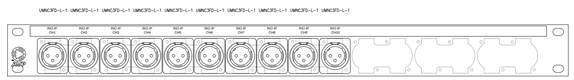
AVP WKM-U116E1-Z-3BAR



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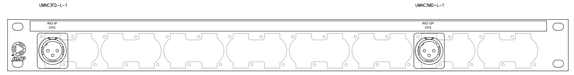

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REVISION DESCRIPTION:
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TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

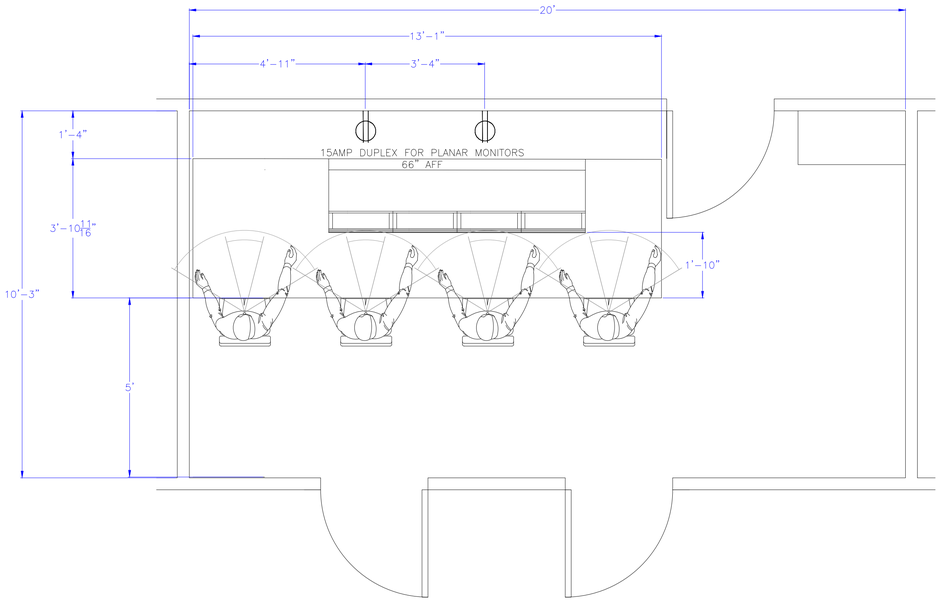
APPRV BY: APPRV BY

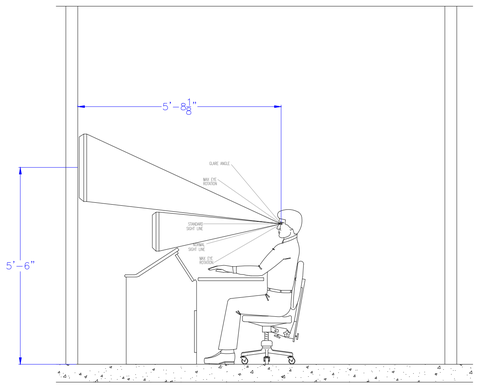
DWG DESCRIPTION:
STUDIO
PANEL LAYOUT

DWG #:
02-011J

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011J.dwg





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1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 | SIZE: D

ENG BY: MS

DWG BY: RW

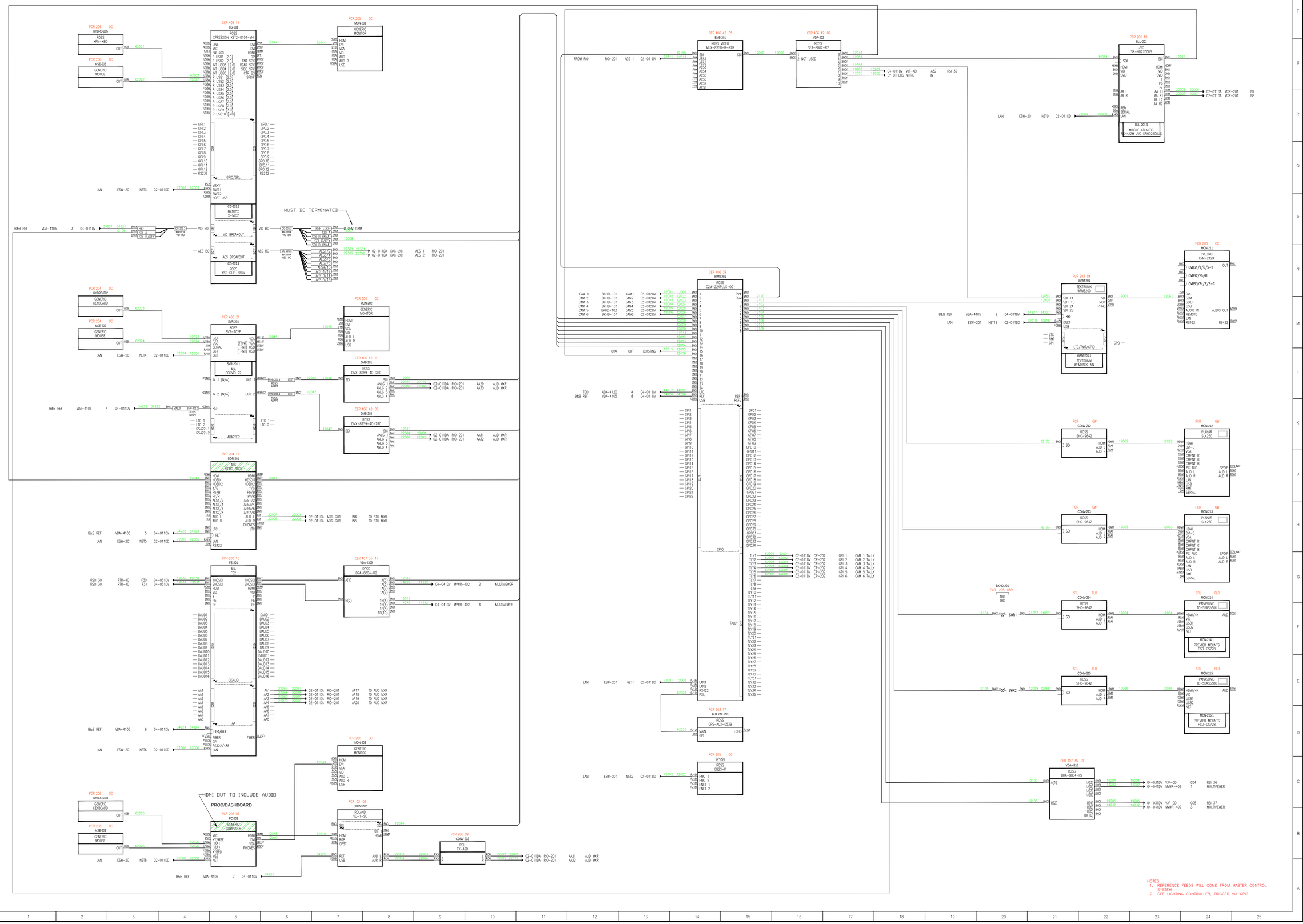
APPRV BY:

DWG DESCRIPTION:
STUDIO
CONTROL ROOM
FLOOR LAYOUT

DWG #:
02-011L

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-011L.dwg



NOTES:
1. REFERENCE FEEDS WILL COME FROM MASTER CONTROL SYSTEM
2. CFE LIGHTING CONTROLLER, TRIGGER VIA GPI?

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1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: MS

DWG BY: JJ

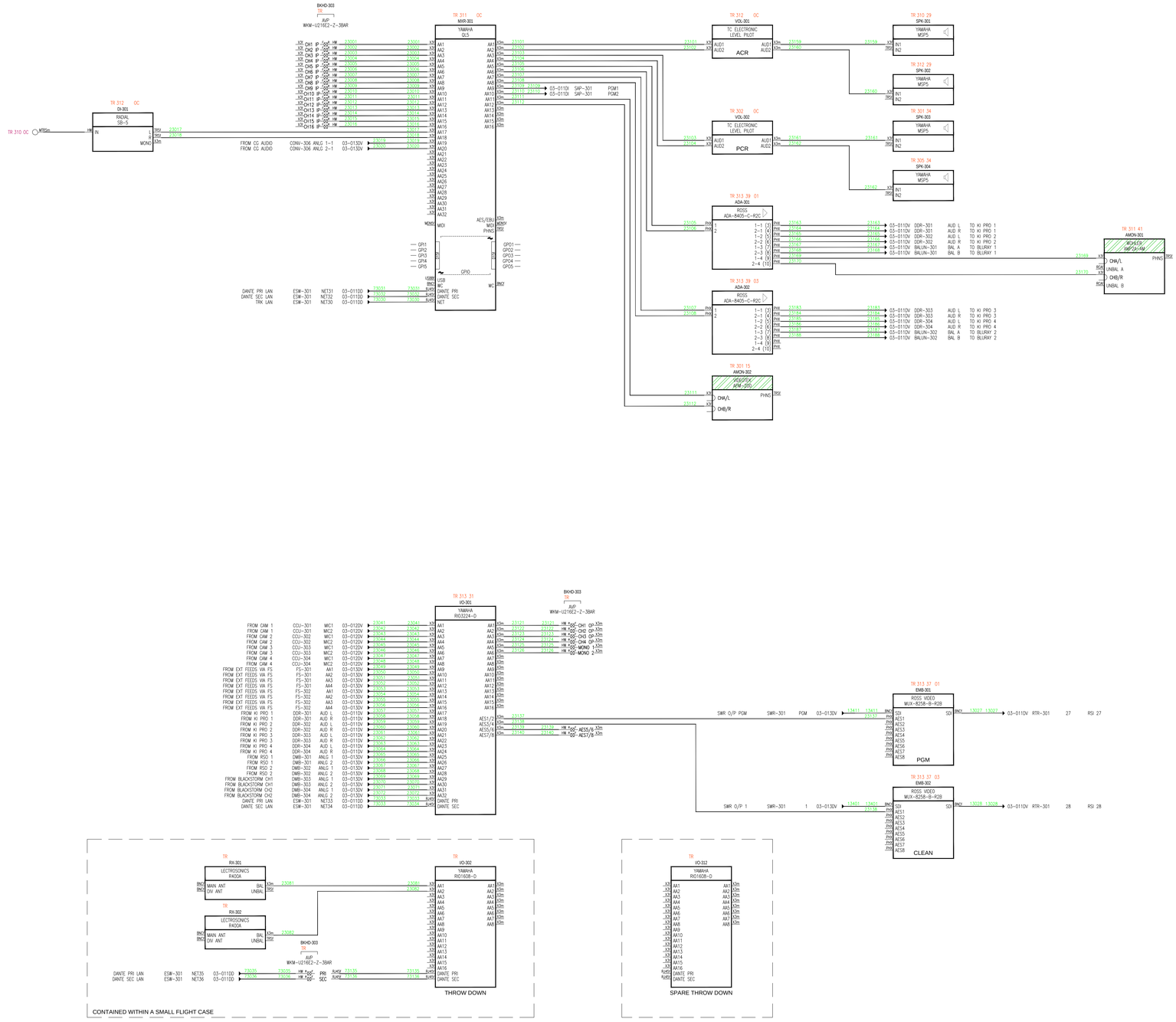
APPRV BY:

DWG DESCRIPTION:
STUDIO
SYSTEM VIDEO

DWG #:
02-012DV

PLOT DATE: 10/20/2015 8:33 AM

FILE: 15039 02-012DV.dwg



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ROM REVIEW

REV#:2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: HF

APPRV BY:

DWG DESCRIPTION:
TRUCK

SYSTEM AUDIO

DWG #:
03-011DA

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-011DA.dwg

TR 313 44
ESW-301
HP
2920-48G

NET1	RJ45F	23001	23001	03-0111V	DDR-301	LAN
NET2	RJ45F	23002	23002	03-0111V	DDR-302	LAN
NET3	RJ45F	23003	23003	03-0111V	DDR-303	LAN
NET4	RJ45F	23004	23004	03-0111V	DDR-304	LAN
NET5	RJ45F	23005	23005	03-0111V	FRM-301	ENET
NET6	RJ45F	23006	23006	03-0111V	FRM-302	ENET
NET7	RJ45F	23007	23007	03-0122V	CTLR-301	ENET1
NET8	RJ45F	23008	23008	03-0122V	PC-301	NET
NET9	RJ45F	23009	23009	03-0122V	CTLR-302	LAN
NET10	RJ45F	23010	23010	03-0122V	CCU-301	LAN
NET11	RJ45F	23011	23011	03-0122V	CCU-302	LAN
NET12	RJ45F	23012	23012	03-0122V	CCU-303	LAN
NET13	RJ45F	23013	23013	03-0122V	CCU-304	NET
NET14	RJ45F	23014	23014	03-0122V	FRM-303	LAN
NET15	RJ45F	23015	23015	03-0122V	FRM-303.1	LAN1
NET16	RJ45F	23016	23016	03-0122V	FRM-303.2	NET
NET17	RJ45F	23017	23017	03-0122V	FRM-303.3	LAN
NET18	RJ45F	23018	23018	03-0122V	FRM-303.4	LAN
NET19	RJ45F	23019	23019	03-0122V	CCP-305	LAN
NET20	RJ45F	23020	23020	03-0122V	CCP-306	LAN
NET21	RJ45F	23021	23021	03-0122V	CCP-307	LAN
NET22	RJ45F	23022	23022	03-0122V	CCP-308	LAN
NET23	RJ45F	23023	23023	03-0130V	PC-303	NET
NET24	RJ45F	23024	23024	03-0130V	FS-301	LAN
NET25	RJ45F	23025	23025	03-0130V	FS-302	LAN
NET26	RJ45F	23026	23026	03-0130V	PC-302	NET
NET27	RJ45F	23027	23027	03-0130V	SWR-301	Gb2
NET28	RJ45F	23028	23028	03-0130V	SWR-301	LAN1
NET29	RJ45F	23029	23029	03-0130V	CC-301	ENET1
NET30	RJ45F	23030	23030	03-0111A	MXR-301	NET
NET31	RJ45F	23031	23031	03-0111A	MXR-301	DANTE PRI
NET32	RJ45F	23032	23032	03-0111A	MXR-301	DANTE SEC
NET33	RJ45F	23033	23033	03-0111A	I/O-301	DANTE PRI
NET34	RJ45F	23034	23034	03-0111A	I/O-301	DANTE SEC
NET35	RJ45F	23035	23035	03-0111A	I/O-302	DANTE PRI
NET36	RJ45F	23036	23036	03-0111A	I/O-302	DANTE SEC
NET37	RJ45F	23037				
NET38	RJ45F	23038				
NET39	RJ45F	23039				
NET40	RJ45F	23040				
NET41	RJ45F	23041				
NET42	RJ45F					
NET43	RJ45F					
NET44	RJ45F					
NET45	RJ45F					
NET46	RJ45F					
NET47	RJ45F					
NET48	RJ45F					

BKH-D-302
16
AVP
BKM-U216E2-Z-3BAR

23037	RJ45F	1Gb	DAN1 RJ45E
23038	RJ45F	1Gb	DAN2 RJ45E
23039	RJ45F	1Gb	DAN3 RJ45E
23040	RJ45F	1Gb	DAN4 RJ45E
23041	RJ45F	1Gb	DAN5 RJ45E

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Advanced Broadcast Solutions
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REVISION HISTORY

REV#:1 DATE: 04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

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REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
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CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: HF

APPRV BY:

DWG DESCRIPTION:
TRUCK

SYSTEM DATA

DWG #:
03-011DD

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-011DD.dwg

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REV#:4 DATE:10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

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CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

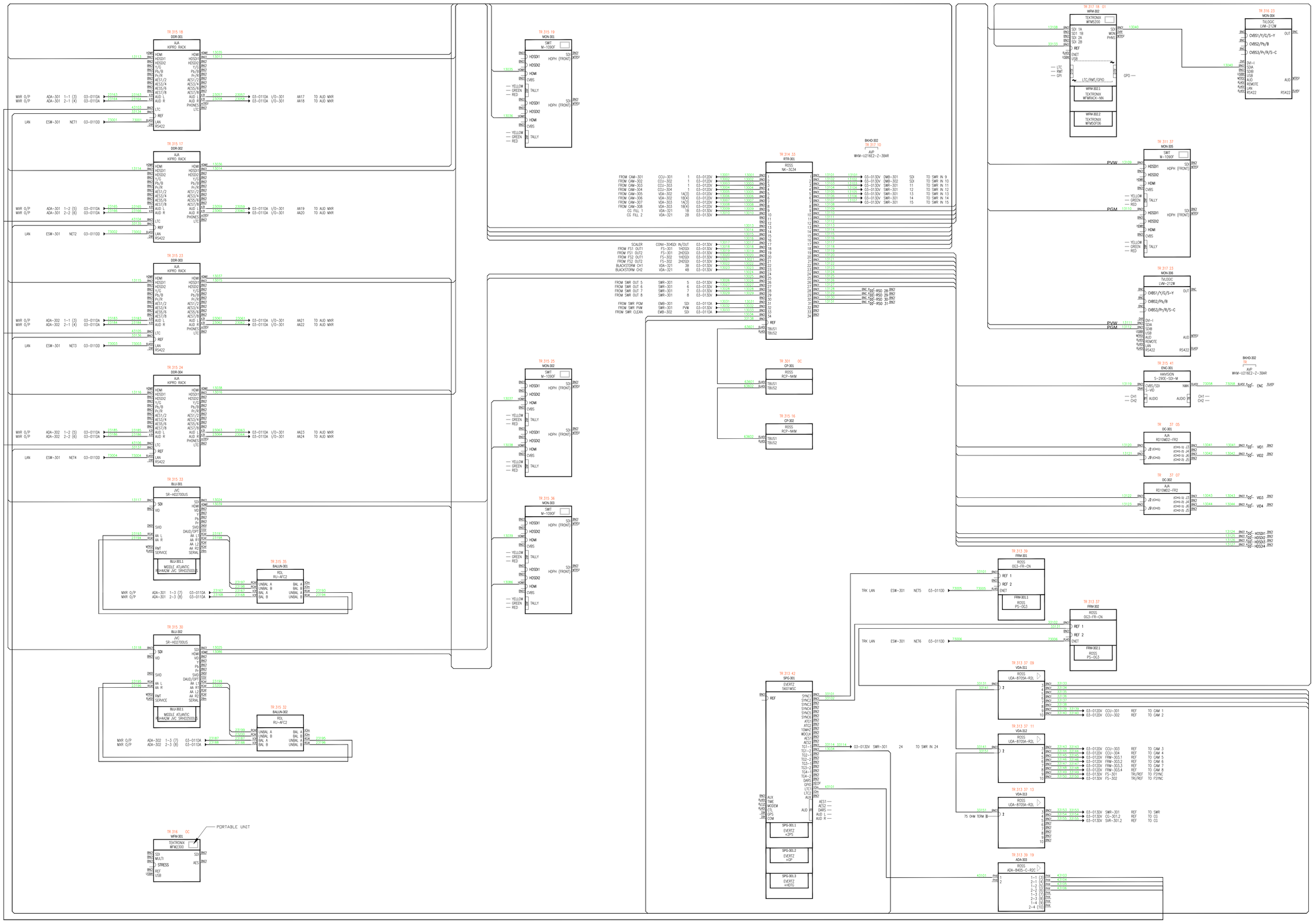
APPRV BY:

DWG DESCRIPTION:
TRUCK
SYSTEM ICM

DWG #:
03-011DI

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-011DI.dwg



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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

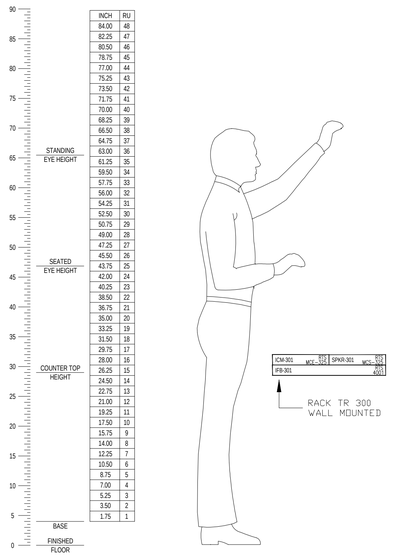
PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D
ENG BY: AC
DWG BY: JJ
APPRV BY:

DWG DESCRIPTION:
TRUCK
ROUTER
SYSTEM VIDEO

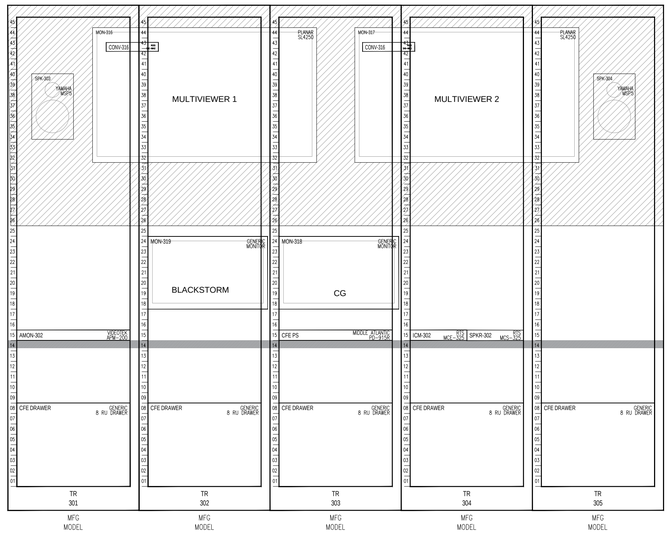
DWG #:
03-011DV

PLOT DATE: 10/20/2015 8:34 AM
FILE: 15039 03-011DV.dwg



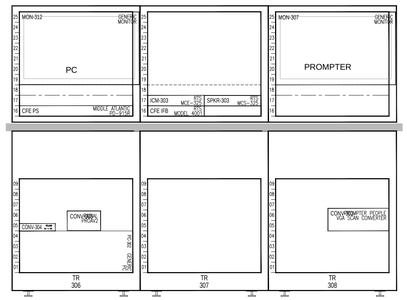
EXTRANCE DOOR

PRODUCTION



EXTRANCE DOOR

PRODUCER



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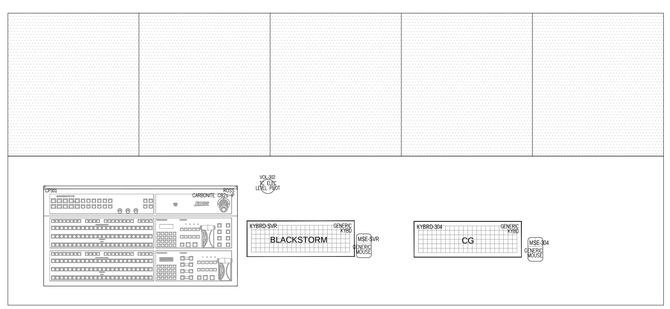

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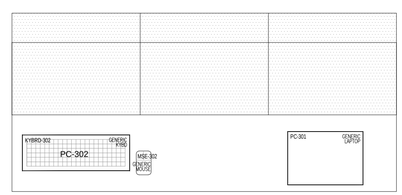

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ROM REVIEW

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CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY: APPRV BY

DWG DESCRIPTION:
TRUCK

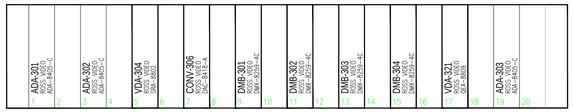
RACK AND CONSOLE ELEVATION

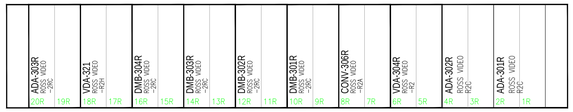
DWG #:
03-011E

PLOT DATE: 10/20/2015 8:34 AM

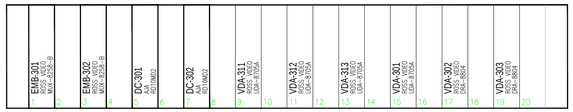
FILE: 15039 03-011E.dwg

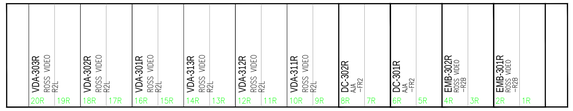
FRM-301
TR 313 39
ROSS VIDEO
OG3-FR-CN



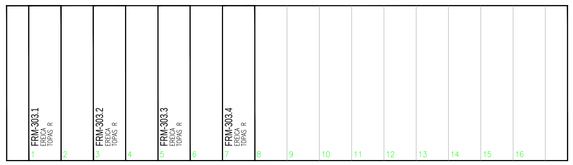


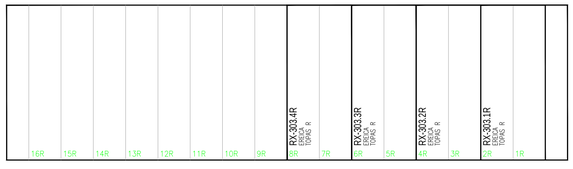
FRM-302
TR 313 37
ROSS VIDEO
OG3-FR-CN





FRM-303
TR 316 42
ERECA
NET RACK





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ROM REVIEW

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FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY: APPRV BY

