



**AMENDMENT # 2
INVITATION FOR BIDS
Insert Solicitation # MDHBE31041459
Automatic Door Operating System
November 2, 2018**

This Amendment is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Contractors who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Two documents from the building are included for Contractors to adhere to:
 - a) Building Rules and Regulations
 - b) 750 E. Pratt Street COI Requirements



INSURANCE REQUIREMENTS

1) COMMERCIAL GENERAL LIABILITY INCLUDING PERSONAL INJURY

\$1,000,000.00 Per Occurrence
\$2,000,000.00 General Aggregate

Commercial General Liability includes coverage Premises-Operations, Products/Completed Operations Hazard, Contractual Liability, Broad Form Property Damage, Independent Contractors and Personal Injury Liability.

Commercial General Liability includes Personal Injury Coverage (False Arrest, Detention or Imprisonment, Malicious Persecution, Libel, Slander, Defamation or Violation of Right of Privacy, Wrongful Entry or Eviction or other Invasion or Right of Private Occupancy).

Any General Aggregate shall apply on a "Per Location" basis. However, significant construction activities shall be on a "Per Project" basis.

2) WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

Where required by State Law, Worker's Compensation Insurance with statutory limits for the State of Maryland including benefits provided under coverage B – Employer's Liability - \$500,000.00

3) AUTOMOBILE LIABILITY INSURANCE

Automobile Liability insurance covering owned, non-owned and hired automobiles, trucks and trailers used by the Contractor. This insurance shall provide coverage not less than that of a standard comprehensive automobile liability policy with limits not less than \$1,000,000 combined single limit.

4) UMBRELLA LIABILITY*

Provide coverage in excess of the required employer's liability, commercial general liability, and commercial automobile liability insurance policies.

\$1,000,000.00 Per Occurrence
\$1,000,000.00 Aggregate

* Owners and contractors protective liability policy in total limits of #1 and #4 may be used instead of a commercial general liability and an umbrella policy naming the additional insured as the insured.

5) ADDITIONAL INSURED PARTIES FOR GENERAL LIABILITY, UMBRELLA AND AUTO LIABILITY SHALL READ AS FOLLOWS:

750 East Pratt LLC ("Owner")
Cassidy Turley Commercial Real Estate Services Inc. d/b/a Cushman & Wakefield ("Managing Agent")
on behalf of 750 East Pratt LLC

5) CERTIFICATE IS ALSO TO INCLUDE AS PREVIOUSLY STATED IN CONTRACT:

All insurance coverage shall apply to all locations where the insured contractor is performing services for the holder of the certificate. All such insurance shall be primary and non-contributory. In the event of



any cancellation or material change in coverage, written notice must be given at least sixty (60) days in advance to Manager and Owner by Contractor. All insurance companies writing policies shall be a minimum of A.M. Best's rated A X or higher.

BUILDING RULES AND REGULATIONS

750 EAST PRATT STREET CONTRACTOR RULES & REGULATIONS

GENERAL INFORMATION:

Contractor shall abide by the building regulations of Cushman & Wakefield and all amendments including those that may be issued during the duration of the Contract. Particular attention is called to those regulations pertaining to circulation, noise, smoking, sanitation, safety and behavior.

1. **BUILDING REGULATIONS:** The following regulations from Cushman & Wakefield shall be adhered to at all times by Contractors and their personnel:
 - a) Contractor's private vehicles will not be allowed to park on either Constellation Way or Canal Way without prior approval from property management.
 - b) 750 E. Pratt Street is a smoke free environment. There is to be NO SMOKING within the building. The restricted areas include the loading dock, skywalk and parking garage. The penalty for not abiding by this regulation is dismissal from the site. Contractor will notify subcontractors, suppliers and any other persons expected to use the site of this policy.
 - c) All food and drinks are to be consumed only in designated eating areas. No food or drinks are to be carried on passenger elevators or over carpet. Please remove all debris from the construction area at the end of the day.
 - d) All freight (materials, tools, etc.) shall be transported on the freight elevator only. All construction personnel shall be transported on freight elevator only.
 - e) Work in occupied areas shall be conducted in such a manner as to cause as little disruption to employees and tenants as possible. The playing of radios is restricted.
 - f) Adequate measures should be taken to protect employees and visitors from construction activities and hazards such a blocking of areas, proper handling of materials, storage of same, removal of building debris and general good housekeeping practices.
 - g) All construction in stairwells shall not block the flow of emergency traffic. Signs are available for stopping general traffic. All fire exit doors shall remain operational.



