

Revised



Revised

**Tuesday, January 7, 2025
5:00 PM**

**City Council
Tuesday Meeting Agenda**

**Council Chambers
200 Forrest Street**

Call to Order

Call to Prayer and Pledge of Allegiance

Presentation Agenda

POLICY AGENDA

1. **2025-3** Approve the minutes for the December 16 & 17, 2024 meetings of the City Council.
2. **2025-4** Adopt an Ordinance to approve an amendment the Comprehensive Plan 2008-2028 to include the Right Down Broadway Master Plan. The Planning Commission recommended approval on December 11, 2024.
3. **2025-5** Adopt an Ordinance to approve a zoning change from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County). The Planning Commission recommended approval on December 11, 2024.
4. **2025-6** Approve a variance from the requirement of 10ft green space and tree requirement along a frontage to instead allow for 0ft of green space; a variance from the requirement of sidewalks along public streets to allow for no sidewalks along US Hwy 49 and Rawls Springs Rd.; a variance from the maximum requirement of 36ft for a three-way driveway entrance to instead allow for 41ft; and a variance from the minimum front setback requirement in a B-5 zone of 30ft to instead allow for 12.5ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County). The Board of Adjustment recommended approval on December 11, 2024.
5. **2025-7** Approve a variance request from the requirement of sidewalks along public streets to allow for no sidewalks along US Hwy 98 at a property located at 5032 Hardy Street (PPIN 18460, Lamar County, Ward 3). The Board of Adjustment recommended approval on December 11, 2024.

6. 2025-8 Acknowledge receipt of proposals for services related to the Comprehensive Plan Update and approve an agreement with Clarion Services, LLC, and authorize the Mayor to execute the same.
7. 2025-9 Adopt a Resolution establishing petty cash funds effective October 1, 2024, and approve the issuance of a manual check to the petty cash custodian as of October 1, 2024.
8. 2025-10 Adopt a Resolution setting Public Hearing on Monday, February 3rd, 2025 at 4:00 p.m. in the City Council Chambers located at City Hall to determine if certain properties are in such a state of uncleanliness so as to be a menace to the health and safety of the community, according to the provision of MS Code 1972, Section 21-19-11.
9. 2025-11 Adopt Resolutions adjudicating and directing the placement as an assessment for the cleanup costs and applicable penalties, not to exceed the values prescribed by State law, against the enclosed properties.
10. 2025-12 Approve Release of Lien documents filed in relation to Code Enforcement clean-up assessments per attached memo and authorize the Mayor to execute and record the same.
11. 2025-13 - Deleted -
12. 2025-14 Approve Amendment to an MOU between the City of Hattiesburg and the Mississippi Department of Archives and History for the Mississippi Community Heritage Preservation Grant's Project Period. Amendment extends completion date to December 1, 2025 and authorize the Mayor to execute the same.
13. 2025-15 Approve Letter of Engagement with Karen McCarty for professional services related to the 2024 Consolidated Annual Performance and Evaluation Report (CAPER) and the 2025 Annual Action Plan and authorize the Mayor to execute the same.
14. 2025-16 Approve revised Custodian of Data for the MOU with the Mississippi State Department of Health (MSDH) for the Lead Hazard Reduction Grant Program and authorize the Mayor to execute the same.
15. 2025-17 Approve Agreement between the City of Hattiesburg and the YMCA of Southeast Mississippi to manage and staff the City pools and Programs for the amount of \$35,000 and authorize the Mayor to execute all necessary documentation and issuance of a manual check.
16. 2024-577 Take from the table; Adopt a Resolution granting and allowing ad valorem tax exemption, except state and school district ad valorem taxes to Kohler Co, for a period not to exceed ten (10) years, commencing December 31, 2023, and ending December 31, 2033, with a true value of \$99,925,745.00 or the amount approved by The Mississippi Department of Revenue.

17. 2025-35 Approve a Letter of Engagement with Hicks Law Firm, PLLC to represent the City of Hattiesburg in the Civil Action #2:24-cv-193.

ROUTINE AGENDA

1. 2024-779 Ratification of claims docket for the period ending December 13, 2024.
2. 2025-18 Acknowledge the Planning Commission's approval of a Historic Flood Variance for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County), as requested by Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative. The Planning Commission approved the variance on December 11th, 2024.
3. 2025-19 Acknowledge manual checks approved during a period beginning December 1, 2024 and ending December 31, 2024.
4. 2025-20 Acknowledge receipt of the Two-Quote Docket
5. 2025-27 Acknowledge receipt of proposals received on December 19, 2024 for the two (2) Year Depositories and accept all proposals received.
6. 2025-21 Authorize submission of a grant application to the Keep America Beautiful MLK Corridor Community Grant.
7. 2025-22 Authorize and Approve Publication of Advertisement of Bids for Katie-Dabbs Community Center Renovations.
8. 2025-23 Approve Specifications and Authorize Publication of Advertisement for Term Bid # 25 Concrete & Brick Structures for the City of Hattiesburg, Term Bid beginning January 31, 2025 and ending December 31, 2027.
9. 2025-24 Approve the sale of grave spaces per attached, Memo's, Receipts, and Deeds.
10. 2025-25 Approve claims docket for the period ending December 31, 2024.