DWG DESCRIPTION:
TRUCK

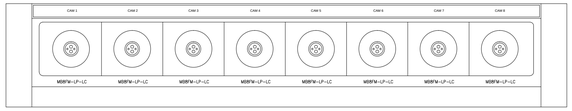
FRAME LAYOUT

DWG #:
03-011F

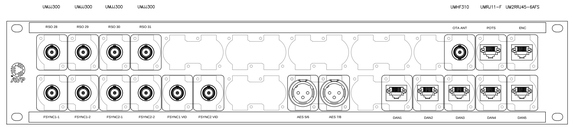
PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-011F.dwg

BKHD-301
AVP WK-M3B8108E2-Z



BKHD-302
AVP WKM-U216E2-Z-3BAR



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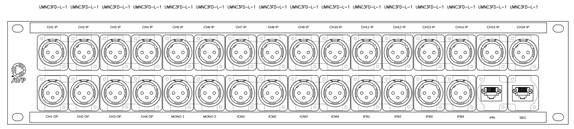

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CONSTRUCTION DRAWINGS

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TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

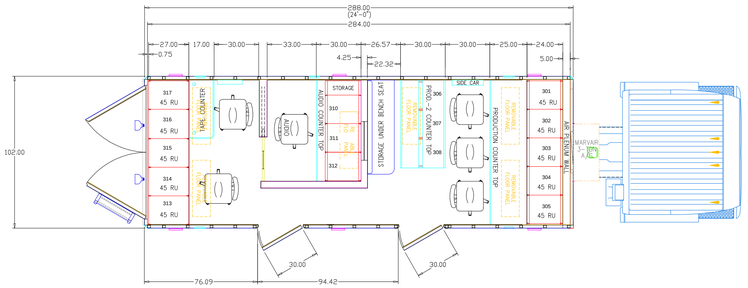
APPRV BY: APPRV BY

DWG DESCRIPTION:
TRUCK
PANEL LAYOUT

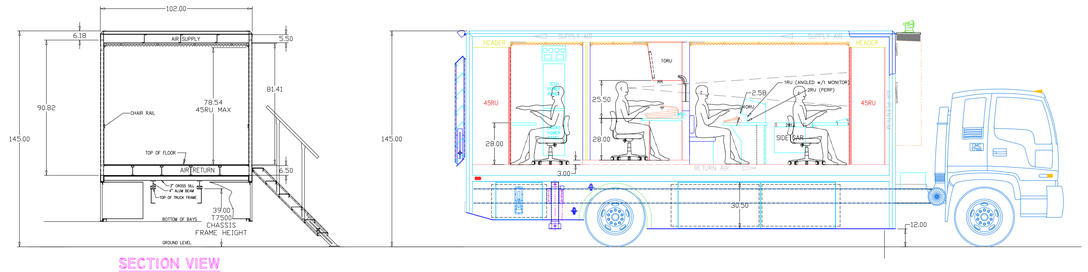
DWG #:
03-011J

PLOT DATE: 10/20/2015 8:34 AM

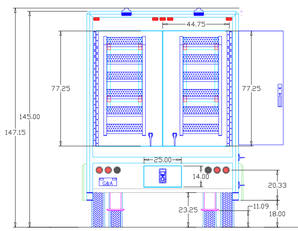
FILE: 15039 03-011J.dwg



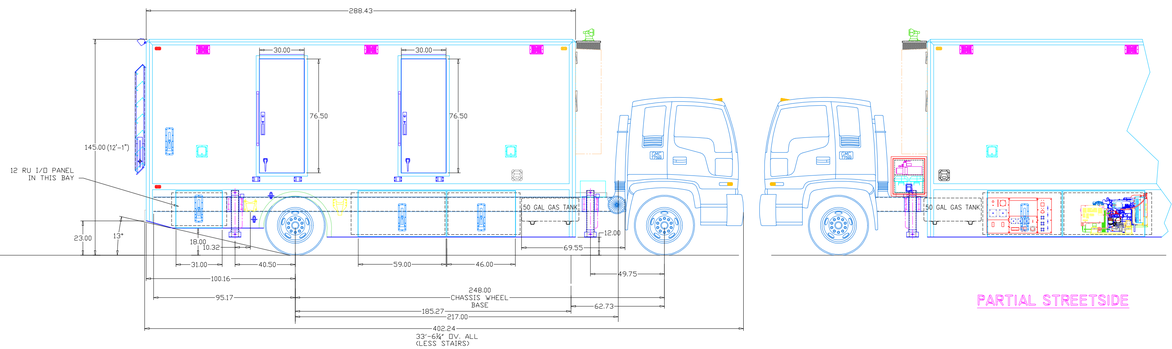
TOP VIEW



SECTION VIEW



REAR VIEW



CURB SIDE

PARTIAL STREETSIDE

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CONSTRUCTION DRAWINGS

NOTES

SEAL OF THE CITY OF TACOMA 1884

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1/4" = 1'0" | SIZE: D

ENG BY: ENGINEERED BY

DWG BY: DWG BY

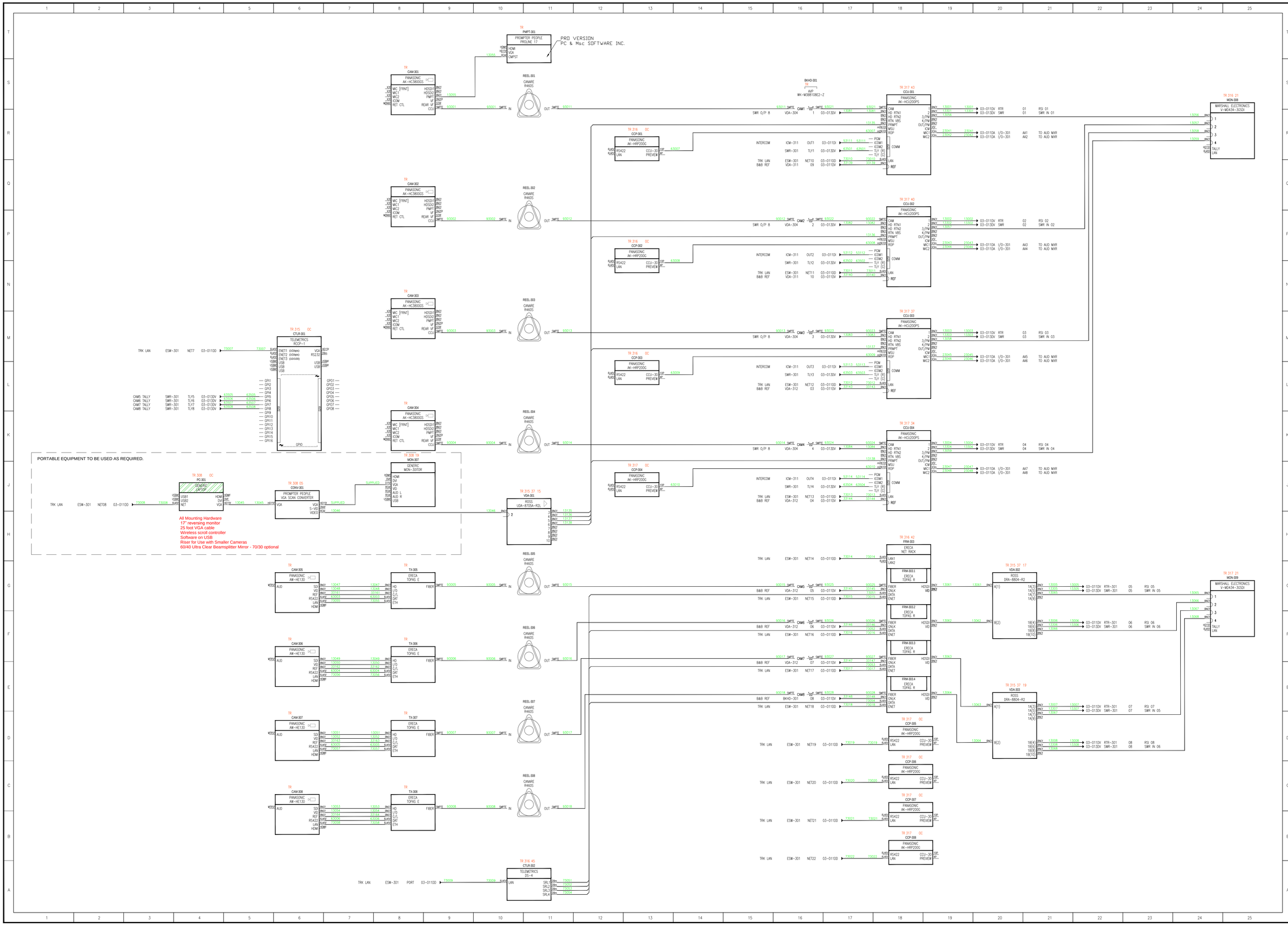
APPRV BY: APPRV BY

DWG DESCRIPTION:
TRUCK
OVERALL
LAYOUT

DWG #:
03-011L

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-011L.dwg



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REVISION HISTORY

REV#:1 DATE:04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

REV#:2 DATE:08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE:09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE:10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY:

DWG DESCRIPTION:
TRUCK
SWITCHER
SYSTEM VIDEO

DWG #:
03-012DV

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-012DV.dwg

INCH	RU
84.00	48
82.25	47
80.50	46
78.75	45
77.00	44
75.25	43
73.50	42
71.75	41
70.00	40
68.25	39
66.50	38
64.75	37
63.00	36
61.25	35
59.50	34
57.75	33
56.00	32
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52.50	30
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49.00	28
47.25	27
45.50	26
43.75	25
42.00	24
40.25	23
38.50	22
36.75	21
35.00	20
33.25	19
31.50	18
29.75	17
28.00	16
26.25	15
24.50	14
22.75	13
21.00	12
19.25	11
17.50	10
15.75	9
14.00	8
12.25	7
10.50	6
8.75	5
7.00	4
5.25	3
3.50	2
1.75	1

STANDING EYE HEIGHT

SEATED EYE HEIGHT

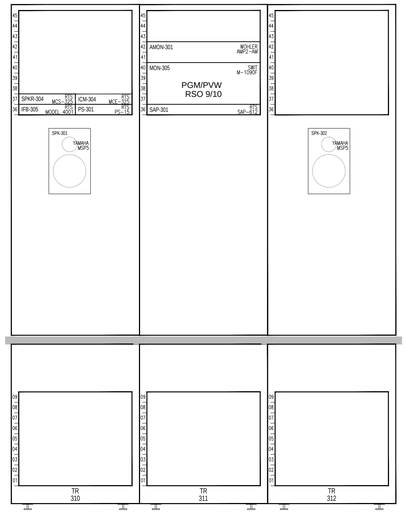
COUNTER TOP HEIGHT

BASE

FINISHED FLOOR

EXTRANCE DOOR

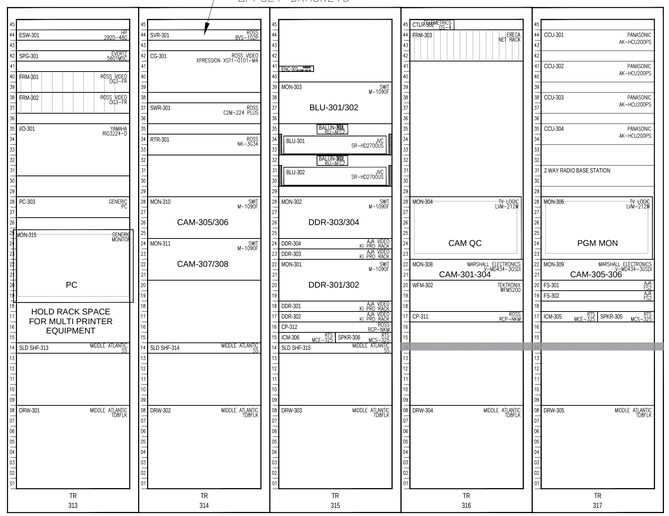
AUDIO



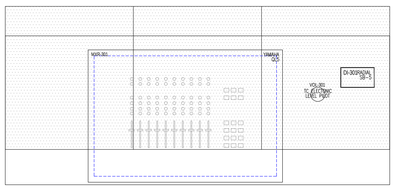
EXTRANCE DOOR

TAPE

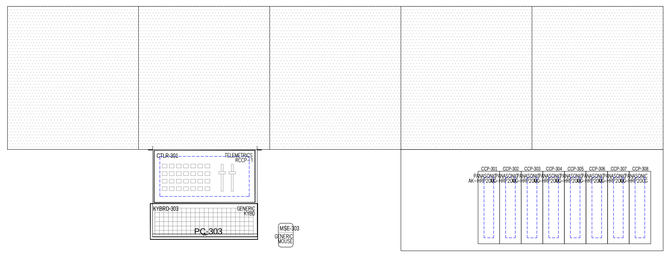
BLACKSTORM TOO DEEP FOR AGREEMENT TO USE RACK OFFSET BRACKETS



AUDIO



TAPE



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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

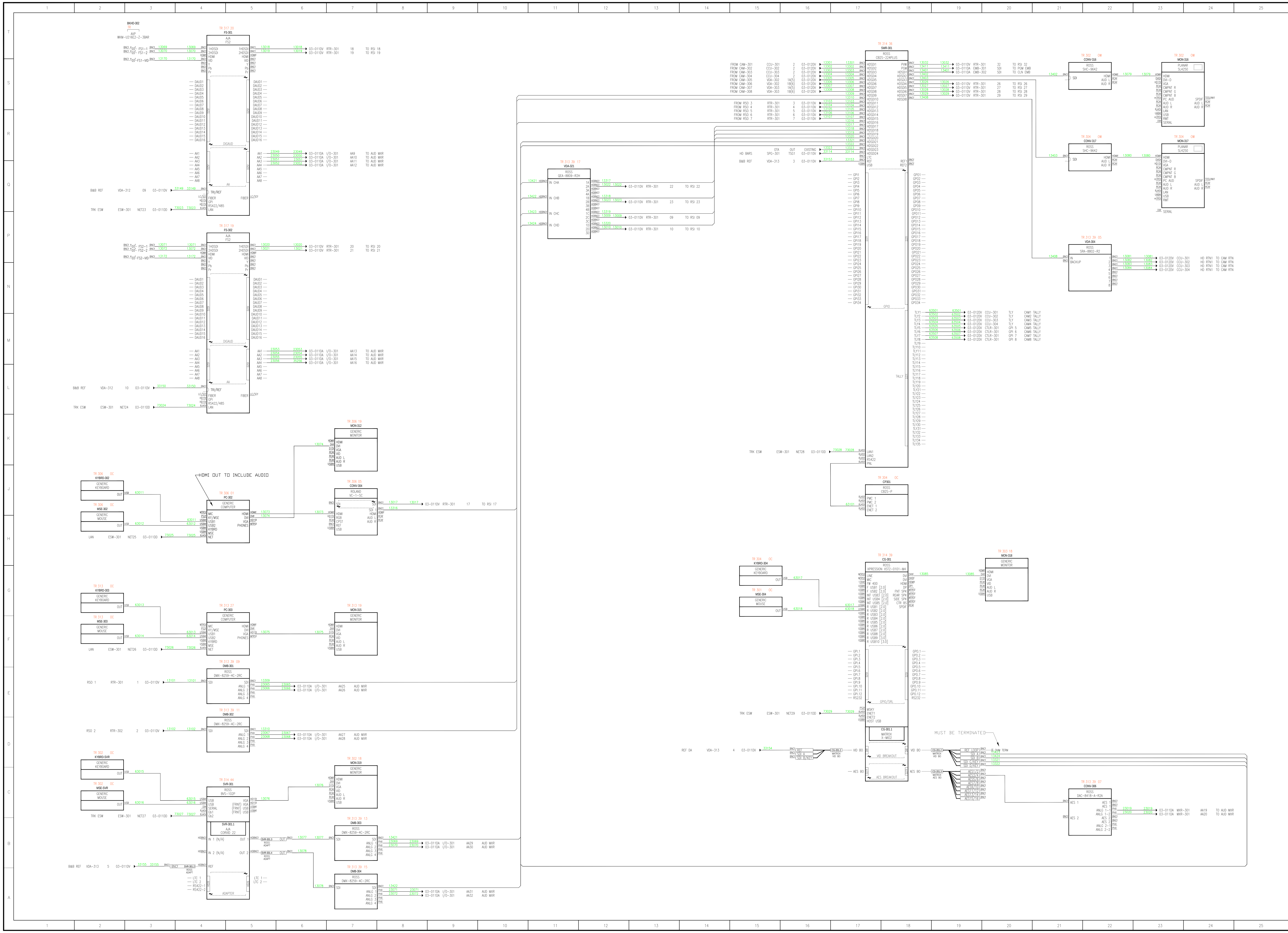
APPRV BY: APPRV BY

DWG DESCRIPTION:
TRUCK
RACK AND CONSOLE ELEVATION

DWG #:
03-012E

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-012E.dwg



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REVISION DESCRIPTION:
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CITY OF TACOMA
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TACOMA, WA
98405

PROJECT NAME: CITY OF TACOMA

PROJECT NUMBER: 15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

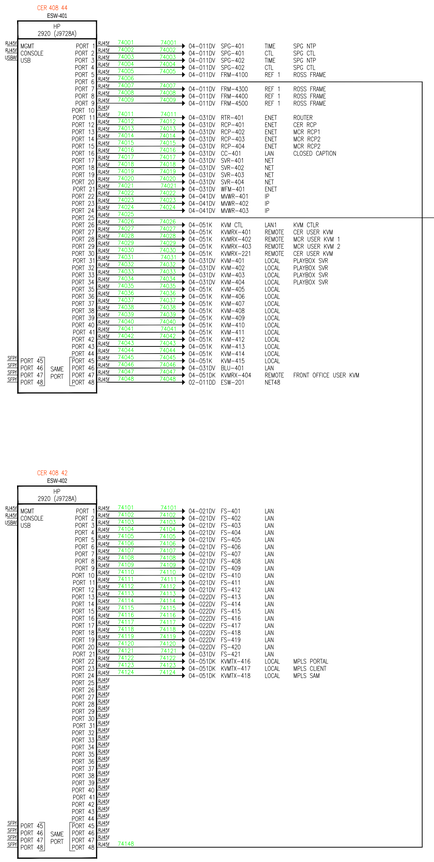
APPRV BY:

DWG DESCRIPTION:
TRUCK SWITCHER SYSTEM VIDEO

DWG #: 03-013DV

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 03-013DV.dwg



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REVISION DESCRIPTION:
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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

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CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: JJ

APPRV BY: APPRV BY

DWG DESCRIPTION:
CER
DATA
SYSTEM

DWG #:
04-011DD

PLOT DATE: 10/20/2015 8:34 AM

FILE: 15039 04-011DD.dwg

CER 407 44
SPG-401
EVERTZ 5601MS2

EVERTZ SUPPLIED

ETHERPORT – NTP ESW-401 PORT 01 04-011DD 74001 74001
ETHERPORT – CONTROL ESW-401 PORT 02 04-011DD 74002 74002

STU OW
ANT-S1
GENERIC ANTENNA
ANT F 74904
ANTENNA INCLUDED W/ OPTION.

SPG-401.1 EVERTZ +2PS
SPG-401.2 EVERTZ +GP
SPG-401.3 EVERTZ +HDTG
SPG-401.4 EVERTZ +T

CER 407 42
SPG-402
EVERTZ 5601MS2

ETHERPORT – NTP ESW-401 PORT 03 04-011DD 74003 74003
ETHERPORT – CONTROL ESW-401 PORT 04 04-011DD 74004 74004 74005

STU OW
ANT-S2
GENERIC ANTENNA
ANT F 74905
ANTENNA INCLUDED W/ OPTION.

SPG-402.1 EVERTZ +2PS
SPG-402.2 EVERTZ +GP
SPG-402.3 EVERTZ +HDTG
SPG-402.4 EVERTZ +T

CER 407 43
AUD-401
EVERTZ 5601AD2

02-011DA MXR-201 WC TO AUDIO MXR
04-031DV VJF-AB C31 TO RSI 31
04-031DV VJF-AB C32 TO RSI 32

ETHERPORT – CONTROL ESW-401 PORT 05 04-011DD 74005 74006

CER 407 39
FRM-4100
ROSS OG3-FR-CN
FRM-4100.1 ROSS PS-OG3

CER 407 39 1
VDA-4105
ROSS UDA-8705A-R2L

3	34201	34201	04-0210V FS-401	TR/REF	EXT SOURCE 1
4	34202	34202	04-0210V FS-402	TR/REF	EXT SOURCE 2
5	34203	34203	04-0210V FS-403	TR/REF	EXT SOURCE 3
6	34204	34204	04-0210V FS-404	TR/REF	EXT SOURCE 4
7	34205	34205	04-0220V FS-405	TR/REF	EXT SOURCE 5
8	34206	34206	04-0220V FS-406	TR/REF	EXT SOURCE 6
9	34207	34207	04-0220V FS-407	TR/REF	EXT SOURCE 7
10	34208	34208	04-0220V FS-408	TR/REF	EXT SOURCE 8

CER 407 39 3
VDA-4103
ROSS UDA-8705A-R2L

3	34211	34211	04-0230V FS-409	TR/REF	EXT SOURCE 9
4	34212	34212	04-0230V FS-410	TR/REF	EXT SOURCE 10
5	34213	34213	04-0310V FS-421	TR/REF	ASSIGNABLE FS
6	34214	34214	04-0310V RTR-401	TR/REF	VIDEO ROUTER
7	34215	34215	04-0310V MFM-401	REF	MCR RACK MFM
8					
9	34217				
10					

CER 407 39 5
VDA-4105
ROSS UDA-8705A-R2L

3	34221	34221	02-0120V CG-201.2	REF	CG REF
4	34222	34222	02-0120V SVR-201.2	REF	BLACKSTORM REF
5	34223	34223	02-0120V DDR-201	REF	DDR REF
6	34224	34224	02-0120V FS-201	REF	FS REF
7	34225	34225	02-0120V CONV-202	REF	PC CONV REF
8	34226	34226	02-0120V SWR-201	REF	SWR
9	34227	34227	02-0120V MFM-201	REF	MFM REF
10	34228	34228	04-0310V CONV-405	REF	PC

CER 407 39 7
VDA-4107
ROSS UDA-8705A-R2L

3	34231	34231	04-0210V FS-411	TR/REF	EXT SOURCE 11
4	34232	34232	04-0210V FS-412	TR/REF	EXT SOURCE 12
5	34233	34233	04-0220V FS-413	TR/REF	EXT SOURCE 13
6	34234	34234	04-0220V FS-414	TR/REF	EXT SOURCE 14
7	34235	34235	04-0220V FS-415	TR/REF	EXT SOURCE 15
8	34236	34236	04-0220V FS-416	TR/REF	EXT SOURCE 16
9	34237	34237	04-0220V FS-417	TR/REF	EXT SOURCE 17
10	34238	34238	04-0220V FS-418	TR/REF	EXT SOURCE 18

CER 407 39 9
VDA-4109
ROSS UDA-8705A-R2L

3	34241	34241	04-0220V FS-419	TR/REF	EXT SOURCE 19
4	34242	34242	04-0220V FS-420	TR/REF	EXT SOURCE 20
5	34243	34243	04-0310V SVR-401.1	REF	PLAYBOX
6	34244	34244	04-0310V SVR-401.2	REF	PLAYBOX
7	34245	34245	04-0310V SVR-402.1	REF	PLAYBOX
8	34246	34246	04-0310V SVR-402.2	REF	PLAYBOX
9	34247	34247	04-0310V SVR-403.1	REF	PLAYBOX
10	34248	34248	04-0310V SVR-403.2	REF	PLAYBOX

CER 407 39 11
VDA-4111
ROSS UDA-8705A-R2L

3	34251	34251	04-0310V SVR-404	REF	PLAYBOX INGEST
4	34252	34252	02-0110V BKHD-101	REF1	STU CAM 1
5	34253	34253	02-0110V BKHD-101	REF2	STU CAM 2
6	34254	34254	02-0110V BKHD-101	REF3	STU CAM 3
7	34255	34255	02-0110V BKHD-101	REF4	STU CAM 4
8	34256	34256	02-0110V BKHD-103	REF5	STU CAM 5
9	34257	34257	02-0110V BKHD-104	REF6	STU CAM 6
10	34258				