h) All personnel are to be familiar with 750 E. Pratt Street emergency procedures, including fire drills and are required to follow instructions of the property management Team.

i) All work is to be done in accordance with OSHA Regulations, and all applicable City, State and Federal building codes. This directive would include lockout / tag out, the submission of MSDS documentation and the use of flammable cabinets, if applicable.

j) Permits for "Hot Work" are to be obtained from the property management office. All "Hot Work" (cutting, welding, and soldering) is to be performed only after a "hot work" permit has

been obtained for the particular area or job and the following provided: A fully executed and approved Hot Work Request Form (see attachment) is required before servicing begins.

- Fire Extinguishers
- Non – Combustible Covering
- Screening of ARC welding operations
- Smoke detection system disconnected
- Posting of permit in conspicuous place

k) No fire protection systems (sprinkler, fire pumps, smoke detectors, alarms, etc.) shall be deactivated or worked upon without forty-eight hours advance notification to property management, in order to follow proper procedures for authorization. Please complete the Building System Shut Down request form and return to the property management office for approval to proceed.

l) All work performed in close proximity to sprinkler heads or smoke detectors require the deactivation of the sprinkler or smoke detector system with forty-eight hours advance notice to property management. Please complete the Building System Shut Down request form and return to the property management office for approval to proceed.

m) Request for fire protection system deactivation should be made to the property management office with a forty eight hour advance notice. Please complete the Building System Shut Down request form and return to the property management office for approval to proceed.

n) At the end of the designated permit day, all fire protection systems, including sprinklers, must be fully operational. Notification should then be made to the property management office.

o) Storage of all materials should be housed in a flammable cabinet, in a predetermined location as directed by the property management office.

- Flammable liquids should not be used when non-flammable liquids are available.



- Where flammable liquids must be used, only minimal amounts should be brought into the building and only after consultation with property management. These should be stored in designated areas.

- Only a one day supply of any flammable liquid should be brought to the work area.

- Flammable liquids should be stored in and dispensed from approved safety cans.

- Flammable liquid dispensers of the plunger type should be used for wiping cloths.

p) **NOTE:** If at any time the stairwell is left unattended or the fire alarm sounds, all doors should be closed and all tools and materials removed from the stairwell to safe place.

q) Provide a schedule of deliveries to property management (48 hours notice). All materials unloaded at the Site must be moved to area of use immediately and shall not impact use of this facility in any way. Owner Agent/Property Management shall not be responsible in any way for Contractor's materials anywhere on the Site.

r) All employees of the contractor, including sub-contractors and their employees, shall be instructed by the contractor to abide by all published regulations and all directives of the management office, including Security.

s) Subcontractors must have a General Contractor representative on site during all servicing at the building. Any way for Contractor's materials anywhere on the Site.

t) Penthouse and roof access is only available via the seventeenth floor during the business hours of 7:00 a.m. – 4:00 p.m. The building engineers will be required to escort any unauthorized persons through this tenant occupied space.

u) Access to the eighteenth floor is only permissible with a building engineers' escort.

v) Passenger elevators are not available for access to the construction area for delivery of materials.

w) Contractor shall be responsible for false alarms of the Building's Fire/Life Safety System generated by Contractor. Each event of a false alarm will cause Contractor to be charged \$250.00, plus any additional fees charged by the city of Baltimore Fire Department in response to these alarms.