In Memoriam:

- Mr. Jonathan McSwain
- Mr. Joel Johnson
- Mrs. Dorothy Lynn Crosby Gammill
- Mrs. Mary Ellen Ham
- Mr. Christopher Ladd Hatten
- Mr. Ronald "Emery" Robinson, III
- Mr. Jonathan Everett Cole

- Mr. Lee Shands
- Mrs. Betty S. Nanney
- Ms. Melanie Keels
- Mr. Frank Allen Johnson

Meeting Adjourn



Memorandum

To: Mayor Toby Barker and Members of City Council
From: Ronda Kennedy, Clerk of Council
cc:
Date: Tuesday, January 7, 2025
Re: Approve the minutes for the December 16 & 17, 2024 meetings of the City Council.
File Number: 2025-3
Minute Book #

Summary

According to Miss. Code Ann. § 21-15-33, "the minutes of every municipality must be adopted and approved by a majority of all the members of the governing body of the municipality at the next regular meeting or within thirty (30) days of the meeting thereof, whichever occurs first....."

Recommendation Statement

I recommend approval of the minutes.

Please place this on the January 7, 2025 City Council meeting for consideration.

Published Agenda



Monday, December 16, 2024
4:00 PM

City Council
Monday Meeting Agenda

Council Chambers
200 Forrest Street

Call to Order

Public Hearing

1.

2024-792

Hold a Public Hearing on the proposed Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996, as Amended and Restated November 2024 (the "Redevelopment Plan").
2.

2024-791

Hold a Public Hearing on the Tax Increment Financing Plan for Hattiesburg Marketplace, City of Hattiesburg, Lamar County, Mississippi, November 2024.
- Agenda Adjustments

- Delete Routine Item #8 and Add Policy Items #20 and #21 at the request of the Administration as follows.
20.

2024-787

Adopt a Resolution requesting the Legislature of the State of Mississippi to enact a local and private bill enabling the City of Hattiesburg, Mississippi, to extend the repealer imposed on the Special 1% Tax levied on the gross proceeds from hotel/motel overnight room rentals and restaurants, excluding restaurants with gross sales less than \$100,000.00 annually, which proceeds are divided by the City of Hattiesburg and the University of Southern Mississippi to July 1, 2030.
21.

2024-803

Adopt a Resolution authorizing the obligation and expenditure of a portion of ARPA funds for modification and use of Lamar County property as a Crisis Stabilization Unit (CSU) facility.

Agenda Review
Citizens' Forum
Meeting Recess

Call to Order

Public Hearing - Proposed Tax Increment Financing Amended and Restated Redevelopment Plan

BE IT REMEMBERED that the Hattiesburg City Council held a **Public Hearing on the proposed Tax Increment Financing Amended and Restated Redevelopment Plan for the City of Hattiesburg at 4:00 p.m. Monday, December 16, 2024**, in Council Chambers at City Hall, *pursuant to order adopted November 19, 2024, at Minute Book 2023 Pages 194-195*; same being from an adjourned meeting held on December 3, 2024.

Those present included Mayor Toby Barker and members of the City Council Jeffrey George, Ward 1; Deborah Delgado, Ward 2; Carter Carroll, Ward 3; Dave Ware, Ward 4; and Nicholas Brown, Ward 5. Others in attendance included Director of Administration/City Clerk, Kermas Eaton; City Attorney, Randy Pope; Clerk of Council, Ronda S. Kennedy; Deputy Clerk of Council, Lisa Luu Jolly; City staff members; media; and the public.

Council President George Called the meeting to order, **opened the Public Hearing** and explained the procedures.

1.

2024-792

Hold a Public Hearing on the proposed Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996, as Amended and Restated November 2024 (the "Redevelopment Plan").
- Attachments:

TIF Plan as Amended and Restated Redevelopment Plan

Ms. Jones presented an overview of the proposed amended and restated *TIF Redevelopment Plan*.

Council President George asked the public if there were any citizens present who wished to speak regarding the proposed *TIF Redevelopment Plan*.

There were no citizens present who wished to address the Council.

By unanimous consent, Council President **George closed the public hearing at 4:06 p.m. and proceeded with the Public Hearing on the TIF Plan for Hattiesburg Marketplace.**

Public Hearing - Increment Financing Plan for Hattiesburg Marketplace

- 2.2024-791Hold a Public Hearing on the Tax Increment Financing Plan for Hattiesburg Marketplace, City of Hattiesburg, Lamar County, Mississippi, November 2024.

Attachments: TIF Plan Hattiesburg Marketplace

BE IT REMEMBERED that the Hattiesburg City Council held a **Public Hearing on the Increment Financing Plan for Hattiesburg Marketplace at 4:00 p.m. Monday, December 16, 2024**, in Council Chambers at City Hall, *pursuant to order adopted November 19, 2024, at Minute Book 2023 Page 195.*

Council President George **opened the Public Hearing at 4:06 p.m.** and explained the procedures.

Ms. Jones presented an overview of the *Increment Financing Plan for Hattiesburg Marketplace*.

Council President George asked the public if there were any citizens present who wished to speak regarding the *Hattiesburg Marketplace Increment Financing Plan*.

There were no citizens present who wished to address the Council.

By unanimous consent, Council President George **closed the public hearing at 4:09 p.m. and proceeded with the Agenda Review.**

Agenda Adjustments

- **Delete Routine Item #8; Add Policy Items #20 and #21** at the request of the Administration as follows:

The Clerk of Council read aloud adjustments to the agenda.

- 20.2024-787

Adopt a Resolution requesting the Legislature of the State of Mississippi to enact a local and private bill enabling the City of Hattiesburg, Mississippi, to extend the repealer imposed on the Special 1% Tax levied on the gross proceeds from hotel/motel overnight room rentals and restaurants, excluding restaurants with gross sales less than \$100,000.00 annually, which proceeds are divided by the City of Hattiesburg and the University of Southern Mississippi to July 1, 2030.

Attachments:Resolution to Extend 1% Special Levy December 2024

- 21.2024-803

Adopt a Resolution authorizing the obligation and expenditure of a portion of ARPA funds for modification and use of Lamar County property as a Crisis Stabilization Unit (CSU) facility.