CER 407 39 13
VDA-4113
ROSS UDA-8705A-R2L
75 OHM TERM

CER 407 75
FRM-4300
ROSS OG3-FR-CN
FRM-4300.1 ROSS PS-OG3

ETHERNET ESW-401 PORT 07 04-011DD 74007 74007

CER 408 14
FRM-4400
ROSS OG3-FR-CN
FRM-4400.1 ROSS PS-OG3

ETHERNET ESW-401 PORT 08 04-011DD 74008 74008

CER 408 12
FRM-4500
ROSS OG3-FR-CN
FRM-4500.1 ROSS PS-OG3

ETHERNET ESW-401 PORT 09 04-011DD 74009 74009

CER 407 39 17
ADA-4118
ROSS ADA-8405-C-R2C

CER 409 42 SL
CLK-401
ESE ES-993UP/BLACK/RED

MCR 424 21
CLK-402
ESE ES-993UP/BLACK/RED

PCR 204 20
CLK-403
CLEAR-COM DTP-5200

MTG OW
CLK-404
OFF CLK

STU OW
CLK-405
ESE ES-993UP/BLACK/RED

FNT OFF OW
CLK-406
OFF CLK

44007	04-0410V	MWR-401	LTC	MON-450 TOD	
44008	04-0410V	MWR-402	LTC	MON-451 TOD	

CER 407 39 19
ADA-4120
ROSS ADA-8405-C-R2C

44011	04-0410V	MWR-403	LTC	MON-452 TOD	
44012	02-0120V	SWR-201	LTC	SWR TOD	

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REV#:1 DATE: 04/17/2015 BY: RW
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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME: CITY OF TACOMA

PROJECT NUMBER: 15039

SCALE: 1:1 SIZE: D

ENG BY: ENGINEERED BY

DWG BY: DWG BY

APPRV BY: APPRV BY

DWG DESCRIPTION:
CER REFERENCE SYSTEM

DWG #: 04-011DV

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-011DV.dwg

INCH	RU
84.00	48
82.25	47
80.50	46
78.75	45
77.00	44
75.25	43
73.50	42
71.75	41
70.00	40
68.25	39
66.50	38
64.75	37
63.00	36
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49.00	28
47.25	27
45.50	26
43.75	25
42.00	24
40.25	23
38.50	22
36.75	21
35.00	20
33.25	19
31.50	18
29.75	17
28.00	16
26.25	15
24.50	14
22.75	13
21.00	12
19.25	11
17.50	10
15.75	9
14.00	8
12.25	7
10.50	6
8.75	5
7.00	4
5.25	3
3.50	2
1.75	1

STANDING EYE HEIGHT

SEATED EYE HEIGHT

COUNTER TOP HEIGHT

BASE

FINISHED FLOOR

CER 401 — MFG / MODEL

CER 402 — MFG / MODEL

CER 403 — MFG / MODEL

STUDIO

CER 404 — MFG / MODEL

STUDIO

CER 405 — MFG / MODEL

CER 406 — MFG / MODEL

MCR

CER 407 — MFG / MODEL

MCR

CER 408 — MFG / MODEL

MCR

CER 409 — MFG / MODEL

CER 410 — MFG / MODEL

CER 411 — MFG / MODEL

CER 412 — MFG / MODEL

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CONSTRUCTION DRAWINGS

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PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: AC

DWG BY: AC

APPRV BY:

DWG DESCRIPTION:
CER
RACK
ELEVATION

DWG #:
04-011E

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-011E.dwg

FRM-4100
CER 407 39
ROSS VIDEO
OG3-FR-CN

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
VDA-4101 ROSS VIDEO UDA-8705A		VDA-4103 ROSS VIDEO UDA-8705A		VDA-4105 ROSS VIDEO UDA-8705A		VDA-4107 ROSS VIDEO UDA-8705A		VDA-4109 ROSS VIDEO UDA-8705A		VDA-4111 ROSS VIDEO ADA-8405-C		VDA-4112 ROSS VIDEO UDA-8705A		ADA-4118 ROSS VIDEO ADA-8405-C		ADA-4120 ROSS VIDEO ADA-8405-C	

20R	19R	18R	17R	16R	15R	14R	13R	12R	11R	10R	9R	8R	7R	6R	5R	4R	3R	2R	1R
ADA-4120R ROSS VIDEO R2C		ADA-4118R ROSS VIDEO R2C				VDA-4112R ROSS VIDEO R2C		VDA-4111R ROSS VIDEO R2C		VDA-4109R ROSS VIDEO R2C		VDA-4107R ROSS VIDEO R2C		VDA-4105R ROSS VIDEO R2C		VDA-4103R ROSS VIDEO R2C		VDA-4101R ROSS VIDEO R2C	

FRM-4300
CER 407 35
ROSS VIDEO
OG3-FR-CN

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
VDA-4301 ROSS VIDEO DFA-8802		VDA-4302 ROSS VIDEO DFA-8804		VDA-4303 ROSS VIDEO DFA-8804		VDA-4304 ROSS VIDEO DFA-8804										VDA-4309 ROSS VIDEO DFA-8804		VDA-4310 ROSS VIDEO DFA-8804	

20R	19R	18R	17R	16R	15R	14R	13R	12R	11R	10R	9R	8R	7R	6R	5R	4R	3R	2R	1R
VDA-4310R ROSS VIDEO R2C		VDA-4309R ROSS VIDEO R2C										VDA-4304R ROSS VIDEO R2C		VDA-4303R ROSS VIDEO R2C		VDA-4302R ROSS VIDEO R2C		VDA-4301R ROSS VIDEO R2C	

FRM-4400
CER 408 14
ROSS VIDEO
OG3-FR-CN

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
CONV-4401 ROSS HDC-8233		CONV-4402 ROSS HDC-8233		CONV-4403 ROSS HDC-8233		CONV-4404 ROSS HDC-8233		CONV-4405 ROSS HDC-8233		CONV-4406 ROSS HDC-8233		CONV-4407 ROSS HDC-8233		CONV-4408 ROSS HDC-8233		CONV-4409 ROSS HDC-8233		CONV-4410 ROSS HDC-8233	

20R	19R	18R	17R	16R	15R	14R	13R	12R	11R	10R	9R	8R	7R	6R	5R	4R	3R	2R	1R
CONV-4410R ROSS R2C		CONV-4409R ROSS R2C		CONV-4408R ROSS R2C		CONV-4407R ROSS R2C		CONV-4406R ROSS R2C		CONV-4405R ROSS R2C		CONV-4404R ROSS R2C		CONV-4403R ROSS R2C		CONV-4402R ROSS R2C		CONV-4401R ROSS R2C	

FRM-4500
CER 408 12
ROSS VIDEO
OG3-FR-CN

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
CONV-4501 ROSS HDC-8233		CONV-4502 ROSS HDC-8233		CONV-4503 ROSS HDC-8233		CONV-4504 ROSS HDC-8233		CONV-4505 ROSS HDC-8233		CONV-4506 ROSS HDC-8233		CONV-4507 ROSS HDC-8233							

20R	19R	18R	17R	16R	15R	14R	13R	12R	11R	10R	9R	8R	7R	6R	5R	4R	3R	2R	1R
CONV-4507R ROSS R2C		CONV-4506R ROSS R2C		CONV-4505R ROSS R2C		CONV-4504R ROSS R2C		CONV-4503R ROSS R2C		CONV-4502R ROSS R2C		CONV-4501R ROSS R2C							

FRM-450
CER 407 33
HAIVISION
F-MB6X-RAC

1	2	3
DEC-401 HAIVISION B-25D-HD2		
4	5	6

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REVISION HISTORY

REV#:1 DATE: 04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

REV#:2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: ENGINEERED BY

DWG BY: AJC

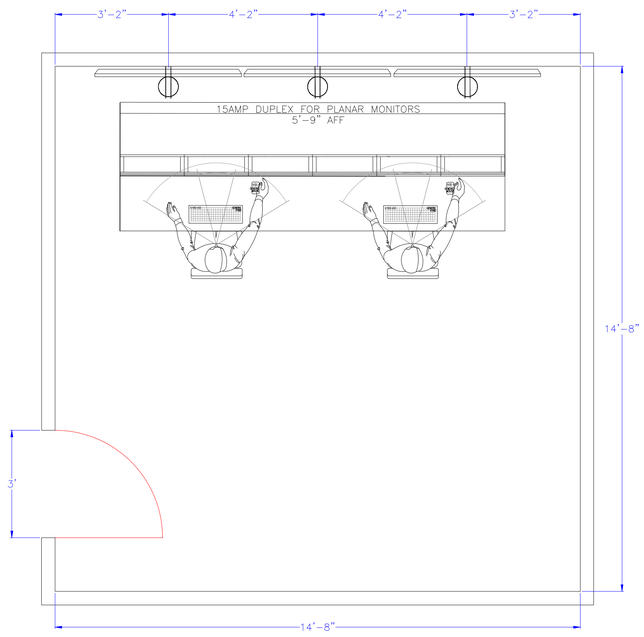
APPRV BY: APPRV BY

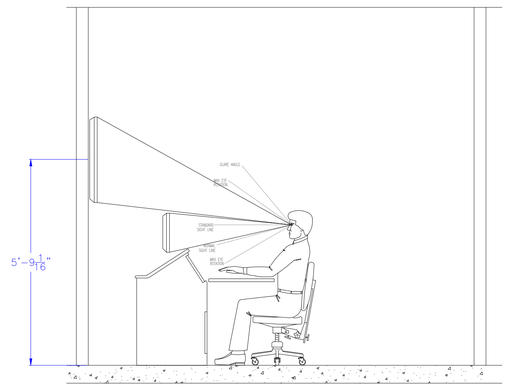
DWG DESCRIPTION:
CER
FRAME LAYOUT

DWG #:
04-011F

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-011F.dwg





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ROM REVIEW

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FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1/2" = 1'-0" SIZE: D

ENG BY: MS

DWG BY: JJ

APPRV BY:

DWG DESCRIPTION:
MCR

FLOOR LAYOUT

DWG #:
04-011L

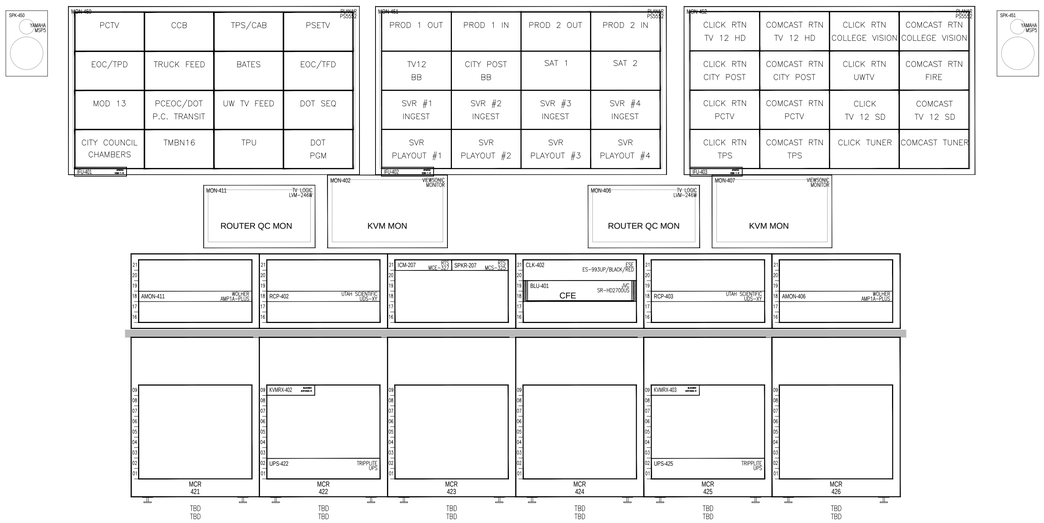
PLOT DATE: 10/20/2015 8:35 AM

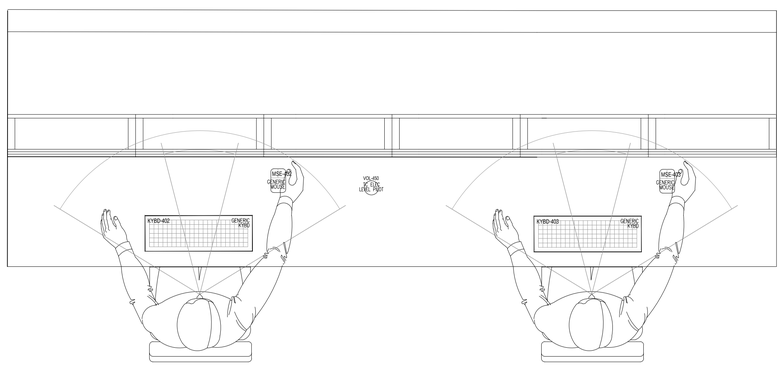
FILE: 15039 04-011L.dwg

MCR MONIOTR WALL LAYOUT HFC CITYNET

MCR MONIOTR WALL LAYOUT PGM

MCR MONIOTR WALL LAYOUT RETURN





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REVISION HISTORY

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ROM REVIEW

REV#:2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 | SIZE: D

ENG BY: AC

DWG BY: AC

APPRV BY:

DWG DESCRIPTION:
MCR CONSOLE ELEVATION

DWG #:
04-012E

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-012E.dwg

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REVISION HISTORY

REV#:1 DATE: 04/17/2015 BY: RW
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ROM REVIEW

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REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: A.COX

DWG BY: A.COX

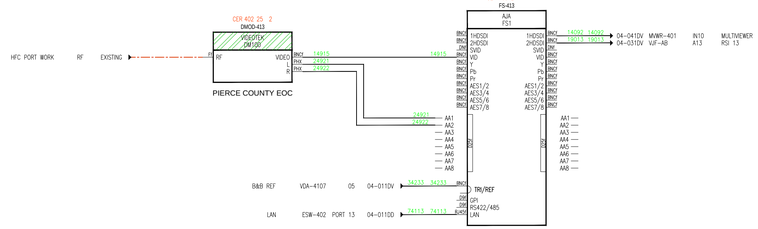
APPRV BY: APPRV BY

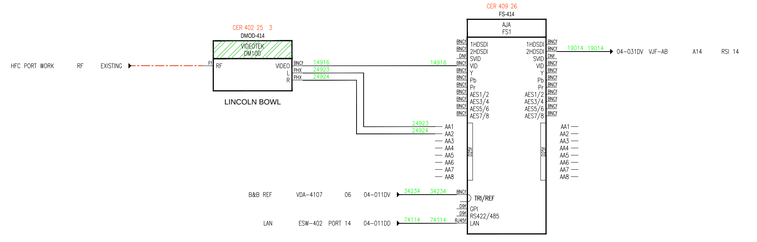
DWG DESCRIPTION:
CER
CORE FS
SYSTEM VIDEO

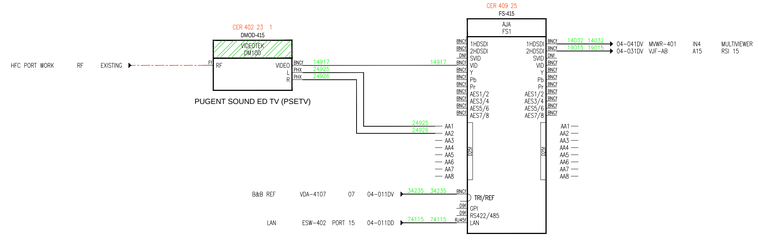
DWG #:
04-021DV

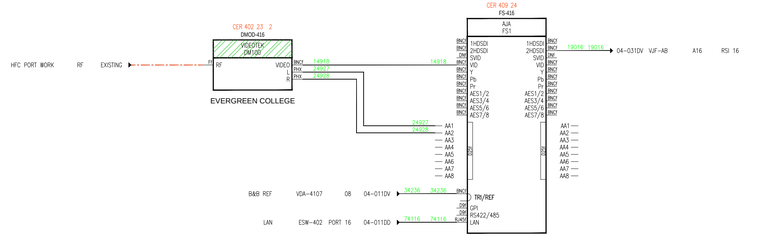
PLOT DATE: 10/20/2015 8:35 AM

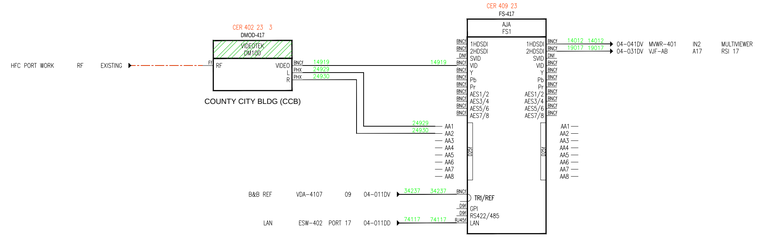
FILE: 15039 04-021DV.dwg

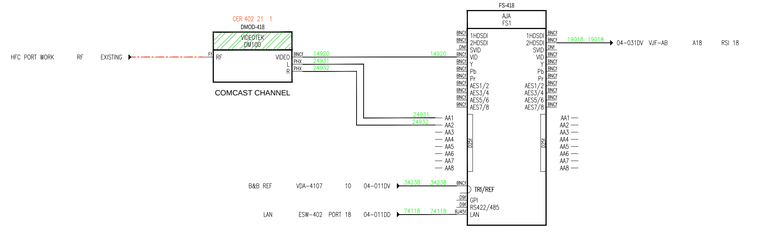


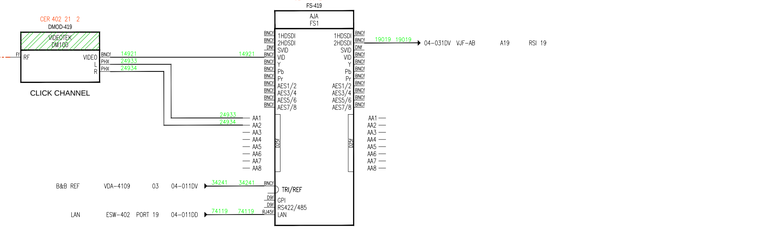


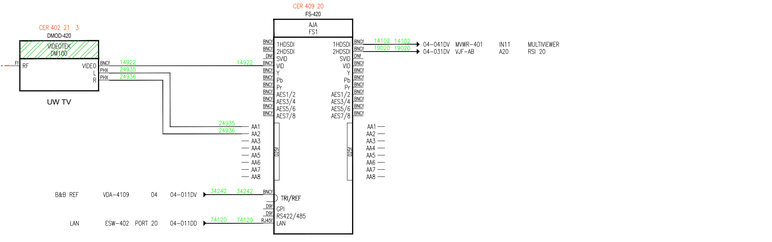












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REVISION HISTORY

REV#:1 DATE: 04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

REV#:2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: A.COX

DWG BY: A.COX

APPRV BY: APPRV BY

DWG DESCRIPTION:
CER
CORE FS
SYSTEM VIDEO

DWG #:
04-022DV

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-022DV.dwg

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REVISION HISTORY
REV#:1 DATE:04/17/2015 BY: RW REVISION DESCRIPTION: ROM REVIEW
REV#:2 DATE:08/14/2015 BY: RW REVISION DESCRIPTION: FINAL DESIGN
REV#:3 DATE:09/03/2015 BY: RW REVISION DESCRIPTION: CONSTRUCTION DRAWINGS
REV#:4 DATE:10/14/2015 BY: RW REVISION DESCRIPTION: CONSTRUCTION DRAWINGS

NOTES

CITY OF TACOMA

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME: CITY OF TACOMA

PROJECT NUMBER: 15039

SCALE: 1:1 SIZE: D

ENG BY: A.COX

DWG BY: A.COX

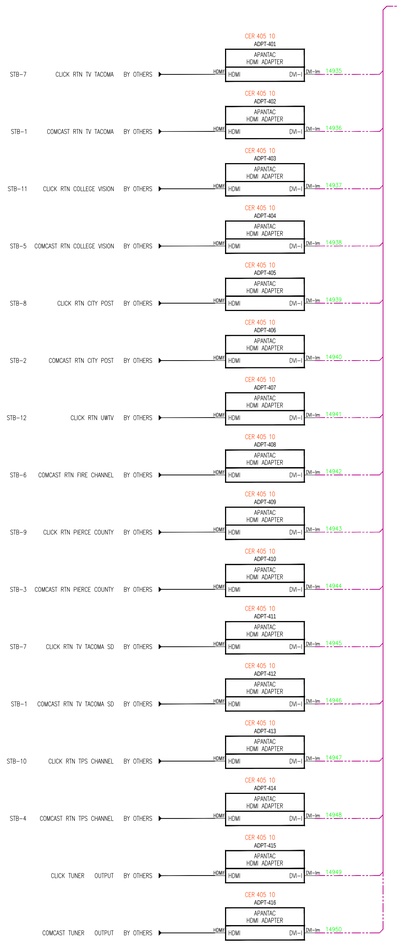
APPRV BY: APPRV BY

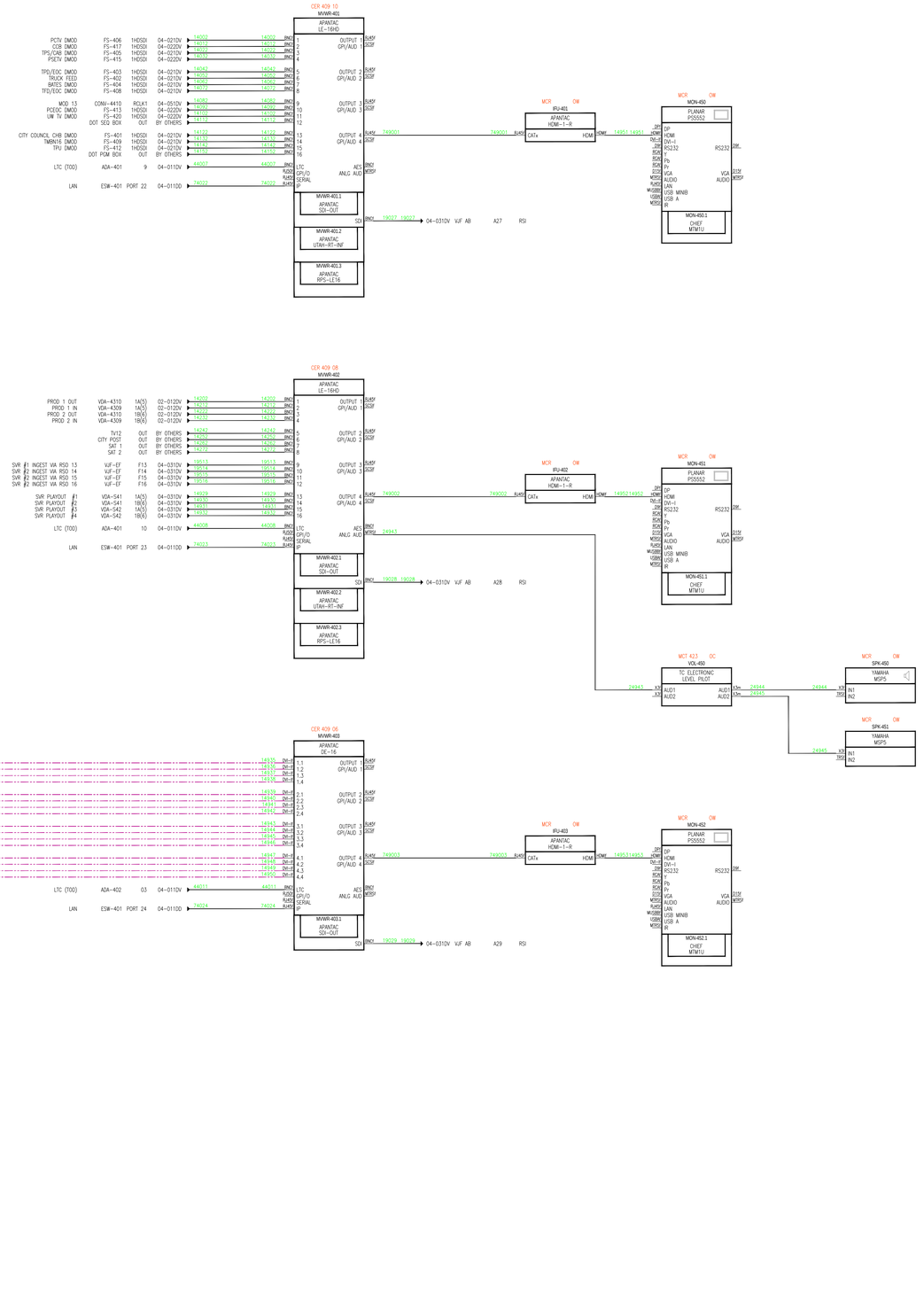
DWG DESCRIPTION:
MCR
CORE ROUTER
SYSTEM VIDEO

DWG #:
04-031DV

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-031DV.dwg





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REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF
TACOMA
1224 MLK JR WAY
TACOMA, WA
98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: A.COX