2. WORKING HOURS

a) Standard working hours are 7:00 am to 3:00 pm. Overtime operations must be coordinated with property management.



b) No work shall be permitted, nor will contractor's vehicles be allowed on the premises before 7:00 am or after 5:00 pm weekdays, during any hours on weekends or Holidays without prior authorization from property management. A minimum of 24 hours advance notice is required for approval.

c) Request for after-hours use of heating, air conditioning, or lighting should be received by management no later than 3:30 pm that day to accommodate your request.

d) If in the event work cannot be scheduled prior to the actual need, the above can be accomplished by calling the property management office (410) 234-2170 and allowing 30-45 minutes to make the request.

3. INSURANCE

Prior to commencement of Contractor's work, Contractor and any subcontractor(s) must procure and provide Owner Agent/Property Manager copies of Certificate of Insurance. Such insurance must name **750 East Pratt LLC, for the benefits of its Real Estate 750 East Pratt Street, and Cushman & Wakefield** and Tenant as additional insureds.

4. CONDUCT

Contractor shall be responsible for all of its actions on Site as well as those of its subcontractors, supplies, agents and visits. Conduct of all on site personnel shall at all times be courteous, quiet and professional. Contractor shall immediately remove any employee which management deems to be disruptive or unprofessional. There is to be no smoking on the Site.

5. SITE LOGISTICS PLAN

a) Contractor must submit a Site Logistic Plan. All Contractor Site Logistic Plans must be submitted to Owner Agent/Property Manager and approved prior to the start of construction. These plans should delineate Contractor's planning with respect to security, material loading, trash removal, anticipated protection, flammable material cabinets, fire extinguisher locations, shanty locations and duration, system shutdowns and predetermined overtime to the extent possible.

b) Contractor, in the Site Logistics Plan, must establish, and then maintain during construction, a safe and legal means of access to and egress from the Building.

6. EXISTING CONDITIONS

a) All systems on the Site, unless specifically pointed out to be otherwise, are turned over to Contractor in an operable condition. Any such systems or components of systems that are found to be not operable following the completion of Contractor's work are the responsibility of Contractor.



b) Owner Agent/ Property Manager reserves the right at any time to require additional protection as deemed necessary to protect the Site. Contractor shall restore the premises affected by construction operations, including but not limited to the replacement of ceiling tiles prior to the start of the next business days.

c) Prior to the start of construction, contractor, must, in the presence of the Owner Agent/Property Manager, review the existing conditions prior to taking over an area from Owner Agent/ Property Manager and must accept the work area in “as-is” condition.

d) Contractor shall create a video or photographic documentation of the construction area and access areas which may be affected by construction and provide a copy to Owner Agent/

Property Manager. This will establish the condition of the space prior to construction start and clearly define Owner Agent/Property Manager and Contractor responsibilities for repairs and replacement. Failure to produce such documentation will indicate acceptance of space by Contractor in like new condition.

7. NOISE CONTROL

a) The contractor shall execute the work in this contract as quickly as practical to avoid unnecessary disturbance to occupants within the premises.

b) Any complaints registered by the Tenant/Occupant or 750 E. Pratt Street property management of unacceptable noise levels shall be cause for the use of special precautions and methods of operation by the contractor to reduce noises to acceptable levels.

c) 750 E. Pratt Street property management shall be the sole judge of tolerability of noise levels.

d) The contractor shall not allow use of any percussion type tools or demolition work causing loud noises to occur daily between 8:00 am and 5:00 pm.

e) If floors above and/or below the area of contract work are occupied, the contractor shall exercise reasonable restraint and control of work to minimize noise. DO NOT DROP MATERIALS; LAY THEM DOWN.

8. DUST CONTROL

a) Air conditioning is prohibited on a single floor demolition which includes drywall sanding, etc.

b) After the completion of a tenant build out or capital improvement project, air filters must be replaced with MERV11 Air Handler filters. Filters will be installed, maintained and removed by the contractor responsible for the project.

c) Smoke detectors must be covered and removed every day.



d) Prior to any work which will result in dust, the contractor must meet with the designated property management team representative to ensure the space is left in as-is condition at the end of the project.

e) If the affected drywall area is more than two (2) feet or the equivalent for anything generating dust, the Air Handler serving this specific location will not be allowed to operate. A fully executed Shut off Request form must be placed before the job is begun.