Attachments:Resolution Designating Funds for Crisis Stabilization Unit 12.24

Agenda Review

Council President George proceeded with the **Agenda Review**.

Following discussion of agenda items, Council President George **closed the Agenda Review**.

Citizens' Forum

Council Vice President Ware **proceeded with the Citizens' Forum**.

He stated the procedures and invited members of the public to speak.

The following citizens addressed the Council:

- *Virginia Smith, 200 Tuscan Ave., Apt. A*

There were no other citizens present who wished to address the Council.

Council Vice President Ware **closed the Citizen Forum.**

Executive Session

A MOTION was made by Council Vice President Ware for the Council to **ENTER CLOSED SESSION** **TO DETERMINE THE NEED TO ENTER EXECUTIVE SESSION** at 4:22 p.m.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 4 – George, Delgado, Ware and Brown

Nays: 0

Absent: 1 – Carroll

Council President George asked for the Chambers to be cleared at this time.

A MOTION was made by Council Vice President Ware and seconded by Council Member Delgado to **ENTER EXECUTIVE SESSION** to *discuss litigation strategy*, since to have an open meeting on this would have a detrimental effect on the litigating position of the City, in accordance with Mississippi Code Section 25-41-7 (b) at 4:23 p.m.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 4 – George, Delgado, Ware and Brown

Nays: 0

Absent: 1 – Carroll

The City Attorney stepped out into the hall and announced that the Council has gone into Executive Session to discuss litigation strategy.

Those present for the Executive Session were Mayor Toby Barker; Council members Jeffrey George, Deborah Delgado, Dave Ware and Nicholas Brown; Director of Administration/City Clerk, Kermas Eaton; City Attorney, Randy Pope; Chief Administrative Officer, Ann Jones; Police Chief, Hardy Sims; City Engineer, Marybeth Bergin; Deputy Director of Transportation and Engineering, Hunter White; Director of Parks and Recreation, Betsy Mercier; Chief Communications Officer, John Arender; Clerk of Council, Ronda Kennedy; Deputy Clerk of Council, Lisa Luu Jolly.

A MOTION was made by Council Vice President Ware and seconded by Council Member Brown exit Executive Session and **RE-OPEN** the meeting to the public at 4:33 p.m.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 4 – George, Delgado, Ware and Brown

Nays: 0

Absent: 1 – Carroll

Council President George stated to the public that there was no action taken during Executive Session.

Meeting Recess

Council President George declared the **meeting recessed at 4:34 p.m., this 16th day of December, 2024**, by unanimous consent, until the 17th day of December, 2024.

ATTEST:

APPROVE:

Clerk of Council

Council President

ATTEST AND CERTIFY:

APPROVE:

City Clerk

Mayor



Tuesday, December 17, 2024
5:00 PM

City Council
Tuesday Meeting Agenda

Council Chambers
200 Forrest Street

Call to Order

Call to Prayer and Pledge of Allegiance

Presentation Agenda

Agenda Adjustments:

- Add Policy Items #22 and #23 and Addendum to the Claims Docket (Routine #11) at the request of the Administration as follows:

p. 226	22. 2024-810	Approve Settlement Agreement as settlement of a doubtful and disputed claim, in substantially the form attached, authorize the Mayor to execute and issue a manual check in the amount of \$25,000.00 to Cotton Creek Transport.
p. 226	23. 2024-811	Approve amended Agreement between the City of Hattiesburg and Forrest County for the housing of City prisoners in the Forrest County Jail and other community-based correctional facilities for a term beginning January 1, 2025 through December 31, 2029 as per attached, and authorize the Mayor to execute the same.
p. 227	R11. 2024-812	Addendum to the claims docket, request approval for additional claims as described herein.

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Page #

POLICY AGENDA

p. 220	1. 2024-802	Approve the minutes for the December 2 & 3, 2024 meetings of the City Council.
p. 221	2. 2024-771	Adopt Resolutions adjudicating and directing the placement as an assessment for the cleanup costs and applicable penalties, not to exceed the values prescribed by State law, against the following properties.
p. 221	3. 2024-774	Adopt a Resolution approving the adoption and implementation of the Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996 as amended and restated November 2024.
p. 221	4. 2024-790	Adopt a Resolution approving the adoption and implementation of the “Tax Increment Financing Plan, Hattiesburg Marketplace, City of Hattiesburg, Lamar County, Mississippi, November, 2024”.
p. 221-222	5. 2024-775	Adopt a Resolution approving and authorizing the execution and delivery of the Development and Reimbursement Agreement, dated December 17, 2024, with Graham Development LLC in connection with the Tax Increment Financing Plan for Hattiesburg MarketPlace Project, City of Hattiesburg, Lamar County, Mississippi, November 2024.
p. 222	6. 2024-784	Approve Supplemental Agreement to the Agreement for Professional Services between the City and Neel-Schaffer, Inc. for the Hall Avenue Roundabout Project and authorize the Mayor to execute in duplicate upon concurrence from the Mississippi Department of Transportation.
p. 222	7. 2024-801	Approve Safe Streets for All Action Plan for the City of Hattiesburg.
p. 222	8. 2024-783	Acknowledge receipt of closing documents for the Paving, Marking & Pedestrian Pathway along Arledge Street, Edwards Street and Katie Avenue; Approve Supplemental Agreement No. 2 with R & J Construction, Inc. to adjust estimated quantities to actual quantities and authorize the Mayor to execute it in duplicate; Authorize publication of Notice of Final Settlement; Authorize payment of final pay application to the contractor; And authorize final acceptance of the project.
p. 223	9. 2024-788	Approve Agreement between City of Hattiesburg Police Department and United States Department of Veterans Affairs, G.V. (Sonny) Montgomery VA Medical Center Police Department related to Interagency coordination and responsibility concerning law enforcement at GVSMVAMC, Hattiesburg VA Clinic located at 5003 Hardy Street Tower V, Suite 402 Hattiesburg, MS 39402 and authorize execution of the same.
p. 223	10. 2024-763	Approve Agreement between the City of Hattiesburg and Hattiesburg Little League to operate and promote Youth Baseball programs for Hattiesburg residents for the amount of \$14,300 and authorize the Mayor to sign and execute all necessary documentation with the issuance of a manual check
p. 223	11. 2024-780	Approve Software Agreement between the City of Hattiesburg and Tyler Technologies for the Community Development Portal and authorize the Mayor to execute the same.
p. 223-224	12. 2024-781	Approve renewal of Software Service Agreement with First Due Software for the Hattiesburg Fire Department and authorize the Mayor to execute the same.

