SECTION 2
CONTRACT FORMS

NOTICE OF AWARD

TO: «ContractName» «ContractAddr» «ContractCity», «ContractState» «ContractZip» PROJECT: «TitleCaps» You are notified that your Bid which was opened on «Bidopening» has been accepted for items in the amount of «ContractDollars» at the unit bid prices as reflected in the bid tabulation contained herein for the (fill in awarded parts, i.e. for Base Bid and Alternate C, or delete). You are required by the Instructions to Bidders to execute the Agreement and furnish the required Bonds, Certificates of Insurance, and other documents within 10 calendar days from the date of receipt of this Notice. Failure to comply with these conditions within the time specified will entitle Owner to consider your Bid in default, to annul this Notice and to declare your Bid Security forfeited. The Owner will return to you one (1) fully signed set of the contract documents. «OwnerCaps» «OwnerCEOFirst» «OwnerCEOLast», «OwnerCEOTitle» ACKNOWLEDGMENT

DO NOT SIGN. FOR REFERENCE ONLY. OWNER WILL SEND SIGNED COPY.

«ContractFirst» «ContractLast», «ContractTitle»

«ContractCAPName»

CONTRACT

FOR «TitleCaps»

	THIS AGREEMENT, made and entered into at «OwnerCity», «OwnerState», this
day of	, 20, by and between the «OwnerMuni», «OwnerState»
("OW]	NER"), and «ContractName» ("CONTRACTOR").

WITNESSETH: That the said CONTRACTOR has agreed and by this presents does agree with the OWNER for the consideration hereinafter mentioned and contained, and under penalty expressed in a bond given with these presents, and herein contained or hereunto annexed, to furnish at his own cost and expense, all the necessary tools, equipment, materials, labor, and tests in an expeditious, substantial and workmanlike manner, the equipment and appurtenances herein contemplated, commencing work within 20 days from the date of the Notice to Proceed and executing the work within the time and in the manner specified and in conformity with the requirements set forth in this Contract.

The following form essential parts of the Contract (may vary with project).

- 1. Advertisement for Bids/Public Notice to Bidders
- 2. Instruction to Bidders
- 3. Bid Forms and Proposal
- 4. Contract Forms and Exhibits
- 5. Contract Bond or Performance and Payment Bond
- 6. Contract Provisions
- 7. General Conditions
- 8. Supplementary Conditions
- 9. Specifications
- 10. Specific Project Requirements
- 11. Contract Drawings, if any

The CONTRACTOR agrees and understands that the work on this contract shall be subject to the acceptance of the OWNER based upon and in accordance with the contract specifications and contract plans and drawings on file in the office of the OWNER.

The CONTRACTOR shall proceed with the said work in a prompt and diligent manner and shall do the several parts thereof, at such times and in such order as the OWNER may direct. Further he shall complete the whole of said work in accordance with the specifications and contract drawings to the satisfaction of the OWNER on or before the time stated, and in default of completion within the time as fixed, the CONTRACTOR shall pay to the OWNER as liquidated damages, an amount equal to «Liquidated», for each and every day (Sundays and legal holidays excepted) the completion of the work may be delayed beyond the date fixed in the manner and as stipulated.

It is hereby mutually agreed that the OWNER is to pay and the CONTRACTOR is to receive, as full compensation for furnishing all materials and labor in building, constructing and testing and in all respect completing the herein described work and appurtenances in the manner and under the conditions herein specified, the prices stipulated in the proposal herein contained or hereto annexed and the total contract sum is «ContractDollars».

This Contract shall be in full force and effect from the date of execution by the parties.

mentioned above.