9. NORMAL LIMIT OF OPERATIONS

a) The contractor's normal limit of operations shall be confined within the limits of work area as designated on the drawings.

b) The architect and other contractors performing work within these limits of operation shall be allowed access at all times.

c) Existing occupied facilities of the Property, including sanitary facilities outside the limits of work area, shall be off limits to the contractor and its employees.

d) Exclusive use of the freight elevator may be granted by Security and scheduled through Property management. In such cases, an operator must be put on the elevator.

e) The contractor shall familiarize himself with the building he/she is working in with special attention paid to the size and capacity of the freight elevator and any other building system, building access, utilities or any other element of the facility which may present a limitation to the construction process proposed by the contractor.

10. SCHEDULING

a) All Contractor's work must be scheduled so that it in no way conflicts with, interferes with, or impedes the operation of the Site, particularly in occupied areas, or adjacent thereto. Any portion of the Contractor's work that is in conflict with the operation of the Site must be rescheduled by the Contractor. All work by the Contractor which is to be performed at times other than normal business hours must be approved by Owner Agent/Property Manager not less than 72 hours in advance of commencing such work.

b) The contractor will schedule such interference's so as to cause a minimum of disruption to normal functioning.

c) The contractor's request for use of docks, corridors, elevators and other spaces shall be limited to an hour-by-hour basis and shall be approved by Property management.

d) Exclusive use of the freight elevator may be granted by Property management and scheduled through property management. In such cases, an operator must be put on the elevator.

11. OUTAGES



- a) Utility and service outages shall be kept to a minimum and will be permitted only with written approval from property management. Requests must be made in writing a minimum of three working days in advance of their needs.
- b) Requests for outages will not be considered unless they include an identification of all areas that will be affected by the proposed outage.
- c) The contractor shall also be responsible for searching out all utility and service lines to determine the effect of any outage upon operations of the limit of contract. Approval shall be obtained from the management to execute such searches ahead of their need.

12. KEYS

When necessary to perform the work, the contractor will be issued keys to existing mechanical/electrical equipment spaces (and other spaces as required) by Property management. Driver licenses will be requested and held until the keys are returned to property management office at the end of each work day on which they are issued. Any changes to this policy will be decided on a case by case basis by the property management office.

13. BURNING AND WELDING PERMIT

- a) Neither open-flame burning, welding or arc welding will be permitted without having secured an appropriate permit from the fire marshal by the contractor. Property management has the right to stop any work at any time if it is determined that unsafe conditions may exist. The Contractor shall correct all such unsafe conditions as directed by property management and obtain approval of such corrections prior to commencing further work.
- b) The contractor shall keep a portable hand fire extinguisher of the appropriate class within reach at all times during welding or burning. The contractor shall also keep all required exit corridors, and the like, clear and unobstructed at all times when working in such areas. All workmen shall be instructed as to the location of the nearest fire alarm. All fixed flammable items shall be completely covered with fireproof blankets. Arc welding shall be screened from vision of all passers-by.
- c) The contractor shall be required to maintain a "fire watch" Security effort for minimum of thirty (30) minutes at the completion of each welding operation.

14. JOBS REQUIRING X RAY / PENETRATIONS

- a) All penetrations to slab materials require the review and approval of Landlord's structural engineer without exception. The cost of this review and approval is the Contractor's responsibility.
- b) X-Raying: Contractor shall provide a minimum of 4 business days advanced notice of any planned X-raying activity. Property Manager has developed a separate Pre-X ray checklist which



Contractor must complete in its entirety as part of Contractor's notification to Property Manager. Forms that are incomplete or inaccurate may result in the delay of Contractor's x-ray work. A copy of this checklist has been included as an Attachment.