DWG BY: A.COX

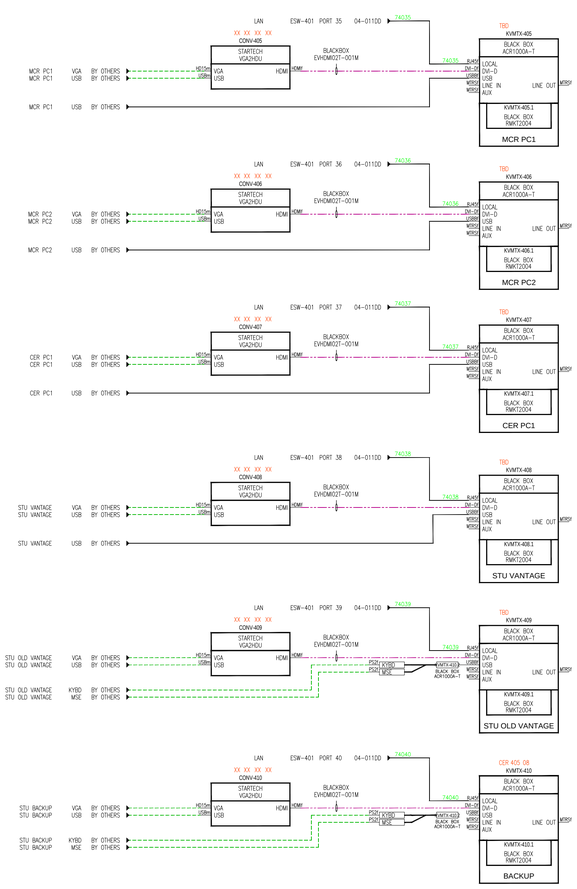
APPRV BY: APPRV BY

DWG DESCRIPTION:
MCR
MONITOR WALL
SYSTEM VIDEO

DWG #:
04-041DV

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-041DV.dwg



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REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE:09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE:10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 | SIZE: D

ENG BY: A.COX

DWG BY: A.COX

APPRV BY: APPRV BY

DWG DESCRIPTION:
MCR
OVERALL
SYSTEM KVM

DWG #:
04-051DK

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-051DK.dwg

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TACOMA
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98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: A.COX

DWG BY: A.COX

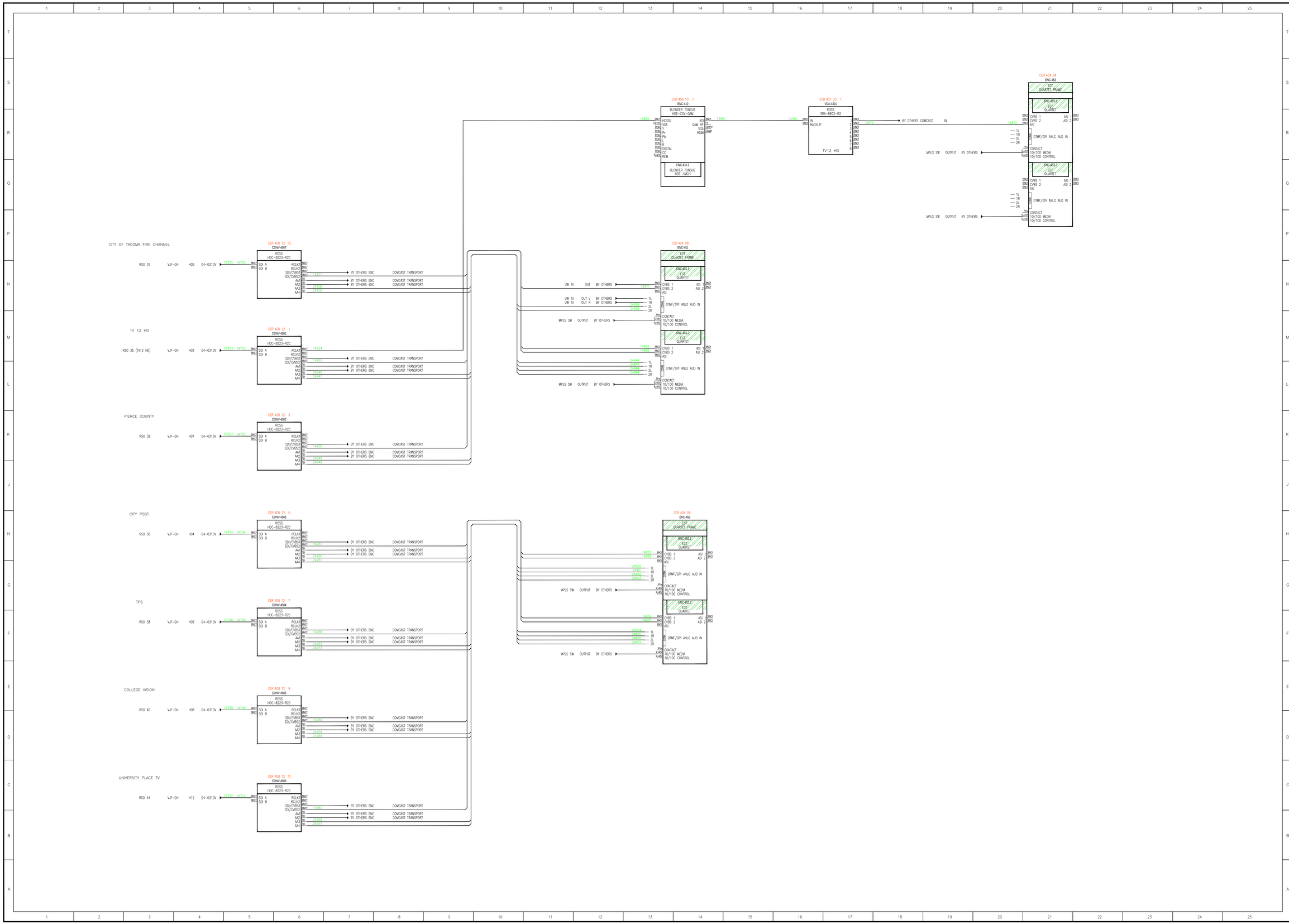
APPRV BY: APPRV BY

DWG DESCRIPTION:
MCR
HFC FEED
SYSTEM VIDEO

DWG #:
04-051DV

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-051DV.dwg



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SeaTac, WA 98148-2207
Phone: (206) 870-0244
www.advancedbroadcastsolutions.com

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REVISION HISTORY

REV#:1 DATE: 04/17/2015 BY: RW
REVISION DESCRIPTION:
ROM REVIEW

REV#:2 DATE: 08/14/2015 BY: RW
REVISION DESCRIPTION:
FINAL DESIGN

REV#:3 DATE: 09/03/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

REV#:4 DATE: 10/14/2015 BY: RW
REVISION DESCRIPTION:
CONSTRUCTION DRAWINGS

NOTES

CLIENT NAME / ADDRESS:
CITY OF TACOMA
1224 MLK JR WAY
TACOMA, WA 98405

PROJECT NAME:
CITY OF TACOMA

PROJECT NUMBER:
15039

SCALE: 1:1 SIZE: D

ENG BY: A.COX

DWG BY: A.COX

APPRV BY: APPRV BY

DWG DESCRIPTION:
MCR
HFC FEED
SYSTEM VIDEO

DWG #:
04-052DV

PLOT DATE: 10/20/2015 8:35 AM

FILE: 15039 04-052DV.dwg

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) INSTRUCTIONS AND GOAL FORM

LEAP REQUIREMENTS & PROCEDURES:

LEAP is a post-award mandatory requirement. Bidders do not have to submit any information in the bid submittal package to be in compliance with LEAP.

Post-award Submittals:

- ***Prime Contractor LEAP Utilization Plan*. This form is to be completed and presented at the Pre-Construction Meeting.**
- ***LEAP Employee Verification Form*. This form is to be completed for every qualifying LEAP employee.**

LEAP is a mandatory City of Tacoma Program that requires the Prime Contractor performing a qualifying public work project to ensure that 15 percent of the total labor hours worked on the project are performed by Pierce County residents who are: Veterans and/or youth (18-24) and/or apprentices approved by the Washington State Apprenticeship Council (SAC). Or, residents of Tacoma (see *Exceptions and **Exceptions). The 15% labor hour goal is described as the LEAP Utilization Goal (LUG). A mandatory sub goal requires the prime contractor to ensure that 25% of the LUG is performed by residents of the City of Tacoma's "Community Empowerment Zone". Compliance may be met through any combination of utilizing LEAP-Qualified residents of Tacoma or SAC apprentices, youth and/or veterans of Pierce County. The accompanying LEAP Regulations, forms, maps and street addresses are included in these specifications.

***Exceptions: If the project is located within the Tacoma Power Hydro Project Areas, then 25% of the LUG may be satisfied by a Resident of the Tacoma Power Hydro Project Area where the work is performed. If the project is located within the Tacoma Water Green River Headworks or Watershed Area, then 25% of the LUG may be satisfied by a Resident of the Duwamish and White River Community Empowerment Zone (CEZ) or by a King County Apprentice.**
****Exceptions: If the project is advertised after 05-17-13, the Target Areas have been excluded and local Youth and Veterans have been added – refer to LEAP Regulations.**

The Project Engineer, in consultation with the LEAP Coordinator, develops the required LUG to be performed for each qualifying contract. The LUG for this project is 1500 hours.

LEAP can assist contractors in the recruitment, screening and selection of qualified City of Tacoma residents interested in a career in the building and construction trades. Contractors may obtain further information by contacting the City's LEAP Office at (253) 594-7933 or (253) 591-5826. The LEAP Office is located in the Tacoma Municipal Building, 747 Market Street, Room 900, Tacoma, WA 98402. www.cityoftacoma.org/leap email: leap@cityoftacoma.org

CITY OF TACOMA

Local Employment and Apprenticeship Training Program (LEAP) Regulations For Public Works Contracts

I. PURPOSE

A. Objective. The Local Employment and Apprenticeship Training Program has been adopted to counteract economic and social ills which accompany high rates of unemployment within the City of Tacoma ("City"). The City Council established this Local Employment and Apprenticeship Training Program ("LEAP") for Public Works Contracts pursuant to Resolution No. 33649, adopted March 18, 1997. The primary goal of this Program is to provide an opportunity for City of Tacoma and Community Empowerment Zone residents to enter Apprenticeship Programs, acquire skills, and perform work that will provide living wages. The purpose of these rules is to establish policies governing the implementation of the LEAP Program.

B. Authority. These Regulations are adopted pursuant to Tacoma Municipal Code (TMC) Chapter 1.90, as amended, which authorizes the adoption of Rules and Regulations to implement the City of Tacoma's Local Employment and Apprenticeship Training Program.

C. Conflict. In the event of a conflict between these Regulations and TMC Chapter 1.90, as amended, then said chapter shall control.

II. DEFINITIONS

As used herein, the following terms shall have the following meanings:

A. "Apprentice" shall mean a person enrolled in a course of training specific to a particular construction trade or craft, which training shall be approved by the Washington State Apprenticeship and Training Council established pursuant to RCW 49.04.010.

B. "Building Projects" shall mean all Public Works or Improvements having an Estimated Cost greater than $750,000, and for which a building permit must be issued pursuant to Chapter 1 of the current edition of the state building code (Uniform Building Code).

C. "City" shall mean all divisions and departments of the City of Tacoma, and all affiliated agencies, provided, however, that the Tacoma Community Redevelopment Authority shall not be included within this definition.

D. "Civil Projects" shall mean all Public Works or Improvements that are not defined as a "Building Project," provided that those projects having an Estimated Cost of less than $250,000 shall not be included in this definition.

E. "Contractor or Service Provider" means a person, corporation, partnership, or joint venture entering into a contract with the City of Tacoma to construct a Public Work or Improvement.

F. "Director" shall mean the Director of Community and Economic Development or the Director's Designee.

G. "Electrical Utility" shall mean the Light Division of the Department of Public Utilities of the City of Tacoma, and shall include the electrical and telecommunications services of that Division.

H. "Estimated Cost" shall mean the anticipated cost of a Public Work or Improvement, as determined by the City, based upon the expected costs of materials, supplies, equipment, and labor, but excluding taxes and contingency funds.

I. "Estimated Labor Hours" shall mean the anticipated number of Labor Hours determined by the City to be necessary to construct a Public Work or Improvement and set forth in the specifications for the project, or as may be subsequently revised due to contract or project adjustment, or pursuant to an agreed upon change order.

J. "Existing Employee" shall mean an employee whom the Contractor or Service Provider can demonstrate was actively employed by the Contractor or Service Provider for at least 1000 hours in the calendar year prior to bid opening plus one month following bid opening, and who was performing work in the construction trades.

K. "Labor Hours" shall mean the actual number of hours worked by workers receiving an hourly wage who are employed on the site of a Public Work or Improvement, and who are subject to state or federal prevailing wage requirements. The term "Labor Hours" shall include hours performed by workers employed by the Contractor or Service Provider and all Subcontractors, and shall include additional hours worked as a result of a contract or project adjustment or pursuant to an agreed upon change order. The term "Labor Hours" shall not include hours worked by workers who are not subject to the prevailing wage requirements set forth in either RCW 39.12 or the Davis-Bacon Act - 40 U.S.C. 276 (a). **L.** "LEAP Program" or "Program" shall mean the City of Tacoma's Local Employment and Apprenticeship Training Program, as described herein.

M. "Pierce County Apprentice" shall mean any person, not defined as a Resident of the Community Empowerment Zone or Resident of Tacoma, who continues to occupy a dwelling within the boundaries of Pierce County, has a present intent to continue residency within the boundaries of Pierce County, who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature, and who is enrolled in a course of training specific to a particular construction trade or craft, which training shall be approved by the Washington State Apprenticeship and Training Council established pursuant to RCW 49.04.010.

N. "Project Engineer" shall mean the City employee who directly supervises the engineering or administration of a particular construction project subject to this chapter.

O. "Public Work or Improvement" shall have the same meaning as provided in Section 39.04.010 RCW, as that Section may now exist or hereafter be amended.

P. "Community Empowerment Zone" (CEZ) shall mean that portion of those census tracts which are situated within the City of Tacoma and designated by the State of Washington as entitled to receive tax incentives because of high levels of poverty and unemployment. (See Figure 1)

Q. "Resident of the Tacoma Power Hydro Project Areas " shall mean any person who continues to occupy a dwelling within the boundaries of the Cowlitz, Cushman, Wynoochee, and Nisqually Hydroelectric projects, as defined herein, which are located in Lewis, Mason, Grays Harbor, Pierce and Thurston counties, has a present intent to continue residency within the boundaries of the Tacoma Power Hydro Project Areas, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature.

R. "Resident of Community Empowerment Zone" (CEZ resident) shall mean any person who continues to occupy a dwelling within the boundaries of the Community Empowerment Zone, has a present intent to continue residency within the boundaries of the Community Empowerment Zone, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature; provided, however, that an individual initially certified as a CEZ resident and is no longer a CEZ resident, shall retain such certification status for a period of up to 2 years or 1000 Labor Hours worked from the date of initial certification, whichever is less, and such certification shall be recognized for any Civil Project, Building Project, or Service Contract covered by this chapter for said certification period. For example, if an individual initially certified as a CEZ resident on January 1 of calendar year 1 on project A works 900 hours in that calendar year on project A, and is thereafter hired to work 700 hours in year 2 on project B, the individual will retain his or her CEZ status for all hours worked on project B; provided, if the individual commences work on project C after he or she has worked 100 or more hours on project B in year 2, the Contractor for project C

will not be eligible to count the hours worked by said individual as hours worked by a CEZ resident.

S. "Resident of Tacoma" shall mean any person, not defined as a Resident of the Community Empowerment Zone, who continues to occupy a dwelling within the boundaries of the City of Tacoma, has a present intent to continue residency within the boundaries of the City, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature.

U. . "Seattle's (City of) Duwamish and White Center Community Empowerment Zone" (CEZ) shall mean that portion of those census tracts which are situated within the City of Seattle and designated by the State of Washington as entitled to receive tax incentives because of the high levels of poverty and unemployment. (See Figure 2)

V. "Service Area - Electrical" or "Electrical Service Area" shall mean that area served with retail sales by the Electrical Utility of the City of Tacoma at the time a bid is published by the Electrical Utility for a Public Work or Improvement to be performed primarily for the Electrical Utility. (See Figure 3)

W. "Service Area - Water" or "Water Service Area" shall mean that area served with retail sales by the water utility of the City of Tacoma at the time a bid is published by the water utility for a Public Work or Improvement to be performed primarily for the water utility. (See Figure 4)

X. "Service Contract" shall mean all City contracts relating to a Public Work or Improvement which utilize labor at a City site and which are not within the exceptions to nor defined as "Building Projects" or "Civil Projects."

Y. "Subcontractor" means a person, corporation, partnership, or joint venture that has contracted with the Contractor or Service Provider to perform all or part of the work to construct a Public Work or Improvement by a Contractor.

Z. "Tacoma Apprentice" shall mean any person who continues to occupy a dwelling within the boundaries of the City of Tacoma, has a present intent to continue residency within the boundaries of the City of Tacoma, who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature, and who is enrolled in a course of training specific to a particular construction trade or craft, which training shall be approved by the Washington State Apprenticeship and Training Council established pursuant to RCW 49.04.010.

AA. "Tacoma Power Hydro Project Areas " shall mean those areas within the boundaries of the Cowlitz, Cushman, Wynoochee, and Nisqually Hydroelectric projects, which are located in Lewis, Mason, Grays Harbor, Pierce and Thurston counties.

BB. "Tacoma Water's Green River Headworks and Watershed Area" shall mean that area in King County that is served with retail sales by the water utility of the City of Tacoma at the time a bid is published by the water utility for a public work or improvement to be performed primarily for the water utility." (See Figure 5)

AAA. "Tacoma Youth Resident" shall mean any person, not defined as a Resident of the Community Empowerment Zone, between the ages of 18-24 who continues to occupy a dwelling within the boundaries of the City of Tacoma, has a present intent to continue residency within the boundaries of the City, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature.

BBB. "Pierce County Youth" shall mean any person, not defined as a Resident of the Community Empowerment Zone or Tacoma Youth between the ages of 18-24 who continues to occupy a dwelling within the boundaries of Pierce County, has a present intent to continue residency within the boundaries of Pierce County, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature.

CCC. "Tacoma Veteran" shall mean any person, not defined as a Resident of the Community Empowerment Zone or Tacoma Youth who served for any length of time in any military service branch and who continues to occupy a dwelling within the boundaries of City of Tacoma, has a present intent to continue residency within the boundaries of the City of Tacoma, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature.

DDD. "Pierce County Veteran" shall mean any person, not defined as a Resident of the Community Empowerment Zone, Tacoma Youth or Pierce County Youth, who served for any length of time in any military service branch and who continues to occupy a dwelling within the boundaries of Pierce County, has a present intent to continue residency within the boundaries of Pierce County, and who demonstrates the genuineness of that intent by producing evidence that the person's presence is more than merely transitory in nature.

III. LEAP goals

A. Utilization Goals.

1. All Contractors constructing Civil Projects or Building Projects, and all Service Providers involved with the construction of a Public Work or Improvement, shall ensure that the lesser of at least 15 percent of the total Labor Hours actually worked on the Project, or 15 percent of the Estimated Labor Hours, are performed by persons having their residence within the boundaries of the City of Tacoma, whether or not an Apprentice, or by Apprentices, who are residents of Pierce County, unless as adjusted

per subsection B below.

2. Twenty-five percent (25%) of the Labor Hours or Estimated Labor Hours identified as the LEAP Utilization Goal above shall have work performed by a CEZ Resident; provided, however, that the Utilization Goal Estimated Labor Hours are subject to adjustment as provided in subsection B below.

3. If the Project is located within the Tacoma Power Hydro Project Areas, then the additional 25% of the Labor Hours or Estimated Labor Hours identified as the LEAP Utilization Goal above in subsection A.2 may be work performed by a Resident of the Tacoma Power Hydro Project Areas in which the Building Project, Civil Project or Service Contract is located; provided however, that the Utilization Goal Estimated Labor Hours are subject to adjustment as provided in this section.

4. If the Project is within the Tacoma Water Green River Headworks and Watershed Area, then the additional 25% requirement of the Labor Hours or Estimated Labor Hours identified in subsection A.2 above as the LEAP Utilization Goal may be work performed by Apprentices who reside in King County, or by a Resident of the Duwamish and White Center CEZ or of Tacoma Water Green River Headworks and Watershed Area in which the Building Project, Civil Project or Service Contract is located; provided however, that the Utilization Goal Estimated Labor Hours are subject to adjustment as provided in this section.

5. All Contractors and Service Providers shall submit a LEAP Utilization Plan as provided for in the regulations adopted under this chapter, and shall meet with the LEAP Coordinator to review said Plan prior to being issued a Notice to Proceed. Failure to submit a LEAP Utilization Plan may be grounds for the City to withhold remittance of a progress payment until such Plan is received from the responsible Contractor or Provider. A meeting with the LEAP Coordinator prior to issuance of a Notice to Proceed shall be excused only when the LEAP Coordinator is unavailable to meet prior to the scheduled date for issuance of the Notice to Proceed and the Contractor and the LEAP Coordinator have otherwise scheduled a meeting for the coordinator to review the Contractor's or Provider's plan.

The Contractor or Service Provider shall be responsible for meeting the LEAP utilization goal requirements of the contract, including all amendments and change orders thereto, and shall be responsible for overall compliance for all hours worked by Subcontractors. To the extent possible, the Contractor or Service Provider shall recruit Apprentices from multiple trades or crafts.

B. Adjustments.

Contractors and Service Providers may achieve compliance with their LEAP Utilization Goal obligation through any combination of the following:

1. The number of hours worked by a Resident of the CEZ or Seattle's Duwamish and White Center CEZ shall be multiplied by two;

2. The number of hours worked by a Tacoma Youth, Tacoma Veteran, or Tacoma Apprentice shall be multiplied by 1.5;

3. The number of hours worked by a Resident of Tacoma or a King County Apprentice shall be multiplied by 1;

4. The number of hours worked by a Tacoma Power Hydro Project Areas Resident shall be multiplied by 1.

5. Should the Contractor or Service Provider be unable to satisfy the sub-utilization goal requirement that 25 percent of the utilization goal hours be worked by CEZ Residents, the Contractor or Service Provider shall cure such deficiency by achieving a 2 for 1 ratio of hours worked by a Pierce County Apprentice, Pierce County Youth, Pierce County Veteran, Tacoma Power Hydro Project Areas Resident, or Resident of Tacoma, for every unmet, CEZ labor hour until the CEZ deficiency is met. For example, if a Contractor has a total LEAP utilization goal of 20 hours, but is only able to achieve 4 of the 5 sub goal labor hours, then the Contractor must achieve a total of 17 non-CEZ Resident, labor hours to satisfy the deficiency (15 non-sub goal hours plus 2 labor hours for the 1 missed sub goal hour).

6. For projects in the Tacoma Water Green River Headworks and Watershed Area, should the Contractor or Service Provider be unable to satisfy the sub-utilization goal requirement that 25 percent of the utilization goal hours be worked by King County Apprentices or Duwamish and White Center CEZ residents, the Contractor or Service Provider shall cure such deficiency by achieving a 2 for 1 ratio of hours worked by a King County Apprentice, or Duwamish and White Center CEZ resident for every unmet, Duwamish and White Center CEZ resident or King County Apprentice labor hour until the deficiency is met.

C. Failure to Meet Utilization Goal.

1. Contracts for the construction of Building projects or Civil projects and Service Contracts shall provide that Contractors or Service Providers failing to meet the LEAP utilization goals shall be assessed an amount for each hour that is not achieved. The amount per hour shall be based on the extent the Contractor or Service Provider met its goal. The amount per hour that shall be assessed shall be as follows:

Percent of Goal Met	Assessment per unmet hour
100%	$ 0.00
90% - 99%	$ 2.00
75% to 89%	$ 3.50
50% to 74%	$ 5.00
1% to 49%	$ 7.50
0%	$10.00

When determining the percent of goal that is met, all rounding shall be down to the nearest whole percent. No penalty shall be waived by the City unless it is determined by the Human Resources Director to be in the best interests of the City, which determination shall be made after consultation with the LEAP Coordinator.

Waiver requests shall be considered due to natural disasters, labor workforce shortages or any other reasonable consideration, on a case-by-case basis. Such request shall be made by the Contractor or Service Provider at the earliest point at which the Contractor or Service Provider knows that it will fail to meet the LEAP utilization goal and prior to the release of retainage.

2. Deposit of Assessments. All assessments imposed pursuant to this section shall be deposited into a separate account and utilized to support the City's pre-apprenticeship and training program.

D. LEAP Reports.

Notwithstanding the provisions of TMC 1.90.100, the Director shall, not less than annually, publish a LEAP report setting forth Contractor compliance with this chapter. Said report shall include information on all contracts and all Contractors to which this chapter applies, and shall detail the level and nature of LEAP participation by contract and by Contractor, The Director's LEAP report may include such other information as may be helpful to assuring fair and accurate representation of the contracts, Contractors or projects covered in the report. The Director's LEAP reports may be considered by the Board of Contracts and Awards in its determinations as to bidder responsibility.