p. 224	13.	2024-799	Approve Maintenance Service Plan between the City of Hattiesburg and Neuros for a five (5) year period option as outlined in the Agreement and authorize the Mayor to execute the same.
p. 224	14.	2024-798	Rescind the Commercial Lease Agreement approved on August 20, 2024, between Edwards Property management, the City of Hattiesburg and the Lamar County Board of Supervisors.
p. 224	15.	2024-793	Ratify and confirm the Mayor's appointment of Roderick Nix (W1) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
p. 224-225	16.	2024-794	Ratify and confirm the Mayor's appointment of Allison Lockett (W2) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
p. 225	17.	2024-795	Ratify and confirm the Mayor's appointment of Shawn Harris (W3) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
p. 225	18.	2024-796	Ratify and confirm the Mayor's appointment of Brett Montague (W4) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
p. 225	19.	2024-797	Ratify and confirm the Mayor's appointment of Debra Wallace (W5) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
p. 225-226	20.	2024-787	Adopt a Resolution requesting the Legislature of the State of Mississippi to enact a local and private bill enabling the City of Hattiesburg, Mississippi, to extend the repealer imposed on the Special 1% Tax levied on the gross proceeds from hotel/motel overnight room rentals and restaurants, excluding restaurants with gross sales less than \$100,000.00 annually, which proceeds are divided by the City of Hattiesburg and the University of Southern Mississippi to July 1, 2030.
p. 226	21.	2024-803	Adopt a Resolution authorizing the obligation and expenditure of a portion of ARPA funds for modification and use of Lamar County property as a Crisis Stabilization Unit (CSU) facility.
<u>ROUTINE AGENDA</u>			
p. 227	1.	2024-769	Ratify grant application to the FY25 Ann Morris Grant Application. This City will request \$12,500 to add inclusive components and adaptations to Parks and Recreation programs for the year 2025. The grant does not require matching funds.
p. 227	2.	2024-764	Acknowledge the 2024 Expenditure Report from Hattiesburg Little League Baseball for the operation of Youth Baseball.
p. 227	3.	2024-773	Acknowledge receipt of the monthly budget report for the month ending November 30, 2024.
p. 227	4.	2024-776	Acknowledge receipt of term bids for Lot Clearing/Grass Cutting Services on December 5, 2024 and award bid to Terry's Backhoe and Tree Service as the contractor for the term of January 1, 2025 through December 31, 2025.
p. 227	5.	2024-777	Acknowledge receipt of term bids for Demolition Services on December 5, 2024 and award bid to MSP Enterprises as the contractor for the term of January 1, 2025 through December 31, 2025.
p. 227	6.	2024-772	Authorize the acceptance of the FY24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award from the US Department of Justice in the amount of \$25,358.
p. 227	7.	2024-768	Authorize acceptance of a grant award from the Mississippi Office of Homeland Security State and Local Cybersecurity Grant in the amount of \$113,000. No match is required.
p. 227	8.	2024-782	- Deleted -
p. 227	9.	2024-800	Approve Plans and Specifications for the 4th Street Improvements – Phase III project (Federal Aid Project No. HPP-8750-00(004) LPA/105845-802000) and Authorize Advertisement for Bids for said project contingent upon receipt of authority to advertisement from Mississippi Department of Transportation.
p. 227	10.	2024-770	Approve the sale of grave spaces per attached, Memo's, Receipts and Deeds.
p. 227	11.	2024-779	Approve claims docket for the period ending December 13, 2024.
<u>In Memoriam:</u>			
Rev. Robert L. Drake, Jr.			
Meeting Adjourn			

Call to Order

BE IT REMEMBERED that the **regular meeting of the Hattiesburg City Council** was held at **5:00 p.m.**

Tuesday, December 17, 2024, in Council Chambers at City Hall; same being from a recessed meeting held on December 16, 2024.

Those present included Mayor Toby Barker and members of the City Council Jeffrey George, Ward 1; Deborah Delgado, Ward 2; Carter Carroll, Ward 3; Dave Ware, Ward 4; and Nicholas Brown, Ward 5. Others in attendance

included Director of Administration/City Clerk, Kermas Eaton; City Attorney, Randy Pope; Clerk of Council, Ronda S. Kennedy; Deputy Clerk of Council, Lisa Luu Jolly; City staff members; media; and the public.

Council President George Called the meeting to order.

Call to Prayer and Pledge of Allegiance

The prayer was given by Officer David Matos.

The Pledge of Allegiance was led by Kermas Eaton.

Presentation Agenda

The PRESENTATION AGENDA came before the Council.

There were no presentations at this time.

Agenda Adjustments

A MOTION was made by Council Member Carroll and seconded by Council Member to **ADD Policy Items #22 and #23 and Addendum to the Claims Docket (Routine #11)** at the request of the Administration as follows:

22.