15. OTHER CONTRACTORS

a) The contractor is hereby notified there will be other contractors working on the premises. Some of these contractors will be affiliated with labor unions and some may not. It is the Page 32 contractor's responsibility to maintain a harmonious relationship between his employees, his subcontractors and the sub-contractor's employees in the entire workplace.

b) The contractor will be notified in writing if his employee(s) in anyway impede the work of this contract or any other contractor within the building. If the situations are not corrected immediately, the contractor's employee(s), his subcontractors and the subcontractor's employees will be removed from the premises

16. AS-BUILT DRAWINGS

a) The contractor shall deliver two sets of complete and accurate as-built reproducible mylar sepias and three sets of as-built prints to the management office at the completion of the project along with any Operations & Maintenance manuals, as applicable.

b) Delivery of acceptable quality drawings shall be a condition of release of final payment. The management office shall be the final judge of the quality and accuracy of the drawings.

17. TELEPHONE CLOSETS

a) Telephone closets are the property of the building. Material will not be stored in them. Articles found in these closets without property management's consent shall be removed from the site.

b) No contractor shall work on the telephone system without submitting a detailed scope of work to management and receiving written response.

c) No device shall be attached to the existing telephone equipment without permission as previously described.

d) No devices or equipment shall be installed within the telephone closets without permission as previously described.

e) No devices shall be disconnected or removed from the telephone system or closets without permission as outlined.

f) Electrical receptacles within the confines of the telephone closet are strictly for telephone equipment use. Nothing shall be plugged into or unplugged from those receptacles.

18. UNDERGROUND WORK



a) Contractor shall provide for the locating of all U/G public utilities through the appropriate agency. Contractor shall also check the record drawings, available through the management office, to locate private U/G facilities.

b) The locations of all U/G utilities marked by the locating service or shown on record documents are approximate. The contractor is strictly responsible for protection of all utilities when working in an adjacent area. Any and all damage to U/G facilities shall be repaired at the expense of the contractor.

c) No U/G work shall begin without written authorization from property management.

19. TEMPORARY BARRICADES AND CONSTRUCTION

a) Contractor shall provide and maintain temporary barricades/screen walls as designated on the drawings. Barricades shall have a neat and finished appearance.

b) Contractor is to provide and maintain temporary protection for the existing facility as required. The contractor shall repair any and all damages.

20. SANITATION AND CLEAN UP

a) Temporary toilets shall be provided and maintained by the contractor in an area designated by Property management. Restrooms are not to be used on tenant occupied floors. The fourth floor facilities are available when necessary.

b) Garbage dumpsters shall be provided and maintained by the contractor in an area designated by property management.

c) Daily clean up operations shall maintain work areas in "broom clean" condition. Final clean up operations shall be performed at the completion of the work and shall leave all areas in a "like new" condition. The clean up will include all affected mechanical and electrical rooms.

d) All work areas must be kept clean and safe. No trash storage is permitted in Tenant's leased premises or core areas. Any material in any core area not under construction will be subject to removal and disposal by Owner Agent/Property Manager at Contractor's expense without prior notice.

21. UTILITIES

The contractor may utilize existing utilities located within the work area at no cost. Any additional utilities required shall be approved prior to installation by property management and the cost of the modifications and usage rates shall be borne by the contractor.

22. FUME/ODOR CONTROL



The contractor shall obtain approval before proceeding with any construction operation that produces strong fumes or odors. Contractor may be required to perform the work during non-business hours so as not to disrupt tenant operation

23. MEDICAL EMERGENCIES

In the event of an accident, immediately contact 911 and follow up with property management at (410) 234-2170.

24. SECURITY

a) Contractor is responsible for the security of its own material, equipment, tools, and work in place. In addition, Contractor is responsible for securing access to and from Tenant's premises.

b) Contractor is responsible for the cost of additional security in Tenant's premises when such additional service is deemed necessary by Tenant or Contractor. Requests for additional guard service are to be directed to Owner Agent/Property Manager not less than 48 hours in advance, and the cost of any such required service will be billed to Contractor.

c) Contractor must provide Owner Agent/Property Manager with keys or other devices which are required to access any area secured by Contractor on the Site.