E. LEAP Goal Adjustments.

1. LEAP utilization goals may be adjusted prior to bid opening and/or as a result of a contract amendment or change order on a Building Project, Civil Project, or Service Contract.

a. If LEAP utilization goals are adjusted prior to bid opening, they shall be set forth in the bid or Request For Proposal advertisement and specification documents or in an addendum timely provided to prospective bidders, provided that such adjustment shall be based upon a finding by the Project Engineer that the reasonable and necessary requirements of the contract render LEAP utilization unfeasible at the

required levels. The Director shall concur with the Project Engineer's finding, provided that should the Project Engineer and the Director fail to reach agreement on the Project Engineer's finding, then in that circumstance the matter shall be referred to the City Manager or the Director of Utilities, as appropriate, for ultimate resolution. Notwithstanding any other provision of this chapter to the contrary, the decision of the City Manager or the Director of Utilities with regard to LEAP goal adjustment may not be appealed.

b. If LEAP utilization goals are adjusted due to contract amendment or change order, the amount of adjustment shall be consistent with the utilization goals set forth in this chapter and shall be determined pursuant to regulations adopted pursuant to this chapter for administration of LEAP utilization goal adjustments.

2. The methodology of determining the appropriate adjustments to LEAP utilization goals shall be determined in consultation with the LEAP Advisory Committee, established pursuant to this ordinance for so long as the LEAP Advisory Committee remains in existence.

3. LEAP utilization goals shall not apply to those portions of a project that are funded by sources other than (a) City funds, or (b) funds which the City expends or administers in accordance with the terms of a grant to the City, provided that the Project Engineer shall notify the Director of such non-application prior to bid advertisement. For the purposes of this paragraph, credits extended by another entity for the purpose of providing project funding shall not be considered to be City funds.

F. Utilization

Electrical Projects Outside Electrical Service Area. Civil Projects or Building Projects that are constructed primarily for the benefit or use by the City's Electrical Utility, which are wholly situated outside the Electrical Service Area, and for which the estimated cost is less than $1,000,000.00, are exempt from the requirements of this chapter.

G. Utilization

Water Projects Outside Water Service Area. Civil Projects or Building Projects that are constructed primarily for the benefit or use by the City's water utility, which are wholly situated outside the Water Service Area, and for which the estimated cost is less than $1,000,000.00 are exempt from the requirements of this chapter.

H. Emergency

This chapter shall not apply in the event of an Emergency. For the purposes of this section, an "Emergency" means unforeseen circumstances beyond the control of the City that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

I. Conflict With State or Federal Requirements

If any part of this chapter is found to be in conflict with federal or state requirements which are a prescribed condition to the allocation of federal or state funds to the City, then the conflicting part of this chapter is inoperative solely to the extent of the conflict and with respect to the City departments directly affected. This provision does not affect the operation of the remainder of this chapter. Administrative rules or regulations adopted under this chapter shall meet federal and state requirements which are a necessary condition to the receipt of federal or state funds by the City.

IV. MISCELLANEOUS PROVISIONS

A. Submittals. The Prime Contractor must submit the following reports to the LEAP office in accordance with the Document Submittal Schedule. All reports shall be submitted on the forms supplied and approved by the LEAP Office. The Prime Contractor is responsible for ensuring compliance by all Subcontractors working on the project. Failure to submit said forms may result in the withholding of a progress payment until received

B. Contract Compliance Review. The LEAP Coordinator shall review Prime Contractor and all Subcontractor employment practices during the duration of the contract for compliance with LEAP Program requirements. On-site visits may be conducted, as necessary, to verify compliance with the requirements of the LEAP Program. The Prime Contractor and/or Subcontractor(s) shall not deny to the City the right to interview its employees for the purpose of verifying compliance.

C. Review Process. Any action by the City, its officers and employees, under the provisions of these Rules and Regulations may be reviewed by the Board of Contracts and Awards, upon written application of the party so affected. Application shall be made within 20 days of the date of the action upon which the appeal is based, and provided to the City by certified mail, or by personal service. Any action taken by the Board of Contracts and Awards may be appealed to the Pierce County Superior Court, of the state of Washington, within 15 days of the Board of Contracts and Awards' decision.

D. OTHER CONDITIONS. The Prime Contractor and all Subcontractor(s) will comply with all relevant federal, state, and local laws, including the appropriate provisions of the State of Washington Labor Code regarding the required ratio of Apprentices to journey-worker(s) as defined therein on the job site.

THESE REGULATIONS SHALL BE EFFECTIVE the 17th day of May, 2013

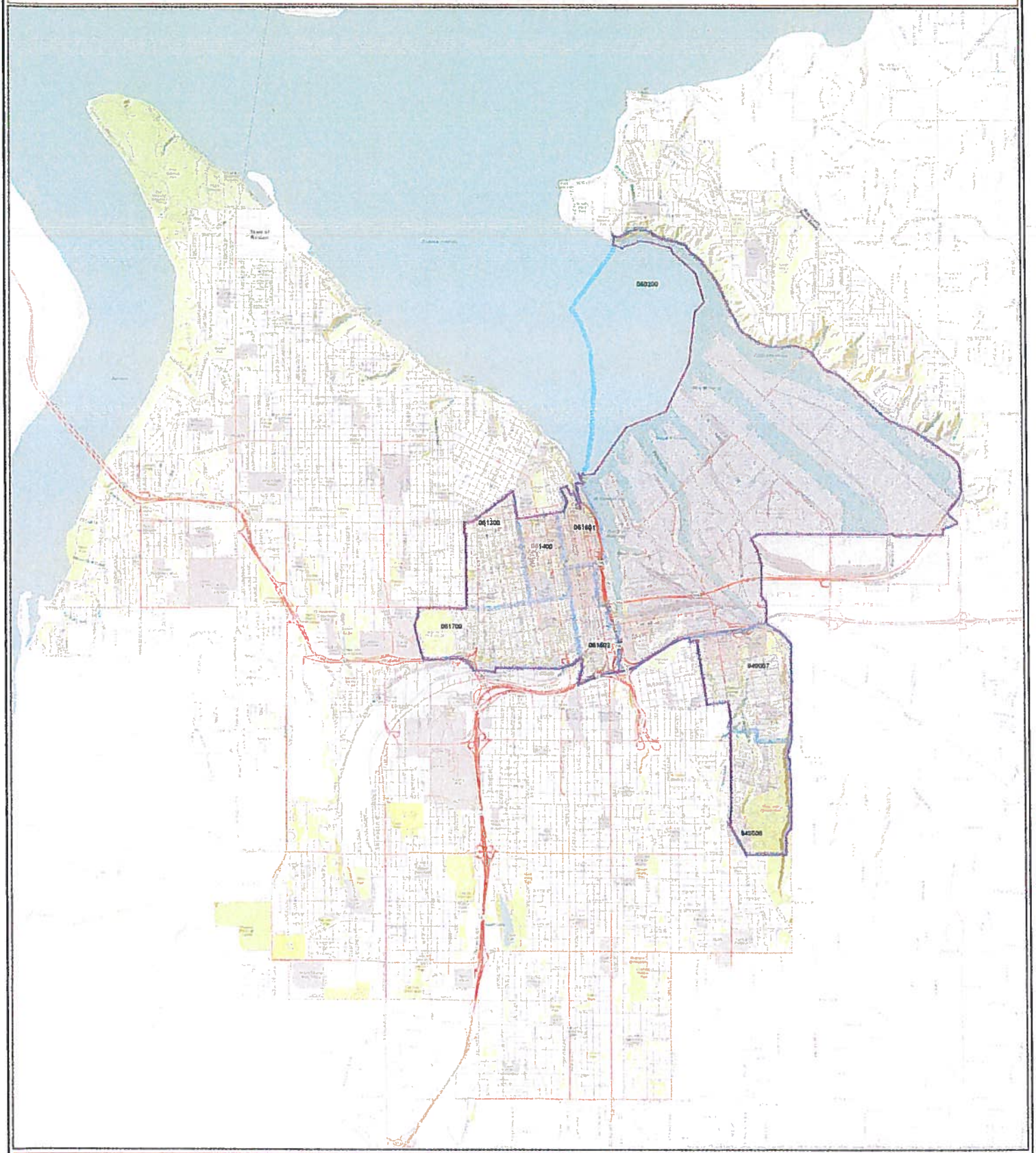
CITY OF TACOMA

By _____ 5/29/2013
T.C. Broadnax, City Manager date

By _____ 5/31/13
William A. Gaines, Director of Utilities/CEO date

Community Empowerment Zone

City of Tacoma



Legend

Community Empowerment Zone

2010 Census Tracts

Map Location

City of Tacoma
Community & Economic Development Department
GIS Analysis & Data Services

3000 0 3000 6000 9000

Feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. It is to be used for reference purposes only.

Figure 1

TACOMA COMMUNITY EMPOWERMENT ZONE

ADDRESS INDEX

City of Tacoma

A Street	800-1499	616.01	Busti Street		602
	1500-2099	602			
	2100-2398 (even)	616.02	E C Street	2400-2999	602
	2101-2399 (odd)	602			
	2400-3099	617	S C Street	1900-3099	616.02
				9600-9999	617
S Ainsworth Street	500-1899	613			
	1900-2899	617	Canal Street		602
S Alaska Street	2000-2899	617	S Cedar Street	1900-2799 (odd)	617
Alexander Avenue		602	Center Street	601-2099 (odd)	617
Althiemer Street	1100-2799	614	Chandler Street	2800-2899	617
(formerly G Street)					
			City Waterway		602
S Anderson Street	1900-2799	617			
			Cleveland Way		602
E Arlington Drive		940006			
			Cliff Avenue		616.01
South Ash Street	1900-2899	617			
			E Columbia Avenue		940007
Ashton Way		602			
			S Commerce Street	700-1499	616.01
E B Street	2200-2399	602		1500-3099	616.02
	2400-3098 (even)	616.02			
	2401-3099 (odd)	602	Court A		616.01
S Baker Street	601-699 (odd)	616.01	Court C	400-1499	616.01
				1500-2299	616.02
Bay Street	1500-2599	602			
	2600-2898 (even)	940007	Court D	650-1499	616.01
	2601-2601 (odd)	602		1555-2499	616.02
Blair Waterway		602	Court E	700-1499	616.01
				1500-2499	616.02
Boundary Street	2800-2899	617			
			Court F		614
Broadway	400-1499	616.01			
	1500-1799	616.02	Court G	700-1399	614
				2100-2799	617
E Brotman Way		602			
			S Cushman Avenue	400-1889	613
Browning Street		940007		1900-2899	617

TACOMA COMMUNITY EMPOWERMENT ZONE
ADDRESS INDEX
City of Tacoma

E D Street	001-2999	602	E Grandview Avenue	3000-3799	940007
				3800-5599	940006
S D Street	2800-3099	616.02			
			S Grant Avenue	500-1899	613
S Delin Street	200-2999	616.02		1900-2899	617
	3001-3999 (odd)	616.02			
			E Gregory Street	1600-2499	940007
Division Avenue	1200-2198	613			
			Harper Street		940006
E Division Lane	1600-2499	940007			
			E Harrison Street	1300-2599	940007
Dock Street	400-1498	616.01			
	401-1499 (odd)	602	Holgate Street		616.02
	1500-2399	602			
			Homestead Avenue	3800-5599	940006
East E Street	200-2999	602			
			S Hood Street	200-599	616.02
East Side Road		602			
			S Hosmer Street	1400-1899	613
Everett Avenue		940006		1900-2899	617
E F Street	200-2999	602	Hylebos Creek		
			Waterway		602
E Fairbanks Street	1301-1599 (odd)	940007			
	1600-2499	940007	E I Street	1100-2799	602
Faris Drive		940006	S I Street	700-1899	614
				1900-2899	617
Fawcett Avenue	700-1499	616.01			
	1500-3099	616.02	E J Street	1100-2799	602
S Ferry Street	600-2899	613	S J Street	700-1899	614
	1900-2899	617		1900-2899	617
S Fife Street	1900-2799	617	Jefferson Avenue		616.02
E G Street	1100-2949	602	S Junett Street	1900-2799	617
S G Street	700-1099	614	E K Street	1100-2799	602
	1100-1299	614			
(Now Althiemer	1300-1899	614	S K Street	700-1899	614
Street)	1900-2899	617	(Martin Luther King,	1900-2899	617
			Jr. Way)		

TACOMA COMMUNITY EMPOWERMENT ZONE
ADDRESS INDEX
City of Tacoma

E George Street	1600-2499	940007			
			Kent Street		940006
E L Street	1100-2799	602	Olympic Street		602
S L Street	300-698 (even)	613	Pacific Avenue	400-1499	616.01
	700-1898 (even)	613		1500-1699	616.02
	701-1899 (odd)	614		1700-2098 (even)	616.02
	1900-2899	617		1702-2099 (odd)	602
				2100-3099	616.02
Lincoln Avenue		602			
			S Pine Street	1900-2799	617
E M Street	1100-2799	602			
	2801-3535 (odd)	940007	Pioneer Way		940007
S M Street	300-1899	613	Port Industrial		
	1290-2899	617	Water way (Blair)		602
Marc Avenue		602	Port of Tacoma Road		602
Marine View Drive	100-6198	602	Portland Avenue	2400-2749	602
				2750-3536	940007
Market Street	700-1499	616.01		3539-3799 (odd)	940007
	1500-3099	616.02		3801-3999 (odd)	940006
				4001-5199 (odd)	940006
Marshall Avenue		602			
			S Prospect Street	1900-2799	617
Maxwell Way		602			
			Puyallup Avenue	100-198 (even)	602
McKinley Avenue	1100-2899	602		101-199 (odd)	616.02
				200-1598	602
Middle Waterway		602			
			Puyallup Waterway		602
Milwaukee Way		602			
			E Q Street	1100-2749	602
Minneapolis Street		602		2750-3799	940007
				3800-5299	940006
E Morton Street	1300-2599	940007			
			E R Street	2800-3799	940007
E N Street	1100-2749	602		3800-5599	940006
	2750-3536	940007			
			Railroad Way		602
Normal Street		602			
			Reardon Drive		940006
O Street	1100-2749	602			

TACOMA COMMUNITY EMPOWERMENT ZONE

ADDRESS INDEX

City of Tacoma

	2705-3536	940007	S Ridgewood Avenue		613
S Oakes Street	1900-2799	617	Rimrock Drive		940006
River Road		940007	S Tacoma Avenue	1500-2999 (odd)	616.02
				1900-2798 (even)	617
River Street		602		3000-3199	616.02
E Roosevelt Avenue	3200-3799	940007	Tacoma Industrial		
	3800-5599	940006	Waterway		602
Ross Way		602	Taylor Way		602
Sheldon Street		940006	Thorne Road		602
S Sheridan Avenue	400-1899	613	Townsend Street		602
	1900-2999	617			
			S Trafton Street	1900-2799	617
E Sherman Street		940007			
			Wakefield Drive	200-599	616.02
E Side Road		602			
			Wiley Avenue		602
Sitcum Waterway		602			
			S Wilkeson Street	1900-2899	617
S Tacoma Avenue	700-1898 (even)	614			
			Williams Street		602
S Tacoma Way	200-599	616.02			
			E Wright Street	1300-2399	940007
S Sprague Avenue	600-1899	613			
	1900-2899	617	S Yakima Avenue	700-1899	614
				1900-2899	617
St. Helens Avenue	401-599 (odd)	616.01			
	600-999	616.01	Young Street		602
St. Paul Avenue		602			
S Stadium Way	400-699	616.01			
S State Street	601-1899 (odd)	613			
	1900-2899	617			
S Steele Street	1900-2899	617			
Stewart Street		602			

TACOMA COMMUNITY EMPOWERMENT ZONE
ADDRESS INDEX
City of Tacoma

E T Street	2800-3799	940007			
	3800-5599	940006			
S Tacoma Avenue	701-1499 (odd)	616.01			
E 3rd Street		602	E 30th Street	100-199	616.02
				200-599	602
E 7th Street		602		1300-2199	940007
E 10th Street		602	E 31st Street	1300-2699	940007
E 11th Street	100-149	616.01	E 32nd Street	1300-2699	940007
	150-4225	602			
			E 34th Street	1300-2699	940007
E 12th Street		602			
			E 35th Street	1300-2699	940007
E 14th Street		602			
			E 36th Street	1300-2699	940007
E 15th Street	100-198 (even)	602			
	101-199 (odd)	616.02	E 37th Street	1600-2699	940007
	200-4199	602			
			E 38th Street	1600-2598 (even)	940006
E 17th Street		602		1601-2599 (odd)	940007
E 18th Street		602	E 39th Street	1600-2599	940006
E 19th Street		602	E 40th Street	1600-2599	940006
E 21st Street		602	E 41st Street	1600-2599	940006
E 22nd Street		602	E 42nd Street		940006
E 23rd Street		602	E 43rd Street	1600-2599	940006
E 25th Street	100-199	616.02	E 44th Street	1600-2599	940006
	200-1599	602			
			E 45th Street	1600-2599	940006
E 26th Street	100-199	616.02			
	200-1740	602	E 46th Street	1600-2599	940006
E 27th Street	100-199	616.02	E 47th Street	1600-2599	940006
	200-1849	602			
			E 48th Street	1600-2599	940006
E 28th Street	100-199	616.02			
	200-1099	602	E 49th Street	1600-2599	940006
	1300-2000	940007			

TACOMA COMMUNITY EMPOWERMENT ZONE

ADDRESS INDEX

City of Tacoma

			E 50th Street	1600-2599	940006
E 29th Street	100-199	616.02			
	200-749	602	E 51st Street	1600-2599	940006
	1300-2000	940007			
E 52nd Street	1600-2599	940006	S 12th Street	1200-2199	613
E 53rd Street	1700-2599	940006	S 13th Street	100-599	616.01
				600-1199	614
E 54th Street	1700-2599	940006		1200-2199	613
E 55th Street	1900-2599	940006	S 14th Street	100-599	616.01
				600-1199	614
E 56th Street	1900-2599 (odd)	940006		1200-2199	613
49th Avenue N.E.	100-1699	602	S 15th Street	100-598 (even)	616.02
				101-599 (odd)	616.01
S 4th Street	100-398 (even)	616.01		600-1199	614
	1200-1399	613		1200-2199	613
S 5th Street	100-399	616.01	S 16th Street	100-599	616.02
	1220-1599	613		600-1199	614
				1200-2199	613
6th Avenue	300-399	616.01			
	1200-1999	613	S 17th Street	200-599	616.02
	2000-2199 (even)	613		600-1199	614
				1200-2199	613
S 7th Street	100-499	616.01			
	500-598 (even)	616.01	S 18th Street	200-599	616.02
	600-1198 (even)	614		600-1199	614
	1200-2199	613		1200-2199	613
S 8th Street	100-599	616.01	S 19th Street	200-599	616.02
	600-1199	614		600-1198 (even)	617
	1200-2199	613		601-1199 (odd)	614
				1200-2198 (even)	617
S 9th Street	100-599	616.01		1201-2199 (odd)	613
	600-1199	614		2200-3098 (even)	617
	1200-2199	613			
			S 20th Street	200-599	616.02
S 10th Street	100-599	616.01		600-3099	617
	600-1199	614			
	1200-2199	613	S 21st Street	100-198 (even)	616.02
				101-199 (odd)	602
S 11th Street	100-599	616.01		200-599	616.02
	600-1199	614		600-3099	617

TACOMA COMMUNITY EMPOWERMENT ZONE

ADDRESS INDEX

City of Tacoma

	1200-2199	613			
			S 22nd Street	100-599	616.02
S 12th Street	100-599	616.01		600-3099	617
	600-1199	614			
S 23rd Street	100-599	616.02			
	600-3099	617			
S 24th Street	100-599	616.02			
	600-3099	617			
S 25th Street	100-599	616.02			
	600-3099	617			
S 26th Street	100-599	616.02			
	600-1316	617			
S 27th Street	100-599	616.02			
	600-1316	617			
S 28th Street	100-599	616.02			
	600-2399	617			
	2401-3099 (odd)	617			
	3101-4399 (odd)	617			
S 29th Street	100-599	616.02			
S 30th Street	100-599	616.02			
S 31st Street	600-3339	617			

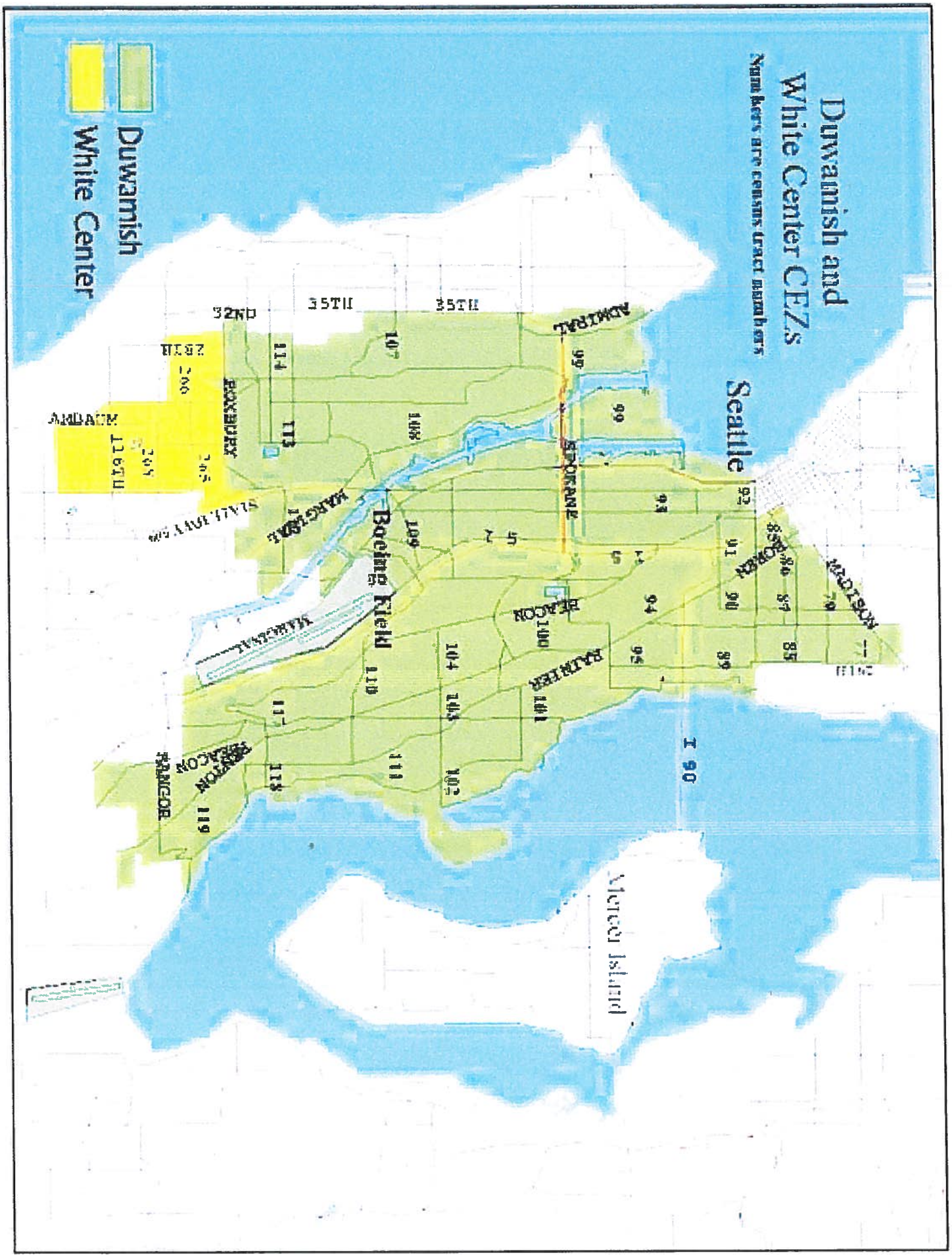
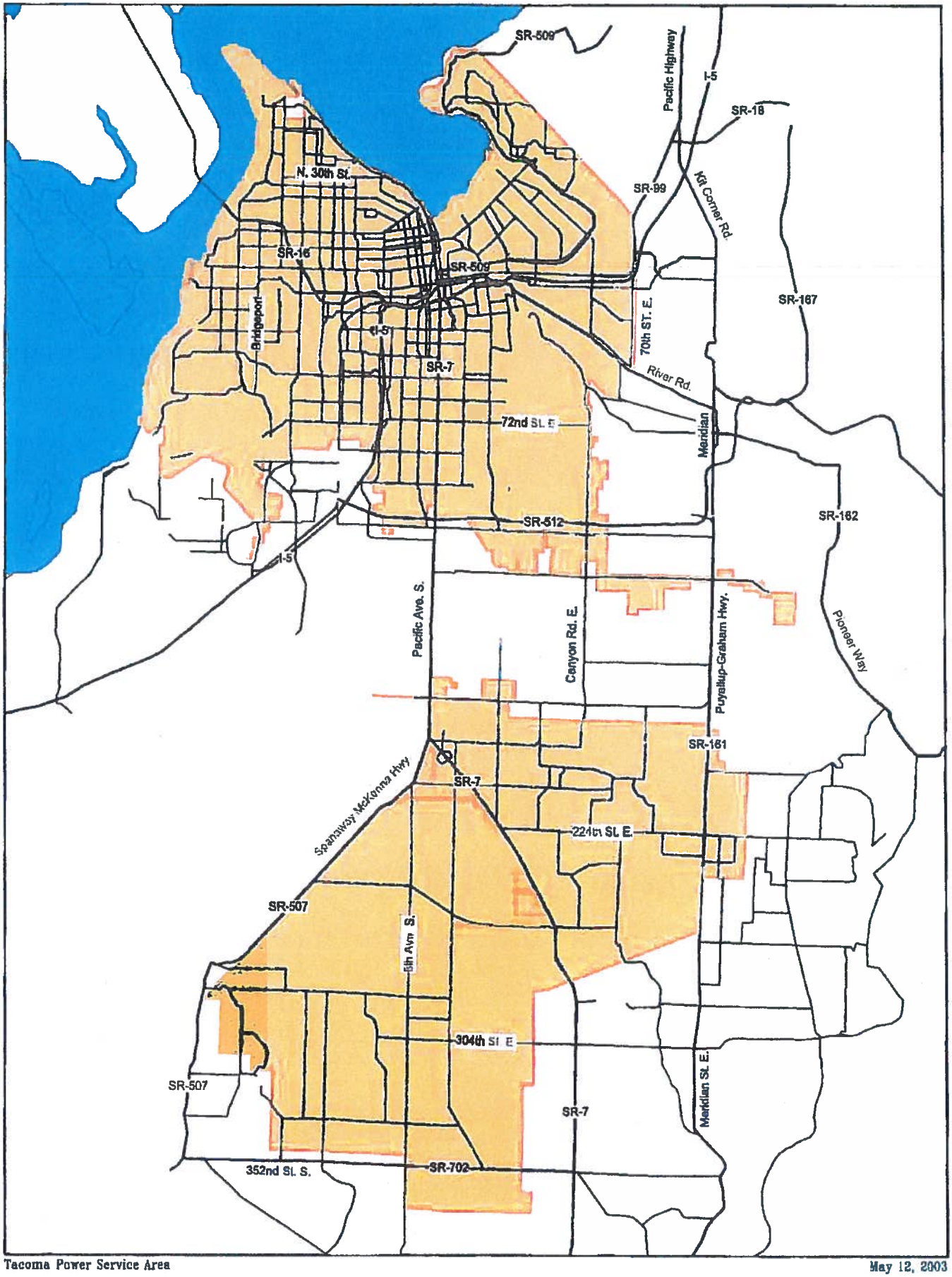