2024-810

Approve Settlement Agreement as settlement of a doubtful and disputed claim, in substantially the form attached, authorize the Mayor to execute and issue a manual check in the amount of \$25,000.00 to Cotton Creek Transport.

Attachment:

Settlement Agreement 4885-6879-5391
23.

2024-811

Approve amended Agreement between the City of Hattiesburg and Forrest County for the housing of City prisoners in the Forrest County Jail and other community-based correctional facilities for a term beginning January 1, 2025 through December 31, 2029 as per attached, and authorize the Mayor to execute the same.

Attachment:

Agreement with Forrest County – prisoner housing
- R11.

2024-812

Addendum to the claims docket, request approval for additional claims as described herein.

Attachment:

addendum to the claims docket

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

POLICY AGENDA

THE MATTER OF THE AGENDA ORDER came before the Council.

The POLICY AGENDA came before the Council.

1.

2024-802

Approve the minutes for the December 2 & 3, 2024 meetings of the City Council.

Attachments:

12-02-2024 AR, WS Mins.
12-03-2024 XS Mins.

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **APPROVE** the minutes for the *December 2 & 3, 2024* meetings of the City Council.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

2.

2024-771

Adopt Resolutions adjudicating and directing the placement as an assessment for the cleanup costs and applicable penalties, not to exceed the values prescribed by State law, against the following properties.
Attachments: Adjudication Memo 12/17/2024
 1. 0 US Hwy 49 N - Adjudication Resolution
 2. 6574 US Hwy 49 N - Adjudication Resolution

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ADOPT** **RESOLUTIONS (#2024-250-251)** adjudicating and directing the placement as an assessment for the cleanup costs and applicable penalties, not to exceed the values prescribed by State law, against the following properties.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

3.

2024-774

Adopt a Resolution approving the adoption and implementation of the Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996 as amended and restated November 2024.
Attachments: Res Adopt Redev Plan 12-05-24
 PC Acceptance Letter

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ADOPT** a **RESOLUTION (#2024-252)** approving the adoption and implementation of the *Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996* as amended and restated November 2024.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

4.

2024-790

Adopt a Resolution approving the adoption and implementation of the "Tax Increment Financing Plan, Hattiesburg Marketplace, City of Hattiesburg, Lamar County, Mississippi, November, 2024".
Attachment: City Resolution Approving TIF

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ADOPT** a **RESOLUTION (#2024-253)** approving the adoption and implementation of the *"Tax Increment Financing Plan, Hattiesburg Marketplace, City of Hattiesburg, Lamar County, Mississippi, November, 2024"*.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

5.

2024-775

Adopt a Resolution approving and authorizing the execution and delivery of the Development and Reimbursement Agreement, dated December 17, 2024, with Graham Development LLC in connection with the Tax Increment Financing Plan for Hattiesburg MarketPlace Project, City of Hattiesburg, Lamar County, Mississippi, November 2024.
Attachment: Resolution Approving Development Agreement

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ADOPT** a **RESOLUTION (#2024-254)** approving and authorizing the execution and delivery of the Development and Reimbursement Agreement, dated December 17, 2024, with Graham Development, LLC in connection with the *Tax Increment Financing Plan for Hattiesburg Marketplace Project, City of Hattiesburg, Lamar County, Mississippi,*

November 2024.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

6.

2024-784

Approve Supplemental Agreement to the Agreement for Professional Services between the City and Neel-Schaffer, Inc. for the Hall Avenue Roundabout Project and authorize the Mayor to execute in duplicate upon concurrence from the Mississippi Department of Transportation.
Attachments: Supplemental Agreement Boilerplate for Construction Engineering and Inspection - Contractor in Liquidated Damages
City of Hattiesburg Hall Avenue CEI Additional Fees_8JULY2024

A MOTION was made by Council Member Brown and seconded by Council Member Carroll to **APPROVE** Supplemental Agreement to the Agreement for Professional Services between the City and *Neel-Schaffer, Inc. for the Hall Avenue Roundabout Project* and **AUTHORIZE** the Mayor to execute in duplicate upon concurrence from the Mississippi Department of Transportation.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

7.

2024-801

Approve Safe Streets for All Action Plan for the City of Hattiesburg.
Attachment: Hattiesburg SS4A Safety Action Plan (1)-compressed revised

A MOTION was made by Council Member Brown and seconded by Council Member Carroll to **APPROVE** *Safe Streets for All Action Plan* for the City of Hattiesburg.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

8.

2024-783

Acknowledge receipt of closing documents for the Paving, Marking & Pedestrian Pathway along Arledge Street, Edwards Street and Katie Avenue; Approve Supplemental Agreement No. 2 with R & J Construction, Inc. to adjust estimated quantities to actual quantities and authorize the Mayor to execute it in duplicate; Authorize publication of Notice of Final Settlement; Authorize payment of final pay application to the contractor; And authorize final acceptance of the project.
Attachment: 1235-156_Closeout Documents wTransmittal

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ACKNOWLEDGE** receipt of closing documents for the *Paving, Marking & Pedestrian Pathway along Arledge Street, Edwards Street and Katie Avenue*; **APPROVE** *Supplemental Agreement No. 2 with R & J Construction, Inc.* to adjust estimated quantities to actual quantities and **AUTHORIZE** the Mayor to execute it in duplicate; **AUTHORIZE** publication of Notice of Final Settlement; **AUTHORIZE** payment of final pay application to the contractor; and **AUTHORIZE** final acceptance of the project.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

9. **2024-788** Approve Agreement between City of Hattiesburg Police Department and United States Department of Veterans Affairs, G.V. (Sonny) Montgomery VA Medical Center Police Department related to Interagency coordination and responsibility concerning law enforcement at GVSMVAMC, Hattiesburg VA Clinic located at 5003 Hardy Street Tower V, Suite 402 Hattiesburg, MS 39402 and authorize execution of the same.
Attachment: 1775_001