25. SAFETY

a) Contractor is responsible to ensure that the workplace is maintained in a safe and orderly manner for all persons working therein. Contractor shall not engage in any labor practice that may impact another contractor's work. Contractor shall comply with all Federal (including OSHA) and local governing safety and health laws that pertain to such work in Baltimore County, Maryland. If required, temporary fire protection equipment in accordance with governing

regulations, or as reasonably required by Owner Agent/Property Manager and/or Owner Agent, shall be provided by Contractor at its sole expense.

b.) Contractor must supply Owner Agent/Property Manager with the following materials not less than 48 hours before work commences:

1. A copy of their Hazard Communication Standard Program as required by OSHA.
2. A list of products and their hazardous substances which Contractor and/or subcontractors plan to use. The list should include dates and shifts. The list is to be updated as work progresses.

26. PROJECT SIGNAGE

Advertising signage is not allowed at 750 East Pratt Street.

27. SITE DAMAGE



Contractor shall be responsible for all damage to the Building or any other areas of the Building caused by Contractor or its subcontractors.

28. GENERAL GUIDELINES FOR FREIGHT ELEVATOR OPERATION

- a) The sides of the elevator cab and doors are not designed to be load bearing (i.e. loads should not be leaned against walls or doors).
- b) Care should be taken to keep sills free of debris.
- c) The door close button should not be pushed while objects are in the doorway.
- d) The rated load capacity of the elevator is 4,000 lbs.
- e) Any unusual noises or observations should be reported immediately to management.
- f) Elevator pads are available upon request.
- g) Masonite and / or plywood should be applied to finished floor and walls when applicable.
- h) All deliveries are to be made via the freight elevator ONLY.

29. Building Specific Construction Guidelines

- a) Mona Electric is the base buildings fire alarm vendor and will inspect and oversee all work done on the base buildings fire alarm system. All final tie-in's and programming work must be completed through Mona electric. Mona is available for consultation prior to any fire alarm work beginning to confirm wiring methods, equipment type, etc.
- b) Any communication wiring done in the building telco riser must follow the guidelines laid out in the buildings riser management plan.
- c) Johnson controls must be used for any work/programming done on Metasys controls system in the building.
- d) Air balancing and commissioning of the VAV boxes will be done in close corporation with the building team to ensure proper balancing and performance of the VAV boxes. Initial inspection of VAV boxes before the start of project is required.
- e) On any new work on the HVAC system, flex duct runs can be no longer than 6' on the HVAC system.
- f) The mechanical contractor shall provide chemicals and labor for the pre-operational cleaning of all condensers, chilled, glycol, or hot water and related equipment piping systems. This cleaning method is not intended for potable water systems.
- g) All penetrations must be water proofed and have "firestop installed".



h) Building standard signs are to be ordered through the Building Property Management Office. Requests for and deviation from this standard must be submitted, in writing, to building management for approval.

) All waste lines that create condensation due to ice machines, refrigerators, etc., must be insulated to prevent leaks. Repairs performed due to lines that are not insulated will be charged to the Tenant.

j) Any and all equipment and cabling installed in ceilings cannot be supported by the suspended ceiling or any existing guy wires. They must be secured to the underside of the slab and comply with all National Fire Safety Codes.

k) All equipment abandoned by Contractor above the ceiling and behind the walls (water lines, electrical lines, duct work, etc.) must be removed (taken back to the nearest junction box or riser) as they are discovered.

l) All electrical work inside mechanical and electrical spaces will be done in ridged conduit.

Contractor has read these regulations and understands the importance of compliance with these rules with regards to the successful completion of the construction project.

Signature

Date



750 East Pratt Street
Variable Air Volume Box Acknowledgement Form

750 East Pratt Street Energy Management System: Johnson Controls, Metasys

Project Floor: _____

Number of Variable Air Volume Boxes: _____

Active Points on Variable Air Volume boxes:

- BOX-HEAT: Box Electric Heat (When Applicable)
- OCC-S: Occupied Status
- BOX-MODE: Box Operation Mode
- COMMON-SP: Common Zone Temp Setpoint
- W-C-ADJ: Warm/Cool Adjust
- ACTHTG-SP: Actually Heating Setpoint (When Applicable)
- ACTCLG-SP: Actual Cooling Setpoint
- ZN-T: Zone Temp
- SER-F-C: Series Fan Command
- SUPFLOW-SP: Supply Flow Setpoint
- SUP-FLOW: Supply Flow
- DPR-POS: Damper Position
- HTGMINFL: Heating Min Flow (When Applicable)
- CLGMAXFL: Cooling Max Flow
- OCMNC-SP: Occupied Cooling Min
- OCCHTGFL: Occupied Heating Flow (When Applicable)