Duwamish and
White Center CEZs
Numbers are census tract numbers
Duwamish
White Center
Seattle
Boeing Field
Mercer Island
ADMIRAL
SPOKANE
BEACON
RAINIER
MARGINAL
BOREN
MADISON
RENTON
RANGOR
35TH
32ND
I 90

Figure 2



Tacoma Power Service Area

May 12, 2003

Figure 3

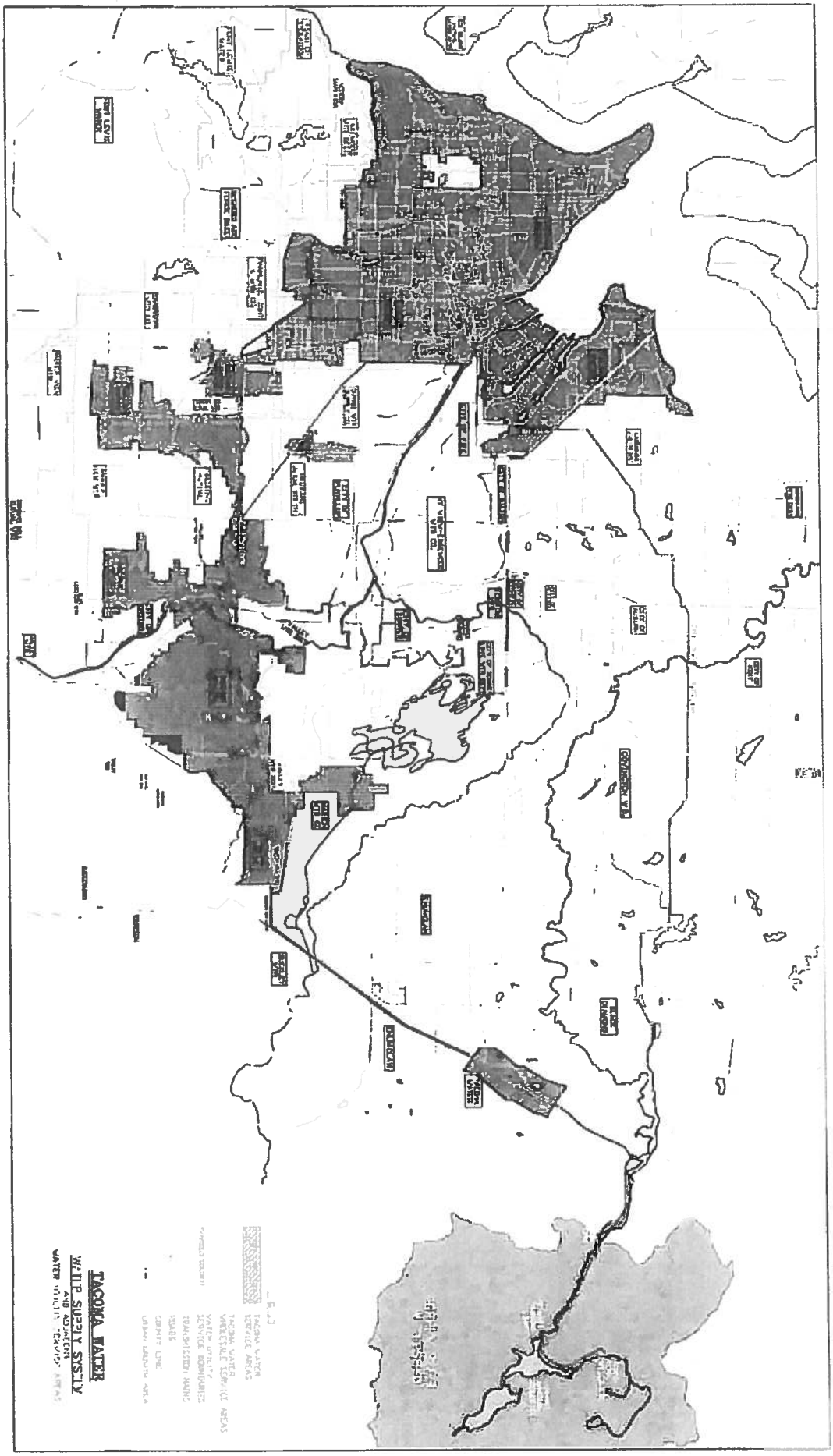


Figure 4

KING
Seattle
Burien
Normandy Park
Des Moines
Federal Way
Fife
Milton
Edgewood
Pacific
Algona
Auburn
Kent
Renton
Puyallup
Sumner
Orting
Bonney Lake
South Prairie
Wilkeson
Carbonado
Buckley
Enumclaw
Covington
Maple Valley
Black Diamond
SSP Pipeline
Pipeline No. 1
Tacoma Water
Green River Watershed
KING
KITTITAS
North Bend

Figure 5

City of Tacoma LEAP Office
747 Market Street, Room 900
Tacoma, WA 98402
(253) 591-5826 fax (253) 591-5232
www.cityoftacoma.org/leap

LEAP
Document Submittal Schedule

In the attached packet, you will find the LEAP forms that are required to be submitted by the Prime and Sub Contractors.

- **LEAP Abbreviated Program Requirements**: brief overview of LEAP Program requirements
- **Prime Contractor *LEAP* Utilization Plan**: to be submitted at the Pre-Construction Meeting **(*Required by Prime Contractor Only*)**
- **LEAP Employee Verification Form**: to be submitted on an ongoing basis for each qualified LEAP employee
- **LEAP Weekly Payroll Report**: must be attached and filled out to the front of each certified payroll
- **CEZ Map, Community Empowerment Zone Address Index, Address Index**: for your reference on LEAP-qualified zoning areas

In addition, the City of Tacoma will also require from the Prime Contractor and all its Subcontractors:

- **Weekly Certified Payrolls**: to be submitted weekly, biweekly or monthly with the LEAP Payroll Report attached as scheduled by the Prime
- **Statement of Intent to Pay Prevailing Wages**: to be submitted prior to commencing work
- **Affidavit of Wages Paid**: to be submitted upon completion of each contractor's work
- **Local Resident/Pierce County (State – Approved) Apprentice Verification Form**: to be submitted on an ongoing basis for each qualified LEAP employee
- **Document Verification**: provide required information when requested from LEAP Office

Please submit above documents as instructed by the Project Manager.

If you have any questions or request further information, please feel free to contact the City of Tacoma's LEAP Program at (253) 591-5826, Fax (253) 591-5232, or email leap@cityoftacoma.org.

City of Tacoma
Community and Economic Development Department
LEAP Office
747 Market Street, Room 900
Tacoma, WA 98402
(253) 591-5826
FAX (253) 591-5232

LEAP

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM
ABBREVIATED PROGRAM REQUIREMENTS

**Exceptions effective on projects advertised after 07-10-09*
***Exceptions effective on projects advertised after 05-17-13*

LEAP is a mandatory City of Tacoma program adopted to provide employment opportunities for City of Tacoma residents. It requires Contractors performing qualifying public works projects or service contracts to ensure that 15 percent of the total labor hours worked on the project are performed by LEAP-Qualified Pierce County apprentices approved by the Washington State Apprenticeship Council (SAC), youth, veterans and/or residents of Tacoma. Compliance may be met through any combination LEAP-Qualified employees. The Prime Contractor shall be solely responsible for meeting the LEAP Utilization Goal requirements. Exceptions are noted below under "LEAP PROGRAM REQUIREMENTS, 1.a. and 1.b."

Prime Contractors may obtain further information by contacting the City of Tacoma's LEAP Program at (253) 591-5826, Fax (253) 591-5232, or e-mail pguzman@cityoftacoma.org. The LEAP Coordinator can assist contractors in the recruitment of qualified entry-level workers to work on City of Tacoma Public Works projects. The LEAP Office is in the Tacoma Municipal Building, 747 Market Street, Rm 900**.**

LEAP PROGRAM REQUIREMENTS:

1. LEAP UTILIZATION GOAL (LUG): The Contractor is required to ensure that 15 percent of the total labor hours worked on the project are performed by residents of Tacoma and/or Pierce County apprentices (SAC) youth and/or veterans. In addition, 25% of the LUG must be satisfied by residents of Community Empowerment Zone. The City of Tacoma's Project Engineer, in consultation with the LEAP Coordinator, determines the LUG for each qualifying Building, Civil or Service project. The LUG is reflected in the specification.

1.a. *Exceptions: If the project is located within the Tacoma Power Hydro Project Areas, then 25% of the LUG may be satisfied by a Resident of the Tacoma Power Hydro Project Area where the work is performed. If the project is located within the Tacoma Water Green River Headworks or Watershed Area, then 25% of the LUG may be satisfied by a Resident of the Duwamish and White River Community Empowerment Zone (CEZ) or by a King County Apprentice.

1.b. **Exceptions: The Tacoma Target Areas are eliminated. Tacoma Youth and Veterans and Pierce County Youth and Veterans are added per definitions below.

2. LEAP-QUALIFIED EMPLOYEE DEFINITION:

- Tacoma Resident: shall mean any worker residing within the geographic boundaries of the City of Tacoma.
- Tacoma Community Empowerment Zone Resident shall mean any worker living in the City of Tacoma Community Empowerment Zone.
- Pierce County Apprentice, Youth, or Veteran shall mean any worker who lives in Pierce County and is: an apprentice approved by the Washington State Apprenticeship Council, a Youth 18 to 24 years of age, a Veteran who served for any length of time in any military service branch.
- Tacoma Power Hydro Project Areas Resident: shall mean any worker employed on the Cowlitz, Cushman, Wynoochee and Nisqually Hydroelectric projects who resides in the county where the work is performed; Lewis, Mason, Grays Harbor, Pierce or Thurston Counties.
- Tacoma Water Green River Headworks or Watershed Area Resident or King County Apprentice: shall mean any worker employed on the Tacoma Water Green River Headworks or Watershed projects that resides in Seattle's Duwamish and White Center (CEZ) or is a registered King County Apprentice.

3. LEAP EMPLOYEE CREDITS: Contractors shall receive labor hour credit for satisfaction of the LUG for the following employees:

- Resident of Tacoma, Resident of Tacoma Power Hydro Project Areas and Pierce County Apprentices, Youth, Veterans, or King County Apprentices: The number of hours worked by these employees shall be multiplied by 1;
- City of Tacoma Apprentice, Youth or Veteran: The number of hours worked by these employees shall be multiplied by 1.5;
- Resident of City of Tacoma Community Empowerment Zone or Seattle's Duwamish and White Center Community Empowerment Zone: The number of hours worked by these employees shall be multiplied by 2;

4. SUBCONTRACTOR NOTIFICATION: Prime Contractors shall notify all Subcontractors of the LEAP Program requirements. Subcontractor labor hours may be utilized towards achievement of the LUG.

5. FAILURE TO MEET LEAP UTILIZATION GOAL: Contractors shall be assessed an amount for each hour that is not achieved. The amount per hour shall be based on the extent the Contractor met its goal. The amount per hour that shall be assessed shall be as follows:

- 100% achievement $0.00 penalty
- 99% to 90% achievement $2.00 penalty
- 89% to 75% achievement $3.50 penalty
- 74% to 50% achievement $5.00 penalty
- 49% to 1% achievement $7.50 penalty
- 0% achievement $10.00 penalty

*Penalty may be waived in the best interests of the City of Tacoma.

LEAP DOCUMENT SUBMITTALS:**

1. *PRIME CONTRACTOR LEAP UTILIZATION PLAN (PCLUP):* The Contractor is required to provide the *PCLUP* at the **Pre-Construction meeting** showing the 15% LUG to be achieved for the project. The Contractor must identify in the *PCLUP* the estimated labor hours to be worked on the project by trade/craft persons.

2. *LEAP EMPLOYEE VERIFICATION FORM*: The Contractor must provide the LEAP Office with a form for every person whom the contractor will claim credit towards meeting the LUG with at least one piece of verifying documentation.

3. *LEAP WEEKLY PAYROLL REPORT:* The Prime and Subcontractors must complete and attach this form to the front of each weekly certified payroll when submitting to the LEAP Office for review.

4. *WEEKLY CERTIFIED PAYROLL*: The Prime and Subcontractors must submit weekly Certified Payrolls that include, employee name, address, social security number, craft/trade, class, hours worked on this job, rate of pay, and gross wages paid including benefits for this job.

5. *L&I STATEMENT OF INTENT TO PAY PREVAILING WAGE FORM*: The LEAP Office shall be provided with a copy for every contractor on the project.

6. *L&I AFFIDAVIT OF WAGES PAID FORM*: The LEAP Office shall be provided with a copy for every contractor on the project.

***WITHHOLDING PROGRESS PAYMENTS*: The LEAP Coordinator may withhold progress payments for failure to submit required forms.

City of Tacoma
LEAP Office
747 Market Street, Room 900
Tacoma WA 98402
Telephone (253) 591-5826
Fax (253) 591-5232

PRIME CONTRACTOR
LEAP UTILIZATION PLAN

Failure to submit this plan at the Pre-Construction Meeting may result in Progress Payments being withheld.

Part A

Contractor:		**Date:**
Specification Number:	**Contract/Work Order Number(s):**	**LEAP Utilization Goal:**
Project Description:		**Contract Dollar Amount:**

PART B **PLANNED LEAP HOURS***

Trade or Craft	City of Tacoma Resident	Pierce County Apprentice, Youth, and/or Veteran	City of Tacoma Apprentice, Youth, and/or Veteran	Tacoma Community Empowerment Zone Resident	For Hydro Projects Hydro Project Area Resident (see *Counties)	For Watershed Projects Seattle Renewal Community/CEZ Resident and/or King County Appr.	
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	**Date**
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	**Rejected**
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	**Date**
	hrs.	hrs.	hrs.	hrs.	hrs.	hrs.	
Totals							
					TOTAL hrs.		

Part C

Provide a description of how the Contractor plans to ensure that the LEAP Utilization Goals on the project will be met. (Use additional sheets if necessary)

General Instructions for completing Prime Contractor LEAP Utilization Plan

Part A

Contractor/Contract Information Section: The Prime Contractor is responsible for completing this section. Failure to submit this plan at the Pre-Construction Meeting may result in Progress Payments being withheld.

Part B

Planned LEAP Hours Section: This section should be completed by the Prime Contractor. The information required in Part B is described below.

Trade or Craft: Indicate the Trade or Craft being used.

LEAP Employee Categories: Indicate the number of hours that will be utilized by the Prime Contractor and all Sub Contractors for each craft and broken down by City of Tacoma Resident, City of Tacoma Apprentice, Youth, or Veteran, Pierce County Apprentice, Youth, or Veteran.

For Watershed Projects: King County Apprentice – Approved by Washington State and/or Seattle Renewal Community (CEZ) Resident.

For Hydro Projects: Area Residents (residing in either Pierce County or the County where the work is performed: Lewis, Mason, Grays Harbor or Thurston County), Tacoma Community Empowerment Zone Resident, City of Tacoma Residents.

Totals: Total the number of hours in each of the six (6) columns.

Total Planned LEAP Utilization Hours: This is the total number of hours planned on this project to satisfy the LEAP Utilization Goal.

Part C

Description of how the Contractor plans to ensure fulfillment of the LEAP Utilization Goal: This section is to be completed by the Prime Contractor. Please describe how you plan to satisfy the LEAP Utilization Goal on this project. Provide a summary of your outreach and recruitment procedures to hire LEAP Qualified Employees to work on this project.

City of Tacoma LEAP Office
747 Market Street, Room 900
Tacoma, WA 98402
(253) 591-5826 fax (253) 591-5232
www.cityoftacoma.org/leap

LEAP EMPLOYEE VERIFICATION FORM

Contractor/Sub:_____ Specification Number:_____

Project Description:_____

Employee Name: _____ Craft:_____

Ethnic Group (*optional*): ☐ Asian/Pac Isl. ☐ Black ☐ Hispanic ☐ Native American ☐ White ☐ Other

Social Security Number:_____ Gender (*optional*): ☐ MALE ☐ FEMALE

Complete Physical Address (No PO Boxes):_____

City:_____ State:_____ Zip:_____Telephone:_____ Date of Hire:_____

Apprenticeship County:_____ Apprentice Registration I.D. *(if applicable):*_____

Age: _____ Copy of DD-214:_____

*********Please fill out entire form for tracking LEAP performance*********

LEAP qualified employee categories: (check all that apply)

_____ a. Resident of the Tacoma Community Empowerment Zone

_____b. Resident within the geographic boundaries of the City of Tacoma

_____c. Pierce County Apprentice-WA State Approved Apprentice living in Pierce County

_____d. Youth who is a Tacoma resident (18 to 24 years of age) ***Effective on projects advertised after 05-17-13.*
_____e. Youth who is a Pierce County resident(18 to 24 years of age) ***Effective on projects advertised after 05-17-13*.

_____f. Veteran who is a Tacoma resident. ***Effective on projects advertised after 05-17-13.*
_____g. Veteran who is a Pierce County resident. ***Effective on projects advertised after 05-17-13*.

_____h. Tacoma Power Hydro Projects only (must live in the county where the work is performed) - Resident of Lewis, Mason, Grays Harbor, Pierce and Thurston Counties - (verified by proof of county residency) **Effective on projects advertised after 07-10-09*
_____i. Tacoma Water Green River Headworks and Watershed Projects only - Resident of Seattle's Duwamish and White Center Community Empowerment Zone (CEZ) or King County Apprentice (verified by proof of CEZ residency) or (King County Apprentice status verified by the Labor & Industries website, www.lni.wa.gov/, directions to follow)
**Effective on projects advertised after 07-10-09*

Signature of Employee:_____ Date:_____

Contractor Representative:_____ Date:_____

LEAP EMPLOYEE VERIFICATION FORM

To be Completed by Contractor or Subcontractor

Please attach a <u>legible</u> copy of the following document(s) showing the address of residence as proof of local (Tacoma) and/or Pierce County residency and apprentice status, youth status, or veteran status.

.....

_____ For Youth - Copy of Birth Certificate or WA State ID or WA Driver's License (projects advertised after 05-20-13)

_____ For Veterans – Copy of DD-214(Projects advertised after 05-20-13)

_____ Driver's License with current address

_____ Utility Bill/Phone Bill/Cell Bill/Cable Bill with current address

_____ Copy of current tax form W-4

_____ Rental Agreement/Lease (residential)

_____ Computer Printout From Other Government Agencies

_____ Property Tax Records

_____ Apprentice Registration I.D.

_____ Food Stamp Award Letter

_____ Housing Authority Verification

_____ Insurance Policy (Residence/Auto)

*Any of the above must have a complete physical address. No PO Boxes.

Contractor Representative:_____ Date:_____

Title:_____

City of Tacoma
LEAP Office
747 Market Street Room. 900
Tacoma WA, 98402
Phone (253) 591-5826
Fax (253) 591-5232
www.cityoftacoma.org/leap

LEAP
Weekly Payroll Report

Prime / Subcontractor:_____ **Union** ☐ **Non-Union** ☐

Specification Number:_____ **Project:** _____

Payroll Week Ending Date: _____ **Payroll Number:** _____

To the extent possible, Contractors shall recruit Apprentices from multiple trades or crafts. (LEAP Regulations Section III)

Failure to submit this report attached to Weekly Certified Payrolls may result in Progress Payments being withheld.

1) Total Labor hours worked by <u>all</u> employees this payroll period on *this job*:_____

2) Total Wages paid *including benefits* to <u>all</u> employees this payroll period on *this job*:_____

Please include below LEAP qualified employees that have been verified by the LEAP Office *only.* A LEAP employee is a City of Tacoma resident and/or a Washington State approved apprentice who is a resident of Pierce County.
(Use additional sheets if necessary)

3) LEAP Employee Name	4) Social Security Number	5) Craft	6) Class J / A	7) Type of hours	8) Hours worked (this job)	9) Hourly Rate of pay incl. F/B
						$
						$
						$
						$
						$
						$
						$
						$

I, the undersigned, affirm that the information contained herein is true and correct.

_____ _____ _____
Signature of Responsible Officer Title Date

Instructions for completing the LEAP Weekly Payroll Report

If no work was performed on this job for this week, write **No Work Performed** on line # 1.

If work was performed on this job for this week, complete the form using the following instructions.

1) Enter the number of hours worked on this job by **all** employees
2) Enter the total Gross wages paid to **all** employees, (including fringe benefits) for this job
3) Enter employee name for **LEAP** qualified employees
4) Enter Social Security Number
5) Enter Craft as listed on Labor & Industries Intent to Pay Prevailing Wage
   - if this employee worked in more than one craft category, enter 5) through 9) on separate lines
6) Enter the employee class, Journeyman (J) or Apprentice (A)
7) Enter type of hours (regular (R) , overtime (O), double time (DT), for this employee
   - for each change in type of hours enter 5) through 9) on separate lines
8) Enter the hours worked by this employee
9) Enter the rate of pay (including fringe benefits) for this employee

---

Sample

1) Total hours worked on this job by all employees 142

2) Total gross pay for all employees working on this job $ 5412.91

The following employees have been identified as qualified LEAP employees for the purpose of meeting the LEAP Utilization Goal for this project.