«OwnerLegalName», «OwnerLegalTitle»

IN WITNESS WHEREOF: The parties hereunto affixed their signature the day and year first

«ContractCAPName» «ContractFirst» «ContractLast», «ContractTitle» «OwnerCaps» «OwnerCEOFirst» «OwnerCEOLast», «OwnerCEOTitle» I hereby certify that funds in the amount of «ContractAmtwords» Dollars («ContractDollars») necessary for the foregoing Contract have been appropriated and are in the Treasury, or are in the process of collection, or are available through grants and/or loans from other funding sources. «OwnerFiscalFirst» «OwnerFiscalLast», «OwnerFiscalTitle» APPROVED AS TO FORM:

THE CONTRACTOR SHALL FURNISH THE FOLLOWING ITEMS WITHIN 10 DAYS OF NOTIFICATION OF AWARD:

A)	CERTIFICATE OF INSURANCE FOR CONTRACTOR'S GENERAL LIABILITY INSURANCE POLICY AND AUTOMOTIVE INSURANCE POLICY
B)	CERTIFICATE OF INSURANCE FOR OWNER'S AND CONTRACTOR'S PROTECTIVE POLICY
C)	CERTIFICATE OF WORKER'S COMPENSATION
D)	CONTRACT BOND OR PERFORMANCE AND PAYMENT BOND (Made payable to the Owner)

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE FAX (A/C, No. Ext): (A/C, No.):	
SAMPLE CERTIFICATE OF INSURANCE	E-MAIL ADDRESS:	
SAME LE CERTIFICATE OF INSORANCE	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
INSURED	INSURER B:	
ABC Company	INSURER C:	
Main Street	INSURER D:	
Wheeling, WV 26003	INSURER E:	
	INSURER F:	
ACHIEDA AGA	DE MICH HUMBER	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXTERIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LIK	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X XCU Included X Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER POLICY X GEN'L LOC OTHER:	INSO	****	PODET NOMBER	general Control	(MINISTER TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO T	EACH OCCURRENCE \$ 2000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HRED HRED AUTOS ONLY AUTOS ONLY AUTOS ONLY						COMBINED SINGLE LIMIT \$ 2,000,000
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIET OUP AIRTHUR EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		Include WV Broad Form, Employers Liability Section 23-4-2 of WV Code			X STATUTE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Project Name
- City of Wheeling and CT Consultants, Inc. are Additional Insured with a Waiver of Subrogation and primary & noncontributor language on all policies except Workers Compensation.
- Workers Compensation includes a Waiver of Subrogation
- It is understood and agreed that any insurance carried by the named Additional insured(s) is excess and in no way contributory or quota share.

CERTIFICATE HOLDER	CANCELLATION		
City of Wheeling 1500 Chapline Street Wheeling, WV 26003	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
Wilceling, WV 20000	AUTHORIZED REPRESENTATIVE		

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ACORD 25 (2016/03)

SUPPLEMENTAL BOND ACKNOWLEDGEMENT

PROJECT:			
OWNER:			
acknowledge that warrant all work amended elsewhe the final acceptate instituted in a project is located under the project.	ny court of competent jurisdiction I and shall be instituted within one	Performance and General Condition which period is roceeding, legal in the location to year from the legal to the location that location the location the location that location the location the location that location the	Payment Bond shall cover and ons and as supplemented or year(s) commencing on or equitable, under this Bond may in which the project or part of the
	BIDDER		SURETY
BIDDER:		SURETY:	
SIGNATURE:		SIGNATURE:	
NAME:		NAME:	
TITLE:		TITLE:	
DATE:		DATE:	
PHONE NO.:		PHONE NO.:	*Attach Power of Attorney
			much I ower of Automicy

NOTICE TO PROCEED

Project:	«Title»
Owner:	«OwnerMuni» «OwnerAddr» «OwnerCity», «OwnerState» «OwnerZip»
То:	<pre>«ContractName» «ContractAddr» «ContractCity», «ContractState» «ContractZip»</pre>
Date: _	
	nereby notified to commence work in accordance with the Contract. All work shall be d by «Completion_Date».
«OwnerC	Caps»
«OwnerC	CEOFirst» «OwnerCEOLast», «OwnerCEOTitle»

REV. 04/23