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **APPROVE** Agreement between City of Hattiesburg Police Department and *United States Department of Veterans Affairs, G.V. (Sonny) Montgomery VA Medical Center Police Department* related to Interagency coordination and responsibility concerning law enforcement at GVSMVAMC, Hattiesburg VA Clinic located at 5003 Hardy Street Tower V, Suite 402 Hattiesburg, MS 39402 and **AUTHORIZE** execution of the same.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

10. **2024-763** Approve Agreement between the City of Hattiesburg and Hattiesburg Little League to operate and promote Youth Baseball programs for Hattiesburg residents for the amount of \$14,300 and authorize the Mayor to sign and execute all necessary documentation with the issuance of a manual check
Attachment: Hattiesburg Little League Agreement

A MOTION was made by Council Member Brown and seconded by Council Member Carroll to **APPROVE** Agreement between the City of Hattiesburg and *Hattiesburg Little League* to operate and promote Youth Baseball programs for Hattiesburg residents for the amount of \$14,300 and **AUTHORIZE** the Mayor to sign and execute all necessary documentation with the issuance of a manual check.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

11. **2024-780** Approve Software Agreement between the City of Hattiesburg and Tyler Technologies for the Community Development Portal and authorize the Mayor to execute the same.
Attachment: Hattiesburg, MS Tyler EPL SaaS Agreement 111924
 Software Agreement Tyler Technologies for the Community Development Portal

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **APPROVE** Software Agreement between the City of Hattiesburg and *Tyler Technologies* for the Community Development Portal and **AUTHORIZE** the Mayor to execute the same.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

12. **2024-781** Approve renewal of Software Service Agreement with First Due Software for the Hattiesburg Fire Department and authorize the Mayor to execute the same.
Attachment: First Due 2372 100124

A MOTION was made by Council Member Carroll and seconded by Council Nicholas Brown to **APPROVE** renewal of Software Service Agreement with *First Due Software* for the Hattiesburg Fire Department and

AUTHORIZE the Mayor to execute the same.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

13. **2024-799** Approve Maintenance Service Plan between the City of Hattiesburg and Neuros for a five (5) year period option as outlined in the Agreement and authorize the Mayor to execute the same.
 Attachments: Neuros Service Agreement
 Maintenance Service Plan with Neuros - asset managment and maintenance

A MOTION was made by Council Member Brown and seconded by Council Member Carroll to **APPROVE** Maintenance Service Plan between the City of Hattiesburg and *Neuros* for a five (5) year period option as outlined in the Agreement and **AUTHORIZE** the Mayor to execute the same.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

14. **2024-798** Rescind the Commercial Lease Agreement approved on August 20, 2024, between Edwards Property management, the City of Hattiesburg and the Lamar County Board of Supervisors.
 Attachments: Commercial Lease Agreement with Edwards Property Mgmt COH and Lamar
 County BOS at 163 Turtle Creek Drive Suite #80 - driver's license station

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **RESCIND** the Commercial Lease Agreement approved on August 20, 2024, between *Edwards Property management*, the City of Hattiesburg and the Lamar County Board of Supervisors.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

15. **2024-793** Ratify and confirm the Mayor's appointment of Roderick Nix (W1) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
 Attachment: roderick nix resume

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **RATIFY** **AND CONFIRM** the Mayor's appointment of *Roderick Nix (W1) to the Municipal Election Commission*, for a term beginning December 17, 2024, and ending June 30, 2025.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

16. **2024-794** Ratify and confirm the Mayor's appointment of Allison Lockett (W2) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.
 Attachment: 2024LockettResume

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **RATIFY** **AND CONFIRM** the Mayor's appointment of *Allison Lockett (W2) to the Municipal Election Commission*, for a term

beginning December 17, 2024, and ending June 30, 2025.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

17. **2024-795** Ratify and confirm the Mayor's appointment of Shawn Harris (W3) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **RATIFY AND CONFIRM** the Mayor's appointment of *Shawn Harris (W3) to the Municipal Election Commission*, for a term beginning December 17, 2024, and ending June 30, 2025.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

18. **2024-796** Ratify and confirm the Mayor's appointment of Brett Montague (W4) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.

A MOTION was made by Council Member Carroll and seconded by Council Vice President Ware to **RATIFY AND CONFIRM** the Mayor's appointment of *Brett Montague (W4) to the Municipal Election Commission*, for a term beginning December 17, 2024, and ending June 30, 2025.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

19. **2024-797** Ratify and confirm the Mayor's appointment of Debra Wallace (W5) to the Municipal Election Commission, for a term beginning December 17, 2024, and ending June 30, 2025.

A MOTION was made by Council Member Brown and seconded by Council Member Carroll to **RATIFY AND CONFIRM** the Mayor's appointment of *Debra Wallace (W5) to the Municipal Election Commission*, for a term beginning December 17, 2024, and ending June 30, 2025.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

20. **2024-787** Adopt a Resolution requesting the Legislature of the State of Mississippi to enact a local and private bill enabling the City of Hattiesburg, Mississippi, to extend the repealer imposed on the Special 1% Tax levied on the gross proceeds from hotel/motel overnight room rentals and restaurants, excluding restaurants with gross sales less than \$100,000.00 annually, which proceeds are divided by the City of Hattiesburg and the University of Southern Mississippi to July 1, 2030.

Attachment: Resolution to Extend 1% Special Levy December 2024

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ADOPT** a **RESOLUTION (#2024-255)** requesting the Legislature of the State of Mississippi to enact a local and private bill enabling the City of Hattiesburg, Mississippi, to extend the repealer imposed on the *Special 1% Tax* levied on the gross proceeds from hotel/motel overnight room rentals and restaurants, excluding restaurants with gross sales less

than \$100,000.00 annually, which proceeds are divided by the City of Hattiesburg and the University of Southern Mississippi to July 1, 2030.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

21.