3) Employee Name	4) Social Security Number	5) Craft	6) Class J / A	7) Type of hours	8) Hours worked (this job)	9) Hourly Rate of pay incl. F/B
Joe Smith	**123-45-6789**	**Laborer**	**J**	**R**	**15**	**$31.34**
		Laborer	**J**	**O**	**5**	**$47.01**
Tom Thompson	**987-65-4321**	**Laborer**	**J**	**R**	**8**	**$31.34**
		Power Equipment Operator	**J**	**R**	**8**	**$37.24**
Ken Swanson	**654-59-7531**	**Electrician**	**A**	**R**	**32**	**$29.93**

PREVAILING WAGE RATES

FOR

PIERCE COUNTY

Effective date March 15, 2016

See Department of Labor and Industries URL link
https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx

PREVAILING WAGE RATES

FOR

PIERCE COUNTY

APPRENTICES

Effective date March 15, 2016

See Department of Labor and Industries URL link
https://fortress.wa.gov/lni/wagelookup/ApprenticeWageLookup.aspx

COUNCIL CHAMBERS

EXHIBIT A

MFG	MODEL	QTY
AJA	ADA4	2
AJA	HI5	1
AJA	KIPRO RACK	2
AJA	KI-STOR500-USB	4
APANTAC	DA-HDTV-SDI	1
AVP	UM2RJ45-6FS	5
AVP	UMNC3MD-L-1	8
BRIGHTLINE	016-112-P	5
BRIGHTLINE	BL.16/CS-BF	5
BRIGHTLINE	BL.16/CS-MF	11
BRIGHTLINE	BL.16P1-B32-CF	5
BRIGHTLINE	BL.16P1-M32-CF	11
CHIEF	LSM1U	2
CHIEF	XCM1U	2
CIRCLE TECHNOLOGIES	CIRCLEBOX	1
CRESTRON	DMC-4K-C	7
CRESTRON	DMC-4K-CO-HD	7
CRESTRON	DMC-HDO	1
CRESTRON	DM-RMC-SCALER-C	13
CRESTRON	DM-TX-201-C	2
CRESTRON	HD-DA-2	6
CRESTRON	TSW-750-7	1
CUSTOM BULKHEAD	BKHD-101	1
CUSTOM FURNITURE	CONTROL ROOM CONSOLE	1
Da-Lite	88306	1
ELECTRO-VOICE	EVID C4.2 (PAIR)	5
ELECTRO-VOICE	PA2250T	1
EXTRON	CABLE CUBBY	1
EXTRON	DA 12V/6V 60-694-01	1
GENERIC	UPS	1
HAIVISION	S-290E-SDI-M	1
HP	2920-48G	1
JK AUDIO	AUTYHYBRID IP2	1
JK AUDIO	RA2	1
MIDDLE ATLANTIC	U1	2
MIDDLE ATLANTIC	U3	1
NIGEL B DESIGNS	NB-UIM-MCA-W	7
PANASONIC	AW-HE130WPJ	7
PANASONIC	DLE030	1
PANASONIC	PT-DZ870	1
PLANAR	PS6552	2
PLANAR	SL3250	2
RADIAL	SB-5	1
ROSS VIDEO	SHC-9642	2
ROSS VIDEO	XPN-KBD	1
ROSS VIDEO	XPRESSION XST1-0101-M4	1
ROSS VIDEO	CB1S-116-001	1
SENNHEISER	ADN C1	3
SENNHEISER	ADN CU1	1
SENNHEISER	ADN D1	14
SENNHEISER	EW322/365G3	2
SENNHEISER	I15-L	1
SHARP	LC-90LE657U	2
SYMETRIX	RADIUS AEC	1
SYMETRIX	XOUT12	1
TC ELECTRONIC	LEVEL PILOT	1
TEKTRONIX	WFM5200	1
TEKTRONIX	WFMRACK-NN	1
TELEMETRICS	DS-4	2
TELEMETRICS	RCCP-1	1
TVLOGIC	LVM-212W	1
VIEWSONIC	VT1602-L	14
WILLIAMS SOUND	PPA T45	1
YAMAHA	MSP5	2
YAMAHA	QL1	1

CFE

MFG	MODEL	QTY	CHAMBERS	STUDIO	TRUCK	CER/MCR
AJA	KIPRO RACK	1		1		
APPLE	IPAD AIR 2	15	13	1	1	
BLONDER TONGUE	CAMS 60	10				10
CRESTRON	DM-MD16X16	1	1			
CRESTRON	DM-TX-201-C	3	3			
CRESTRON	TSW-750-7	2	2			
EGT	QUARTET	6				6
EGT	QUARTET FRAME	3				3
ETC	ELEMENT	0				
GENERIC	COMPUTER	8	2	3	2	1
GENERIC	COMPUTER MONITOR 19"	10	3	4	2	1
GENERIC	COMPUTER MONITOR 24"	2				2
GENERIC	KEYBOARD	8	2	3	1	2
GENERIC	LAPTOP	1			1	
GENERIC	MOUSE	11	3	4	2	2
HDTV	42" HDTV (Council Chambers)	1	1			
HDTV TUNER	HDTV TUNER	0				
HP DISPLAY PORT CABLE KIT	VN567AA	8	2	3	2	1
HP DISPLAY PORT DVI ADAPTOR	FH973AA	8	2	3	2	1
HP COMPUTER SPEAKERS	D9J19AA	4	1	1		2
INTEL GYG DUAL PORT ADAPTOR	PCIe	4	1	1		2
JVC	SR-HD2700US	1				1
LEITCH	DTD-5200	1		1		
MIDDLE ATLANTIC	PD-915R	0				
MIDDLE ATLANTIC	RSH4A2M JVC SRHD2500US	1				1
RTS	4001	3			3	
RTS	4010	1			1	
RTS	4025	1			1	
RTS	MCE-325	6	1		4	1
RTS	MRT-327	1				1
RTS	MCP-1	7	1		4	2
RTS	MCS-325	7	1		4	2
RTS	4001 RMA	3			3	
RTS	PS-15	2	1		1	
RTS	SAP-612	1			1	
RTS	MCP-90-12	2				2
SENNHEISER	ASA1/NT	1	1			
SENNHEISER	ANTENNAS	2	2			
TRIPPLITE	UPS	1	1			
VIDEOTEK	APM-200	1			1	
VIDEOTEK	DM100	18				18
WOHLER	AMP2A-AM	1			1	
WOLFVISION	VZ-C12-3	1	1			
YAMAHA	BLURAY	1	1			
TBD	FRONT OFFICE CLK	1				1
TBD	MEETING ROOM CLOCK	1				1

MCR

MFG	MODEL	QTY
AJA	FS1	20
AJA	FS2	1
AJA	HD10CEA	1
AJA	HI5	1
AJA	ROI	1
APANTAC	DE-16	1
APANTAC	HDMI ADAPTER	16
APANTAC	HDMI-1-R	3
APANTAC	LE-16HD	2
APANTAC	RPS-LE16	2
APANTAC	SDI-OUT	3
APANTAC	UTAH-RT-INF	2
BITTREE	B64H-2MWNHD	4
BLACK BOX	ACR1000A-CTL	1
BLACK BOX	ACR1000A-R	5
BLACK BOX	ACR1000A-T	18
BLACK BOX	EVHDM102T-001M	18
BLACK BOX	RMKT2004	23
BLONDER TONGUE	HDE-3MCH	1
BLONDER TONGUE	HDE-CSV-QAM	1
CHIEF MANUFACTURING	MTM1U	3
HP	2920-48G	2
CUSTOM FURNITURE	MCR CONSOLE	1
DIGIAL ALERT SYSTEMS	EAS NET OPTION	1
DIGIAL ALERT SYSTEMS	ENCS	1
DIGITAL ALERT SYSTEMS	DASDEC-II LCR	1
DIGITAL ALERT SYSTEMS	EAS ANTENNA	1
EEG	HD491	1
ESE	ES-993UP/BLACK-RED	2
ESE	ES-993U/BLACK-RED	1
EVERTZ	5601ACO2	1
EVERTZ	5601MSC+2PS+GP+HDTG+T	2
HAIVISION	B-292D-HD2	1
HAIVISION	F-MB6X-RAC	1
MIDDLE ATLANTIC	RM-KB-LCD17HD	2
MIDDLE ATLANTIC	U2	1
PLANAR	PS5552	3
PLAYBOX	HDARGR-3R-2 DUAL	3
PLAYBOX	ING#2-3R-4	1
ROSS VIDEO	ADA-8405-C-R2C	2
ROSS VIDEO	DRA-8804-R2	3
ROSS VIDEO	SRA-8802-R2	1
ROSS VIDEO	HDC-8223-R2C	17
ROSS VIDEO	OG3-FR-CN	4
ROSS VIDEO	PS-OG3	4
ROSS VIDEO	UDA-8705A-R2L	7
STARTECH	VGA2HDU	14
TC ELEC	LEVEL PILOT	1
TECNEC	B-PF	2
TEKTRONIX	WFMRACK-NN	1
TEKTRONIX	WFM5200	1
TVLOGIC	LVM-212W	1
TV LOGIC	RMK21 (FOR LVM-212W)	1
TVLOGIC	LVM-246W	2
UTAH SCIENTIFIC	100/UDSFR64	1
UTAH SCIENTIFIC	HI-UDSVS	4
UTAH SCIENTIFIC	HO-UDSVS	4
UTAH SCIENTIFIC	PS/UDSV1	1
UTAH SCIENTIFIC	UDS-XY	4
WOHLER	AMP1A-PLUS	3
YAMAHA	MSP5	2

TRUCK

MFG	MODEL	QTY
AJA	FS1	3
AJA	KIPRO RACK	4
AJA	KI-STOR500-USB	8
AJA	RD10MD2	2
Camplex	HF-FUWPUW-G-0250	4
Camplex	HF-FUWPUW-G-0500	8
Canon	KJ17EX7.7B IRSE	3
Canon	KJ22EX7.6B IRSE	1
Canon	MS-210D	4
Chief	MTMPU	2
CLEARCOM	TW-47	1
CUSTOM	Camera case	4
CUSTOM	Custom PTZ Camera case	1
CUSTOM	Tripod mount for PTZ	4
AVP	WK-M3B8108E2-Z	1
AVP	MB8FM-LP-LC	8
AVP	AVP WKM-U216E2-Z-3BAR	2
AVP	UMJJ300	10
AVP	UMNC3MD-L-1	2
AVP	UMRJ11-F	2
AVP	UM2RRJ45-6AFS	7
AVP	UMHF310	1
AVP	UMNC3FD-L-1	14
ERECA	NET RACK	1
ERECA	TOPAS E	4
ERECA	TOPAS R	4
EVERTZ	5601MSC+2PS+GP+HDTG	1
HAIVISION	S-290E-SDI-M	1
CANARE	R460S	10
HP	2920-48G	1
JVC	SR-HD2700US	2
LECTROSONICS	2XR400A/RMPR400-2	1
LECTROSONICS	HM	2
LECTROSONICS	SMV	2
MARSHALL ELECTRONICS	V-MD434-3GSDI	2
MIDDLE ATLANTIC	RSH4A2M JVC SRHD2500US	2
MIDDLE ATLANTIC	TD8FLK	4
PANASONIC	AJ-HVF21KG	2
PANASONIC	AK-HC3800GS	4
PANASONIC	AK-HCU200PS	4
PANASONIC	AK-HRP200G	8
PANASONIC	AK-HVF70GJ	4
PANASONIC	AW-HE130KPJ	4
PANASONIC	MICROPHONE KIT - AJ-MC700	4
PANASONIC	Tripod Adaptor -SHAN-TM700	4
PLANAR	SL4250	2
PROMPTER PEOPLE	CASE-HS3075C	1
PROMPTER PEOPLE	PROLINE 17	1
PROMPTER PEOPLE	PRO-S17R	1
PROMPTER PEOPLE	VGA SCAN CONVERTER	1
RADIAL	PROAV2	1
RADIAL	SB-5	1
RDL	RU-AFC2	2
ROLAND	VC-1-SC	1
ROSS VIDEO	ADA-8405-C-R2C	3
ROSS VIDEO	BVS-102P	1
ROSS VIDEO	C2X-REDPSU-EXT	1
ROSS VIDEO	CB2S-P-224PLUS	1
ROSS VIDEO	DAC-8418-A-R2A	1
ROSS VIDEO	DMX-8259-4C-2RC	4
ROSS VIDEO	MUX-8258-B-R2B	2
ROSS VIDEO	QEA-8809-R2H	1
ROSS VIDEO	NK-3G34	1
ROSS VIDEO	NK-RP1/P	1
ROSS VIDEO	OG3-FR-CN	2
ROSS VIDEO	PS-OG3	2
ROSS VIDEO	RCP-NKM	2
ROSS VIDEO	SHC-9642	2
ROSS VIDEO	SRA-8802-R2	1
ROSS VIDEO	UDA-8705A-R2L	4
ROSS VIDEO	XST2-0101-M4	1
ROSS VIDEO	XST-CLIP-SERV	1
ROSS VIDEO	DRA-8804-R2	2
ROSS VIDEO	XPN-KBD	1
RTS	MCE-325	2
RTS	MCS-325	2

TRUCK

RTS	MCP-1	2
RTS-TELEX	IFB-325	4
RTS-TELEX	TW-7W	1
RTS	CES-1	4
SACHTLER	1804, (Dutch Head)	1
SACHTLER	3270 (Pan Handle Right)	4
SACHTLER	PROTECTIVE TRIPOD BAG - 9104	4
SACHTLER	Tripod - 1873	4
SENNHEISER	HMD-280-PRO	4
SENNHEISER	MD 42	2
SENNHEISER	WIND SCREENS - MZW-1	4
SENNHEISER	MKE 2 GOLD	2
SKB	1SKB-R2U	1
SKB	1SKB-R4U	1
SWIT	M-1090F	4
TC ELECTRONIC	LEVEL PILOT	2
TEKTRONIX	WFM2300	1
TEKTRONIX	WFM50F06	1
TEKTRONIX	WFM5200	1
TEKTRONIX	WFMRACK-NN	1
TELEMETRICS	DS-4	1
TELEMETRICS	RCCP-1	1
TVLOGIC	LVM-212W	2
TV LOGIC	RMK21 (FOR LVM-212W)	2
WHIRLWIND	ECN2300 (ETHERCON 300')	3
YAMAHA	MSP5	4
YAMAHA	QL5	1
YAMAHA	RIO1608-D	2
YAMAHA	RIO3224-D	1

STUDIO

MFG	MODEL	QTY
AJA	FS2	1
AVP	UMCP	24
AVP	UM2RJ45-6AFS	8
AVP	UMJJ300	12
AVP	UMNC3FD-L-1	11
AVP	UMNC3MD-L-1	9
AVP	WKM-U216E2-Z-3BAR	1
AVP	WKM-U116E1-Z-3BAR	2
CUSTOM FURNITURE	PCR CONSOLE	1
FUJINON	XA20SX8.5BMD	4
HP	2920-48G	1
JK AUDIO	AUTYHYBRID IP2	1
JK AUDIO	RA2	1
JK AUDIO	INTERCHANGE	1
JVC	SR-HD2700US	1
MIDDLE ATLANTIC	RSH4A2M JVC SRHD2500US	1
MIDDLE ATLANTIC	U2	2
NIGEL B DESIGNS	NB-UIM-MCA	2
PANASONIC	AK-HC1500G	4
PANASONIC	AW-HE130	2
PANASONIC	TC-55AS530U	2
PLANAR	SL4250	2
PREMIER MOUNTS	PSD-CS72B	2
PROMPTER PEOPLE	PROLINE 17	4
PROMPTER PEOPLE	VGA SCAN CONVERTER	1
RADIAL	SB-5	1
RDL	TX-A2D	1
ROLAND	VC-1-SC	1
ROSS VIDEO	BVS-102P	1
ROSS VIDEO	C2X-REDPSU-EXT	1
ROSS VIDEO	CB2B-P-224PLUS-001	1
ROSS VIDEO	CPS-AUX-053B	1
ROSS VIDEO	DAC-8418-A-R2A	1
ROSS VIDEO	DMX-8259-4C-R2C	2
ROSS VIDEO	DRA-8804-R2C	2
ROSS VIDEO	MUX-8258-B-R2B	1
ROSS VIDEO	OG3-FR-CN	1
ROSS VIDEO	PS-OG3	1
ROSS VIDEO	SEA-8802-R2	1
ROSS VIDEO	SHC-9642	4
ROSS VIDEO	UDA-8705A-R2L	1
ROSS VIDEO	XPN-KBD	1
ROSS VIDEO	XPRESSION XST2-0101-M4	1
ROSS VIDEO	XST-CLIP-SERV	1
RTS	4001	1
RTS	4001 RMA	1
RTS	4010	1
RTS	BP-351	2
RTS	CES-1	4
RTS	IFB-325	4
RTS	PH-88	3
RTS	TW-5W	1
SENNHEISER	A 1031-U	2
SENNHEISER	ASA/NT	1
SENNHEISER	EW 312 G3	2
SENNHEISER	G3 OMNI KIT 4	1
SENNHEISER	MKE 2 GOLD	2
TC ELEC	LEVEL PILOT	1
TEKTRONIX	WFMRACK-NN	1
TEKTRONIX	WFM5200	1
TELEMETRICS	CA-PTP-xxx	4
TELEMETRICS	DS-4	1
TELEMETRICS	EP6-700M	4
TELEMETRICS	PS-RM-48-2	4
TELEMETRICS	PT-LP-S4	4
TELEMETRICS	RCCP-1	1
TELEMETRICS	TALLY	4
TVLOGIC	LVM-212W	1
VIEWSONIC	MONITOR	4
YAMAHA	MSP5	3
YAMAHA	QL1	1
YAMAHA	RIO3224-D	1

PBS

Engineering +
Environmental

EXHIBIT B

Limited Hazardous Materials Survey Report

City Council Chambers Improvements
747 Market Street, First Floor
Tacoma, Washington 98402

Prepared for:
City of Tacoma
Tacoma, WA

January 11, 2015
PBS Project #: 41286.002

2517 Eastlake Avenue East, Suite 100, Seattle, WA 98102
206.233.9639 Main
866.727.0140 Fax
www.pbsenv.com

Bend | Boise | Coos Bay | Eugene | Portland | Seattle | Tri-Cities | Vancouver

Background

PBS Engineering and Environmental, Inc. (PBS) performed a limited inspection of the City Council Chambers, on the First Floor of the Tacoma Municipal Building, located at 747 Market Street, Tacoma, Washington to determine the presence of asbestos-containing materials (ACMs), and lead-containing paint (LCPs), PCB-containing light ballasts and mercury-containing fluorescent lamps. The intent of this report is to ensure that the City of Tacoma is in compliance with applicable regulatory requirements that a "good faith inspection" for ACMs be performed prior to demolition and/or renovation activities.

Building Description

The City Council Chambers is comprised of a meeting room, break room, storage room, and mechanical spaces. Interior finishes within the planned work areas include the following: Floors are finished with carpet on concrete; Walls consist of gypsum wallboard with either texture or wall covering; Ceilings are finished with textured gypsum wallboard in the meeting room, 2x4 acoustical tile grid systems in the break room and storage room, and bare concrete in mechanical spaces. Heating is provided via forced air systems.

Survey Process

All accessible areas of the City Council Chambers were inspected as part of this investigation. Suspect materials were sampled by AHERA accredited inspector Ferman Fletcher (Cert. # 151220, expiration 4/22/2016). Inaccessible areas are defined as those requiring selective demolition, fall protection or confined-space entry protocols to gain access. No other portion of the building was included in the scope of this investigation.

When observed, suspect materials were either sampled or presumed to contain asbestos. All samples were assigned a unique identification number and transmitted for analysis to to NVL Laboratories, (NVLAP #102063-0) under chain-of-custody protocols. Samples were analyzed according to EPA Method 600R-93/116 using Polarized Light Microscopy (PLM), which has a reliable limit of quantification of 1% asbestos by volume. Information regarding the type and location of sampled materials can be found on the attached PLM Sample Inventory.

Findings

Asbestos-Containing Materials (ACM)

- None of the materials sampled were found to contain asbestos

The following materials sampled in the planned work areas were found not to contain detectable concentrations of asbestos:

- Carpet Mastic – throughout;
- Wall and Ceiling Texture – Meeting room and Break room;
- Joint Compound/Gypsum Wallboard – throughout;
- Mastic associated with wall covering – throughout;
- Covebase and associated mastics – throughout;
- Brick mortar – mechanical space.

Refer to the attached PLM Bulk Sample Inventory for additional information on materials sampled as part of this investigation.

While PBS has endeavored to identify or presumed the presence and type of ACMs in concealed locations, additional unidentified ACMs may exist. Suspect ACMs that may exist at inaccessible locations include pipe/fitting insulation within wall/ceiling spaces, in or beneath building slab, moisture/vapor barrier felts or coatings within exterior wall cavities, caulking and/or sealants and possibly adhesives on various older finishes that may be concealed within newer construction or on HVAC ducting or equipment.

Lead-Containing Paint (LCP)

One (1) suspect painted coating was sampled and analyzed to determine lead content. Lead was not identified in detectable concentrations in the sample analyzed. Refer to the attached AA Lead Paint Sample Inventory for additional information on materials sampled as part of this investigation.

Polychlorinated-Biphenyls (PCBs)

Representative light fixtures were inspected for PCB-containing ballasts. All of the ballasts inspected were found to contain labeling indicating “NO PCBs”. Any ballasts without labeling regarding PCB content are considered PCB-containing.

Mercury-Containing Components

All fluorescent and HID lamps are presumed to contain mercury in regulated concentrations. Approximately thirty-six (36) fluorescent lamps were noted throughout the areas inspected.

Recommendations

Asbestos-Containing Materials (ACM)

PBS recommends that any ACM or presumed ACM to be impacted by the project be removed or impacted only by properly trained and protected personnel according to applicable local, state and federal regulations. Removal and disposal of ACM or presumed ACM should only be performed by Washington State certified asbestos abatement contractors in accordance with all applicable local, state and federal regulations. Impact of ACM’s should be performed according to WISHA requirements, including WAC 296-62 and WAC 296-65, and the requirements of Puget Sound Clean Air Agency Regulation III Article 4.

While not observed, additional suspect-ACM may be present in concealed spaces, which are discussed above. Caution should be exercised during selective demolition to prevent impact of suspect-ACMs. All suspect ACMs should be presumed asbestos-containing until properly sampled and analyzed.

Lead-Based Paint (LBP) and Lead-Containing Materials

Representative painted coatings from the project locations were not found to contain lead by laboratory analysis. Impact of painted surfaces with detectable concentrations of lead requires construction activities to be performed according to Washington Labor and Industries regulations for Lead in Construction (WAC 296-62-155). Workers impacting LCP should be provided the proper personal protective equipment and use proper work methods to limit occupational and environmental exposure to lead until an initial exposure assessment has been

conducted.
Concealed painted coatings may exist in inaccessible areas of the building or in secondary coatings on building components. These may consist of standard interior paint on walls, floors and ceilings, in wall and ceiling cavities, or coatings on door or window frames or exterior components. Any previously unidentified painted coatings on should be considered lead containing until sampled and proven otherwise.

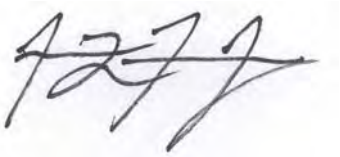
Polychlorinated-Biphenyls (PCBs)

While not encountered, PBS recommends that fluorescent light fixture ballasts that do not have "NO PCB's" labeling be considered PCB-containing. All suspect PCB-containing ballasts to be impacted by planned renovation or demolition activities should be properly removed, stored, transported and disposed of according to applicable regulations.

Mercury-Containing Components

PBS recommends that existing fluorescent lamps (tubes) be handled and/or recycled in accordance with applicable regulations during demolition activities. Procedures required include proper handling, labeling, storage and transport of tubes prior to recycling/disposal at a properly licensed facility. Clean up of any broken tubes should include proper worker protection.