By signing below, you acknowledge that both parties agree that all Variable Air Volume Boxes relating to the project floor was inspected by Cushman & Wakefield and personally examined by the General Contractor at the time of turnover and accepted by the General Contractor and that the Equipment was in good and serviceable condition. You further acknowledge that you have read, understand, and accept each policy in its entirety, and have indicated so by signing below.

_____/_____/_____
Signature Date

Printed name



**750 East Pratt Street
Building System Shut Down
Request Form**

In the event of a shut-down of any building system, the Contractor must provide a minimum of 48 hours (2 WORKING business days) written notice to the property management office using this form. All appropriate sections must be completed. No shut down will be permitted without an approved copy of this form.

1. Type of shut down requested (Check only one per form - for multiple shut downs use additional forms):

- _____ Electrical Domestic Water
- _____ Fire Suppression Sprinkler System*
- _____ Domestic Water
- _____ Condenser Water
- _____ Fire Alarm System*

** Shut downs of these systems require a contractor provided fire watch during the outage.*

2. Please describe the area affected (i.e. entire building, 6th floor, north riser, etc.)

3. Date of requested shut down: _____

4. Start Time of requested shut down: _____

5. End time of requested shut down: _____

6. Contractor's Superintendent who will be on-site during the shutdown:

Name _____

Phone # _____

Pager # _____

Mobile Phone # _____

Requested by: _____

Signature

Date

Company

APPROVED: _____

Property Manager or
Lead Engineer

Date



**750 East Pratt Street
Hot Work Request Form**

Any and all hot work must be approved with forty-eight hours advance notice by property management. The full execution of this form will inform Engineering of the proposed fire alarm system call out. Neither open-flame burning, gas or electric welding will be permitted without prior approval. All contractors will be required to have a portable fire extinguisher of the appropriate class in the affected work location. All fixed flammable items shall be completely covered with fireproof blankets. Contractors must inform Engineering immediately at the end of each work day.

Contractor Information:

Name: _____

Company: _____

Phone #: _____

Location of work being done: _____

Company Contracted by: _____

Begin Time: _____

End Time: _____

*The contractor shall be required to maintain fire watch for a minimum of 30 minutes at the completion of work.

Signature: _____ Date: _____

Approved By: _____ Date: _____



**750 East Pratt Street
Pre X-Ray Worksheet**

This form is to be completed by General Contractor. This worksheet is intended to assist the responsible GC in establishing x-ray protocol appropriate for this property.

1. Job requiring X-ray: _____
2. Tenant _____
3. Is Ground Penetrating Radar or other non-hazardous methods of slab exploration an option?
Yes _____ No _____

If yes, consider less intrusive options.
If no, state reasons (e.g. thickness of slab, location of needed slab survey, etc.)

4. Name of Firm Conducting X-ray

- License Number and jurisdiction: _____
Name/Number of Radiation Safety Officer: _____
Will Safety Officer be on site during x-ray? Yes _____ No _____
Supervisor to be on site during x-ray: _____
Sub Contract by: _____
After hours Emergency Contact Phone Number: (_____) _____

5. Certificate of Insurance provided with necessary coverage and additional insured named: (Attach copy and please provide evidence that a radiation exclusion does not exist)

6. Physical location and number of x-ray exposures: (Attach 8½ x 11 diagram of location in addition to correspond with written description. Written descriptions to correspond by number identification on diagram.)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

7. Type of X-ray isotope to be used: _____

8. Proposed X-ray Date(s) and Times: to _____

* Please note that due to operational concerns for this building x-raying activity is restricted to the hours of midnight to 5:00 a.m., Monday through Friday. X-raying may not take place outside of these times, including weekends and holidays.

Date Issued: November 2, 2018
Raelene Glasgow
Procurement Officer