2024-803

Adopt a Resolution authorizing the obligation and expenditure of a portion of ARPA funds for modification and use of Lamar County property as a Crisis Stabilization Unit (CSU) facility.
Attachment: Resolution Designating Funds for Crisis Stabilization Unit 12.24

A MOTION was made by Council Member Carroll and seconded by Council Member Brown to **ADOPT** a **RESOLUTION (#2024-256)** authorizing the obligation and expenditure of a portion of *ARPA* funds for modification and use of *Lamar County property as a Crisis Stabilization Unit (CSU) facility*.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

22.

2024-810

Approve Settlement Agreement as settlement of a doubtful and disputed claim, in substantially the form attached, authorize the Mayor to execute and issue a manual check in the amount of \$25,000.00 to Cotton Creek Transport.
Attachment: SETTLEMENT AGREEMENT 4885-6879-5391

A MOTION was made by Council Vice President Ware and seconded by Council Member Brown to **APPROVE** *Settlement Agreement* as settlement of a doubtful and disputed claim, in substantially the form attached, **AUTHORIZE** the Mayor to execute and issue a manual check in the amount of *\$25,000.00 to Cotton Creek Transport*.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

23.

2024-811

Approve amended Agreement between the City of Hattiesburg and Forrest County for the housing of City prisoners in the Forrest County Jail and other community-based correctional facilities for a term beginning January 1, 2025 through December 31, 2029 as per attached, and authorize the Mayor to execute the same.
Attachment: Agreement with Forrest County - prisoner housing

A MOTION was made by Council Vice President Ware and seconded by Council Member Brown to **APPROVE** amended Agreement between the City of Hattiesburg and Forrest County for the housing of City prisoners in the *Forrest County Jail and other community-based correctional facilities* for a term beginning January 1, 2025 through December 31, 2029 as per attached, and **AUTHORIZE** the Mayor to execute the same..

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

ROUTINE AGENDA

THE ROUTINE AGENDA came before the Council.

A MOTION was made by Council Member Carroll and seconded by Council Vice President Ware to **APPROVE** the Routine Agenda.

There being no discussion, the Motion received the affirmative vote of the Council as follows:

Yeas: 5 - George, Delgado, Carroll, Ware and Brown

Nays: 0

- | | | |
|-----|-----------------|---|
| 1. | 2024-769 | Ratify grant application to the FY25 Ann Morris Grant Application. This City will request \$12,500 to add inclusive components and adaptations to Parks and Recreation programs for the year 2025. The grant does not require matching funds.
<u>Attachment:</u> <u>Ann Morris Application</u> |
| 2. | 2024-764 | Acknowledge the 2024 Expenditure Report from Hattiesburg Little League Baseball for the operation of Youth Baseball.
<u>Attachment:</u> <u>Expenditure Report 2024</u> |
| 3. | 2024-773 | Acknowledge receipt of the monthly budget report for the month ending November 30, 2024.
<u>Attachments:</u> <u>EXP 1124</u>
<u>REV 1124</u> |
| 4. | 2024-776 | Acknowledge receipt of term bids for Lot Clearing/Grass Cutting Services on December 5, 2024 and award bid to Terry’s Backhoe and Tree Service as the contractor for the term of January 1, 2025 through December 31, 2025.
<u>Attachments:</u> <u>Lot Clearing Bid - Terry's Backhoe and Tree Service</u>
<u>Payton's Landscape</u> |
| 5. | 2024-777 | Acknowledge receipt of term bids for Demolition Services on December 5, 2024 and award bid to MSP Enterprises as the contractor for the term of January 1, 2025 through December 31, 2025.
<u>Attachments:</u> <u>Demolition Bid - MSP Enterprises</u>
<u>Southern Enviro</u>
<u>Payton's Landscape</u> |
| 6. | 2024-772 | Authorize the acceptance of the FY24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award from the US Department of Justice in the amount of \$25,358.
<u>Attachment:</u> <u>Award Package_FAW-186966</u> |
| 7. | 2024-768 | Authorize acceptance of a grant award from the Mississippi Office of Homeland Security State and Local Cybersecurity Grant in the amount of \$113,000. No match is required.
<u>Attachments:</u> <u>Grant Award Acceptance</u>
<u>Grant Certifications</u>
<u>MOHS Grant Agreement Packet</u>
<u>Acceptance of grant award - FY2024 MS Office of Homeland Security State and</u>
<u>Local Cybersecurity Grant</u>
<u>Grant Award Acceptance</u> |
| 8. | 2024-782 | - Deleted - |
| 9. | 2024-800 | Approve Plans and Specifications for the 4th Street Improvements – Phase III project (Federal Aid Project No. HPP-8750-00(004) LPA/105845-802000) and Authorize Advertisement for Bids for said project contingent upon receipt of authority to advertisement from Mississippi Department of Transportation.
<u>Attachments:</u> <u>105845-802000 PS&E Plans</u>
<u>105845-802000 PS&E Specs</u>
<u>Advertisement for Bids</u> |
| 10. | 2024-770 | Approve the sale of grave spaces per attached, Memo's, Receipts and Deeds.
<u>Attachments:</u> <u>Memo's (12-17-2024)</u>
<u>Receipts (12-17-2024)</u>
<u>Deeds (12-17-2024)</u> |
| 11. | 2024-779 | Approve claims docket for the period ending December 13, 2024. |

In Memoriam:

A MOTION was made by Council President George to Adjourn the meeting in memory of:

- *Rev. Robert L. Drake, Jr.*
- *Mrs. Vivian Hammond Moore*

Meeting Adjourn

Council President George declared the **meeting adjourned at 5:15 p.m., this 17th day of December, 2024,**
by unanimous consent, until the 6th day of January, 2025.