Report prepared by:



Ferman Fletcher
AHERA Building Inspector
Cert. # 151220, expiration 4/22/2016

Report reviewed by:

Tim Ogden
Principal/Sr. Project Manager
AHERA Building Inspector
Cert. #150438, expiration 3/17/2016

Att.(3): PLM Asbestos Bulk Sample Inventory, Lab Data Sheets and Chain of Custody
AA Lead Paint Chip Sample Inventory, Lab Data Sheets and Chain of Custody
Certifications

PLM ASBESTOS SAMPLE INVENTORY

PBS Sample #	Material Type	Sample Location	Lab Description	Lab Result	Lab
41286.002 -001	Gritty wall texture Gypsum wallboard	Above suspended ceiling; Break Room	Layer 1: White brittle textured material Layer 2: White chalky material w/paper	NAD NAD	NVL
41286.002 -002	Gritty wall texture Gypsum wallboard	Above suspended ceiling; Break Room	Layer 1: White brittle textured material Layer 2: White chalky material w/paper	NAD NAD	NVL
41286.002 -003	Gritty wall texture	Above suspended ceiling; Break Room	Layer 1: White brittle textured material	NAD	NVL
41286.002 -004	Gritty wall texture Gypsum wallboard	Above suspended ceiling; Break Room	Layer 1: White brittle textured material Layer 2: White chalky material w/paper	NAD NAD	NVL
41286.002 -005	Gritty wall texture Gypsum wallboard	Above suspended ceiling; Break Room	Layer 1: White brittle textured material Layer 2: White chalky material w/paper	NAD NAD	NVL
41286.002 -006	Gritty ceiling texture	Room behind TV Screen	Layer 1: White textured powdery material w/paint & paper	NAD	NVL
41286.002 -007	Gritty ceiling texture	Room behind TV Screen	Layer 1: White textured powdery material w/paint & paper	NAD	NVL
41286.002 -008	Gritty ceiling texture	Room behind TV Screen	Layer 1: White textured powdery material w/paint & paper	NAD	NVL
41286.002 -009	Wall covering mastic	Center column	Layer 1: Yellow brittle mastic Layer 2: White brittle textured material w/paper	NAD NAD	NVL
41286.002 -010	Wall covering mastic Joint compound	North wall	Layer 1: Yellow brittle mastic Layer 2: White brittle textured material w/paint	NAD NAD	NVL
41286.002 -011	Wall covering mastic Gypsum wallboard	West wall; on stage	Layer 1: Yellow soft mastic Layer 2: White chalky material w/paper	NAD NAD	NVL
41286.002 -012	Wall covering mastic	East wall	Layer 1: Yellow soft mastic	NAD	NVL
41286.002 -013	Wall covering mastic Gypsum wallboard	Entryway at Base	Layer 1: Yellow soft mastic Layer 2: White brittle textured material	NAD NAD	NVL
41286.002 -014	Joint Compound Gypsum wallboard	Mechanical Room next to Break Room	Layer 1: White compacted powdery material w/paper Layer 2: White brittle material w/interwoven fibrous material Layer 3: White chalky material w/paper	NAD NAD NAD	NVL
41286.002 -015	Joint Compound Gypsum wallboard	North wall	Layer 1: White brittle textured material Layer 2: White chalky material w/paper	NAD NAD	NVL
41286.002 -016	Brick mortar	Mechanical Room behind TV Room	Layer 1: Gray sandy/brittle material	NAD	NVL
41286.002 -017	Cove base Cove base mastic	Stage	Layer 1: Black rubbery material Layer 2: Yellow soft mastic	NAD NAD	NVL
41286.002 -018	White carpet mastic	South wood stage	Layer 1: White soft mastic w/powdery material	NAD	NVL

PLM ASBESTOS SAMPLE INVENTORY

PBS Sample #	Material Type	Sample Location	Lab Description	Lab Result	Lab
41286.002 -019	Carpet pad Yellow mastic	A/V Room	Layer 1: Gray foamy material Layer 2: Yellow soft mastic w/debris	NAD NAD	NVL
41286.002 -020	Carpet mastic	Stage	Layer 1: Yellow soft mastic	NAD	NVL
41286.002 -021	Carpet pad Mastic	West end	Layer 1: Gray foamy material Layer 2: Trace yellow soft mastic	NAD NAD	NVL
41286.002 -022	Carpet pad Mastic	East end	Layer 1: Gray foamy material Layer 2: Yellow/black brittle mastic	NAD NAD	NVL
41286.002 -023	Carpet pad Mastic	South end	Layer 1: Gray foamy material Layer 2: Yellow brittle mastic	NAD	NVL

December 30, 2015

Ferman Fletcher
PBS Environmental (Seattle)
2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

RE: Bulk Asbestos Fiber Analysis; NVL Batch # 1523659.00

Client Project: 41286.002
Location: City of Tacoma: Council Chamber Improvements

Dear Mr. Fletcher,

Enclosed please find test results for the 23 sample(s) submitted to our laboratory for analysis on 12/30/2015.

Examination of these samples was conducted for the presence of identifiable asbestos fibers using polarized light microscopy (PLM) with dispersion staining in accordance with both **EPA 600/M4-82-020**, Interim Method for the Determination of Asbestos in Bulk Insulation Samples and **EPA 600/R-93/116** Method for the Determination of Asbestos in Bulk Building Materials.

For samples containing more than one separable layer of materials, the report will include findings for each layer (labeled Layer 1 and Layer 2, etc. for each individual layer). The asbestos concentration in the sample is determined by calibrated visual estimation.

For those samples with asbestos concentrations between 1 and 10 percent based on visual estimation, the EPA recommends a procedure known as point counting (NESHAPS, 40 CFR Part 61). Point counting is a statistically more accurate means of quantification for samples with low concentrations of asbestos.

The detection limit for the calibrated visual estimation is <1%, 400 point counts is 0.25% and 1000 point counts is 0.1%

Samples are archived for two weeks following analysis. Samples that are not retrieved by the client are discarded after two weeks.

Thank you for using our laboratory services. Please do not hesitate to call if there is anything further we can assist you with.

Sincerely,

Munaf Khan, Laboratory Director

Enc.: Sample Results

Lab Code: 102063-0

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www.nvllabs.com

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Lab ID: 15141734 **Client Sample #: 41286.002-001**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** White brittle textured material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Calcareous particles, Binder/Filler	Cellulose 2%	**None Detected ND**
Layer 2 of 2	**Description:** White chalky material with paper		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Binder/Filler, Gypsum/Binder, Mica	Cellulose 21%	**None Detected ND**
		Glass fibers 3%	

Lab ID: 15141735 **Client Sample #: 41286.002-002**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** White brittle textured material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Calcareous particles, Binder/Filler	Cellulose 2%	**None Detected ND**
Layer 2 of 2	**Description:** White chalky material with paper		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Binder/Filler, Gypsum/Binder, Mica	Cellulose 20%	**None Detected ND**
		Glass fibers 4%	

Lab ID: 15141736 **Client Sample #: 41286.002-003**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1	**Description:** White brittle textured material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Calcareous particles, Binder/Filler	Cellulose 2%	**None Detected ND**

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and 600/M4-82-020 Methods with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Lab ID: 15141737 **Client Sample #: 41286.002-004**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** White brittle textured material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Calcareous particles, Binder/Filler	Cellulose 2%	**None Detected ND**
Layer 2 of 2	**Description:** White chalky material with paper		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Binder/Filler, Gypsum/Binder, Mica	Cellulose 21%	**None Detected ND**
		Glass fibers 3%	

Lab ID: 15141738 **Client Sample #: 41286.002-005**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** White brittle textured material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Calcareous particles, Binder/Filler	Cellulose 3%	**None Detected ND**
Layer 2 of 2	**Description:** White chalky material with paper		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Binder/Filler, Gypsum/Binder, Mica	Cellulose 22%	**None Detected ND**
		Glass fibers 4%	

Lab ID: 15141739 **Client Sample #: 41286.002-006**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1	**Description:** White textured powdery material with paint and paper		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Calcareous particles, Paint, Binder/Filler	Cellulose 21%	**None Detected ND**

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and 600/M4-82-020 Methods with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Lab ID: 15141740 **Client Sample #: 41286.002-007**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1	**Description:** White textured powdery material with paint and paper			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Calcareous particles, Paint, Binder/Filler	Cellulose	23%	**None Detected ND**

Lab ID: 15141741 **Client Sample #: 41286.002-008**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1	**Description:** White textured powdery material with paint and paper			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Calcareous particles, Paint, Binder/Filler	Cellulose	25%	**None Detected ND**

Lab ID: 15141742 **Client Sample #: 41286.002-009**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** Yellow brittle mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Mastic/Binder	Cellulose	3%	**None Detected ND**
Layer 2 of 2	**Description:** White brittle textured material with paper			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Calcareous particles	Cellulose	20%	**None Detected ND**

Lab ID: 15141743 **Client Sample #: 41286.002-010**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** Yellow brittle mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Mastic/Binder	Cellulose	5%	**None Detected ND**

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Layer 2 of 2 **Description:** White textured brittle material with paint

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Calcareous particles, Paint, Binder/Filler	Cellulose 2%	**None Detected ND**

Lab ID: 15141744 **Client Sample #: 41286.002-011**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2 **Description:** Yellow soft mastic

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Mastic/Binder	Cellulose 4%	**None Detected ND**

Layer 2 of 2 **Description:** White chalky material with paper

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Gypsum/Binder, Mica	Cellulose 21%	**None Detected ND**
	Glass fibers 4%	

Lab ID: 15141745 **Client Sample #: 41286.002-012**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1 **Description:** Yellow soft mastic

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Mastic/Binder, Fine grains	Cellulose 4%	**None Detected ND**
	Synthetic fibers 2%	

Lab ID: 15141746 **Client Sample #: 41286.002-013**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2 **Description:** Yellow soft mastic

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Mastic/Binder	Cellulose 4%	**None Detected ND**

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and 600/M4-82-020 Methods with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Layer 2 of 2	**Description:** White brittle textured material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Calcareous particles	Cellulose	2%	**None Detected ND**

Lab ID: 15141747 **Client Sample #: 41286.002-014**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 3	**Description:** White compacted powdery material with paper			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Calcareous particles, Binder/Filler	Cellulose	23%	**None Detected ND**
		Glass fibers	10%	
Layer 2 of 3	**Description:** White brittle material with interwoven fibrous material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Calcareous particles	Glass fibers	8%	**None Detected ND**
		Cellulose	2%	
Layer 3 of 3	**Description:** White chalky material with paper			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Gypsum/Binder, Mica	Cellulose	21%	**None Detected ND**
		Glass fibers	3%	

Lab ID: 15141748 **Client Sample #: 41286.002-015**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** White brittle textured material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Calcareous particles	Cellulose	2%	**None Detected ND**
		Glass fibers	4%	

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and 600/M4-82-020 Methods with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Layer 2 of 2 **Description:** White chalky material with paper

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Gypsum/Binder	Cellulose 23%	**None Detected ND**

Lab ID: 15141749 **Client Sample #: 41286.002-016**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1 **Description:** Gray sandy/brittle material

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Sand, Mineral grains	Cellulose 2%	**None Detected ND**
	Synthetic fibers <1%	

Lab ID: 15141750 **Client Sample #: 41286.002-017**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2 **Description:** Black rubbery material

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Rubber/Binder	None Detected ND	**None Detected ND**

Layer 2 of 2 **Description:** Yellow soft mastic

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Mastic/Binder	Cellulose 3%	**None Detected ND**

Lab ID: 15141751 **Client Sample #: 41286.002-018**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 1 **Description:** White soft mastic with powdery material

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Mastic/Binder, Calcareous particles	Cellulose 2%	**None Detected ND**
	Synthetic fibers <1%	

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

Lab ID: 15141752 **Client Sample #: 41286.002-019**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** Gray foamy material			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Synthetic foam	None Detected	ND	**None Detected ND**
Layer 2 of 2	**Description:** Yellow soft mastic with debris			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Mastic/Binder, Wood flakes	Cellulose	2%	**None Detected ND**
		Wood fibers	4%	

Lab ID: 15141753 **Client Sample #: 41286.002-020**
Location: City of Tacoma: Council Chamber Improvements
Comments: No carpet pad present.

Layer 1 of 1	**Description:** Yellow soft mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Mastic/Binder	Synthetic fibers	2%	**None Detected ND**
		Cellulose	3%	

Lab ID: 15141754 **Client Sample #: 41286.002-021**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** Gray foamy material			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Synthetic foam	None Detected	ND	**None Detected ND**
Layer 2 of 2	**Description:** Trace yellow soft mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Mastic/Binder	Cellulose	3%	**None Detected ND**

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

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Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: Mr. Ferman Fletcher
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523659.00
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 23
Samples Analyzed: 23
Method: EPA/600/R-93/116 & EPA/600/M4-82-020

		Synthetic fibers <1%	

Lab ID: 15141755 **Client Sample #: 41286.002-022**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** Gray foamy material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Synthetic foam	None Detected ND	**None Detected ND**
Layer 2 of 2	**Description:** Yellow/black brittle mastic		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Mastic/Binder, Asphalt/Binder	Cellulose 3%	**None Detected ND**

Lab ID: 15141756 **Client Sample #: 41286.002-023**
Location: City of Tacoma: Council Chamber Improvements

Layer 1 of 2	**Description:** Gray foamy material		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Synthetic foam	None Detected ND	**None Detected ND**
Layer 2 of 2	**Description:** Yellow brittle mastic		
	Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
	Mastic/Binder	Cellulose 3%	**None Detected ND**
		Synthetic fibers 2%	

Sampled by: Client
Analyzed by: Lori Tseng **Date:** 12/30/2015
Reviewed by: Munaf Khan **Date:** 12/30/2015

Munaf Khan, Laboratory Director

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ASBESTOS LABORATORY SERVICES

Company PBS Environmental (Seattle)
Address 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102
Project Manager Mr. Ferman Fletcher
Phone (206) 233-9639
Cell (206) 491-1389

NVL Batch Number **1523659.00**
TAT 1 Day **AH** No
Rush TAT
Due Date 12/31/2015 **Time** 2:00 PM
Email ferman.fletcher@pbsenv.com
Fax (866) 727-0140

Project Name/Number: 41286.002 **Project Location:** City of Tacoma: Council Chamber Improvements

Subcategory PLM Bulk
Item Code ASB-02 EPA 600/R-93-116 Asbestos by PLM <bulk>

Total Number of Samples 23 Rush Samples

	Lab ID	Sample ID	Description	A/R
1	15141734	41286.002-001		A
2	15141735	41286.002-002		A
3	15141736	41286.002-003		A
4	15141737	41286.002-004		A
5	15141738	41286.002-005		A
6	15141739	41286.002-006		A
7	15141740	41286.002-007		A
8	15141741	41286.002-008		A
9	15141742	41286.002-009		A
10	15141743	41286.002-010		A
11	15141744	41286.002-011		A
12	15141745	41286.002-012		A
13	15141746	41286.002-013		A
14	15141747	41286.002-014		A
15	15141748	41286.002-015		A
16	15141749	41286.002-016		A
17	15141750	41286.002-017		A
18	15141751	41286.002-018		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	Courier				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Justin Shearer		NVL	12/30/15	1400
Analyzed by	Lori Tseng		NVL	12/30/15	4:10 PM
Results Called by					
☐ **Faxed** ☐ **Emailed**					

Special Instructions:

Date: 12/30/2015
Time: 2:11 PM
Entered By: Justin Shearer

NVL Laboratories, Inc.
4708 Aurora Ave N, Seattle, WA 98103
p 206.547.0100 | f 206.634.1936 | www.nvllabs.com

ASBESTOS LABORATORY SERVICES

Company PBS Environmental (Seattle)
Address 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102
Project Manager Mr. Ferman Fletcher
Phone (206) 233-9639
Cell (206) 491-1389

NVL Batch Number **1523659.00**
TAT 1 Day **AH** No
Rush TAT
Due Date 12/31/2015 **Time** 2:00 PM
Email ferman.fletcher@pbsenv.com
Fax (866) 727-0140

Project Name/Number: 41286.002 **Project Location:** City of Tacoma: Council Chamber Improvements

Subcategory PLM Bulk
Item Code ASB-02 EPA 600/R-93-116 Asbestos by PLM <bulk>

Total Number of Samples 23 Rush Samples

	Lab ID	Sample ID	Description	A/R
19	15141752	41286.002-019		A
20	15141753	41286.002-020		A
21	15141754	41286.002-021		A
22	15141755	41286.002-022		A
23	15141756	41286.002-023		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	Courier				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Justin Shearer		NVL	12/30/15	1400
Analyzed by	Lori Tseng		NVL	12/30/15	4:10 PM
Results Called by					
☐ **Faxed** ☐ **Emailed**					

Special Instructions:

Date: 12/30/2015
Time: 2:11 PM
Entered By: Justin Shearer

PBS

1523659

Project: City of Tacoma: Council Chamber Improvements **Project #:** 41286.002

Analysis requested: PLM **Date:** 12/30/15

Relinq'd by/Signature: **Date/Time:** 12/30/15

Received by/Signature: **Date/Time:** 12-30-15 1400 Courier

Fax results to:

☐	Brian Stanford	☐	Prudy Stoudt-McRae	☒	Ferman Fletcher
☐	Ernest Edwards	☐	Joe Lucas	☐	Tim Ogden
☐	Gregg Middaugh	☐	Janet Murphy	☐	Mike Smith
☐	Mark Hiley	☐	Willem Mager	☐	Chuck Greeb

TURN AROUND TIME:

☐	1 Hour	☒	24 Hours	☐	3-5 Days
☐	2 Hours	☐	48 Hours	☐	Other_____
☐	4 Hours				

BULK SAMPLE DATA FORM

Lab #	Sample #	Material	Location	Lab
	41286.002-001	Gritty Wall Texture/GWB	Above suspended ceiling; Break room	NVL
	-002	"	"	
	-003	"	"	
	-004	"	"	
	-005	"	"	
	-006	Gritty Ceiling Texture	Room behind TV Screen	
	-007	"	"	
	-008	"	"	
	-009	Wall Covering Mastic	Center Column	
	-010	Wall Covering Mastic/JC	North Wall	
	-011	Wall Covering Mastic/GWB	W. Wall; On Stage	
	-012	"	E. Wall	
	-013	"	Entryway at Base	
	-014	JC/GWB	Mech Room next to break room	
	-015	JC/GWB	N. Wall	

PBS

1523659

Project: City of Tacoma: Council Chamber Improvements **Project #:** 41286.002

Analysis requested: PLM **Date:** 12/30/15

Relinq'd by/Signature: **Date/Time:** 12/30/15

Received by/Signature: **Date/Time:** 12-30-15 1400 (courier)

Fax results to:

☐	Brian Stanford	☐	Prudy Stoudt-McRae	☒	Ferman Fletcher
☐	Ernest Edwards	☐	Joe Lucas	☐	Tim Ogden
☐	Gregg Middaugh	☐	Janet Murphy	☐	Mike Smith
☐	Mark Hiley	☐	Willem Mager	☐	Chuck Greeb

TURN AROUND TIME:

☐	1 Hour	☒	24 Hours	☐	3-5 Days
☐	2 Hours	☐	48 Hours	☐	Other_____
☐	4 Hours				

BULK SAMPLE DATA FORM

Lab #	Sample #	Material	Location	Lab
	41286.002-016	Brick Mortar	Mechanical room behind TV room	**NVL**
	-017	CB/CB Mastic	Stage	
	-018	White Carpet Mastic	S. Wood Stage	
	-019	Carpet Pad/Yellow Mastic	A/V Room	
	-020	Carpet Mastic	Stage	
	-021	Carpet Pad/Mastic	W. end	
	-022	"	E. end	
	-023	"	S. end	

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AA LEAD PAINT CHIP SAMPLE INVENTORY

PBS Sample #	Paint Color / Component or Substrate	Sample Location	Results (mg/kg)	Results (%)	Lab
41286.002 -Pb01	Dark Grey/gritty textured gypsum wallboard/wall	A/V Room	<50.0	<0.0050	NVL

mg/kg = Milligrams per kilogram
< = Less than the Limit of Detection

December 30, 2015

Ferman Fletcher
PBS Environmental (Seattle)
2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

NVL LABS
INDUSTRIAL HYGIENE SERVICES
Laboratory | Management | Training

RE: Metals Analysis; NVL Batch # 1523662.00

Dear Mr. Fletcher,

Enclosed please find the test results for samples submitted to our laboratory for analysis. Preparation of these samples was conducted following protocol outlined in EPA Method SW 846 -3051 unless stated otherwise. Analysis of these samples was performed using analytical instruments in accordance with U.S. EPA, NIOSH, OSHA and other ASTM methods.

For matrix materials submitted as paint, dust wipe, soil or TCLP samples, analysis for the presence of total metals is conducted using published U.S. EPA Methods. Paint and soil results are usually expressed in mg/Kg which is equivalent to parts per million (ppm). Lead (Pb) in paint is usually expressed in mg/Kg (ppm) , Percent (%) or mg/cm^2 by area. Dust wipe sample results are usually expressed in ug/wipe and ug/ft^2. TCLP samples are reported in mg/L (ppm). For air filter samples, analyses are conducted using NIOSH and OSHA Methods. Results are expressed in ug/filter and ug/m^3. Other matrix materials are analyzed accordingly using published methods or specified by client. The reported test results pertain only to items tested and are not blank corrected.

For recent regulation updates pertaining to current regulatory levels or permissible exposure levels, please call your local regulatory agencies for more details.

This report is considered highly confidential and will not be released without your approval. Samples are archived for two weeks following analysis. Samples that are not retrieved by the client are discarded after two weeks.

Thank you for using our laboratory services. if you need further assistance please feel free to call us at 206-547-0100 or 1-888-NVLLABS.

Sincerely,

Shalini Patel, Laboratory Analyst

ilac-MRA
AIHA LAP, LLC
ACCREDITED LABORATORY
INDUSTRIAL HYGIENE & ENVIRONMENTAL LEAD
ISO/IEC 17025:2005
LAB # 101861

1.888.NVL.LABS
1.888.(685.5227)
www.nvllabs.com

NVL Laboratories, Inc.
4708 Aurora Ave N, Seattle, WA 98103
p 206.547.0100 | f 206.634.1936

NVL Laboratories, Inc.
4708 Aurora Ave N, Seattle, WA 98103
p 206.547.0100 | f 206.634.1936 | www.nvllabs.com

Analysis Report

Total Lead (Pb)

Client: PBS Environmental (Seattle)
Address: 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102

Attention: **Mr. Ferman Fletcher**
Project Location: City of Tacoma: Council Chamber Improvements

Batch #: 1523662.00
Matrix: Paint
Method: EPA 3051/7000B
Client Project #: 41286.002
Date Received: 12/30/2015
Samples Received: 1
Samples Analyzed: 1

Lab ID	Client Sample #	Sample Weight (g)	RL in mg/Kg	Results in mg/Kg	Results in percent
15141760	41286.002-Pb01	0.1993	50.0	< 50.0	<0.0050

Sampled by: Client
Analyzed by: Yasuyuki Hida
Reviewed by: Shalini Patel
Date Analyzed: 12/30/2015
Date Issued: 12/30/2015

Shalini Patel, Laboratory Analyst

mg/ Kg =Milligrams per kilogram
Percent = Milligrams per kilogram / 10000
RL = Reporting Limit
'<' = Below the reporting Limit
Note : Method QC results are acceptable unless stated otherwise.
Unless otherwise indicated, the condition of all samples was acceptable at time of receipt.

Bench Run No: 35-1230-01

NVL Laboratories, Inc.
4708 Aurora Ave N, Seattle, WA 98103
p 206.547.0100 | f 206.634.1936 | www.nvllabs.com

LEAD LABORATORY SERVICES

Company PBS Environmental (Seattle)
Address 2517 Eastlake Ave E, Suite 100
Seattle, WA 98102
Project Manager Mr. Ferman Fletcher
Phone (206) 233-9639
Cell (206) 491-1389

NVL Batch Number **1523662.00**
TAT 1 Day **AH** No
Rush TAT
Due Date 12/31/2015 **Time** 2:00 PM
Email ferman.fletcher@pbsenv.com
Fax (866) 727-0140

Project Name/Number: 41286.002 **Project Location:** City of Tacoma: Council Chamber Improvements

Subcategory Flame AA (FAA)
Item Code FAA-02 EPA 7000B Lead by FAA <paint>

Total Number of Samples 1 Rush Samples

	Lab ID	Sample ID	Description	A/R
1	15141760	41286.002-Pb01		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	Courier				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Justin Shearer		NVL	12/30/15	1400
Analyzed by	Yasuyuki Hida		NVL	12/30/15	
Results Called by					
☐ **Faxed** ☐ **Emailed**					

Special Instructions:

Date: 12/30/2015
Time: 2:21 PM
Entered By: Justin Shearer

PBS

1523662

Project: City of Tacoma: Council Chamber Improvements **Project #:** 41286.002

Analysis requested: AAS for Pb **Date:** 12/30/15

Relinq'd by/Signature: _____ **Date/Time:** 12/30/15

Received by/Signature: _____ **Date/Time:** 12-30-15 1400 Courier

Fax results to:

☐	Brian Stanford	☐	Prudy Stoudt-McRae	☒	Ferman Fletcher
☐	Ernest Edwards	☐	Joe Lucas	☐	Tim Ogden
☐	Gregg Middaugh	☐	Janet Murphy	☐	Mike Smith
☐	Mark Hiley	☐	Willem Mager	☐	Chuck Greeb

TURN AROUND TIME:

☐	1 Hour	☒	24 Hours	☐	3-5 Days
☐	2 Hours	☐	48 Hours	☐	Other_____
☐	4 Hours				

BULK SAMPLE DATA FORM

Lab #	Sample #	Material	Location	Lab
	41286.002-Pb01	Dk Grey/Gritty Textured GWB/Wall	A/V Room	NVL

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Certificate of Completion

This is to certify that

Ferman L. Fletcher

has satisfactorily completed
4 hours of refresher training as an

Asbestos Building Inspector

to comply with the training requirements of
TSCA Title II / 40 CFR 763 (AHERA)

151220
Certificate Number

Instructor
EPA Provider Cert. Number: 1085

ARGUS PACIFIC
TRAINING • CONSULTING

Apr 22, 2015
Date(s) of Training
Exam Score: NA
Expiration Date: Apr 21, 2016

Argus Pacific, Inc. • 1900 W. Nickerson, Suite 315 • Seattle, Washington • 98119 • 206.285.3373 • fax 206.285.3927

Certificate of Completion

This is to certify that

Tim J. Ogden

has satisfactorily completed
4 hours of refresher training as an

Asbestos Building Inspector

to comply with the training requirements of
TSCA Title II / 40 CFR 763 (AHERA)

150438
Certificate Number

Instructor
EPA Provider Cert. Number: 1085

ARGUS PACIFIC
TRAINING • CONSULTING

Mar 18, 2015
Date(s) of Training
Exam Score: NA
Expiration Date: Mar 17, 2016

Argus Pacific, Inc. • 1900 W. Nickerson, Suite 315 • Seattle, Washington • 98119 • 206.285.3373 • fax 206.285.3927