ATTEST:

APPROVE:

Clerk of Council

Council President

ATTEST AND CERTIFY:

APPROVE:

City Clerk

Mayor



Memorandum

To: Mayor Toby Barker and Members of City Council
From: Wiley Quinn, Urban Development Director
cc:
Date: Tuesday, January 7, 2025
Re: Adopt an Ordinance to approve an amendment the Comprehensive Plan 2008-2028 to include the Right Down Broadway Master Plan. The Planning Commission recommended approval on December 11, 2024.
File Number: 2025-4
Minute Book #

Summary

Recommendation Statement

The Planning Commission recommended approval on December 11th, 2024.

Please place this on the January 7, 2025 City Council meeting for consideration.



URBAN DEVELOPMENT PLANNING DIVISION

MEMORANDUM

TO: Planning Commission and all interested parties
FROM: Planning Division Staff
DATE: December 4th, 2024
SUBJECT: ***Right Down Broadway*** – A Master Plan for the Broadway Drive & West Pine Street Corridors, Review Draft

In January 2024, the City of Hattiesburg requested proposals for a master plan to guide the redevelopment of the Broadway Drive and West Pine Street corridors. The goal of this plan is to encourage economic development, improve transportation infrastructure, and enhance the quality of life for residents and businesses in the area.

A partial draft of the plan was presented to the Hattiesburg Planning Commission on November 6, 2024, for review and comments from the public. The consulting team has completed the full draft based on the feedback from the public throughout the process, which will be presented to the Planning Commission and the public on December 4, 2024.

The completed draft includes:

- Detailed proposals for improving connectivity and traffic flow.
- Strategies to foster economic revitalization and optimize land use.
- Recommendations for public spaces, streetscapes, and community enhancements.
- A phased implementation timeline and associated funding strategies.

The City is seeking final public comments and Planning Commission review to ensure the plan reflects the community direction for these corridors. The final draft will be presented to the City Council in January 2025 for adoption. At that time, the City will also consider zoning changes informed by community feedback to support the plan's implementation.

We encourage the public to review the completed draft and share their thoughts during the current feedback period. Your input is critical to shaping the future of the Broadway Drive and West Pine Street corridors.

Should you have any questions or wish to share feedback on the process, please contact the Planning Division at 601-545-4599 or by email at planning@hattiesburgms.com.



A Master Plan for the **Broadway Drive & West Pine Street Corridors**

Acknowledgments

City of Hattiesburg

Administration

Toby Barker, Mayor
Jeffrey George, Ward 1 Councilman
Deborah Delgado, Ward 2 Councilwoman
Carter Carroll, Ward 3 Councilman
Dave Ware, Ward 4 Councilman
Nicholas Brown, Ward 5 Councilman

Planning Commission

Dick Conville
Charles Dawe
Michael Dickerson
Amy Hinton
Elayne Lockett
Rhoda Pickett
Michael Pruitt
Rebekah Ray
Lee Anne Venable
Carlos Wilson

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Mollie Hinderaker
Tess Matzakos

Alliance Transportation Group

Ed Elam, AICP, PTP, TSSP-Rail
Clair Hebert Marceaux, PCED, CLED
Tim Smith, AICP, PMP
Ellen Soll, AICP
Julia Weegman



*The Right Down Broadway Plan and the Night Off Broadway were honored with a **Public Outreach Effort By A Community** award from the Mississippi Chapter of the American Planning Association in 2024.*

Special thanks to the 2024 Hattiesburg High School Football Team, Band, and Cheer Team for making the Night Off Broadway a hit!



ASAKURA
ROBINSON

Table of Contents

Executive Summary	4	MOBILITY	56
Plan Recommendations Matrix	6	Mobility Overview	58
		Key Themes	60
INTRODUCTION	8	Recommendations	66
Introduction	10		
		PUBLIC REALM	70
ENGAGEMENT	20	Public Realm Overview	72
Engagement	22	Key Themes	74
		Recommendations	78
VISION	30		
Vision Overview	32	IMPLEMENTATION	80
Themes and Vision Statements	33	Implementation	82
		Capital Projects	84
LAND USE	34	Implementation Matrix	86
Land Use Overview	36		
Key Themes	38	APPENDIX	92
Recommendations	42		
ECONOMIC DEVELOPMENT	44		
Economic Development Overview	46		
Key Themes	48		
Recommendations	54		

Executive Summary

Right Down Broadway outlines a long-term vision for transforming Hattiesburg’s Automotive Row into Hattiesburg’s Creators Corridor. The Broadway Drive and West Pine Street corridors represent opportunities for the greater Hattiesburg community to revitalize a key gateway to the city while supporting thriving local businesses and entrepreneurs, expanding housing choices, improving connections and safety between neighborhoods, and creating an attractive place for residents and visitors.

Between February and November 2024, the City of Hattiesburg worked closely with the Hattiesburg Public School District, the community, local stakeholder organizations, and a consultant team to identify community priorities, assets, and aspirations for the corridors. The engagement process used interactive, collaborative activities as well as demonstration projects to help community members provide feedback and understand potential outcomes, reaching a broad cross-section of residents, business owners, and stakeholders through a community workshop and business owner focus group in May 2024 and the “Night Off Broadway” event in August 2024.

The vision for the plan is divided into four major themes: **land use, economic development, mobility, and public realm**. The four themes were developed to help the City and its partners achieve a holistic vision for the corridors, with cross-cutting goals and actions that reinforce each other and create complementary co-benefits.

The **land use** strategy aims to catalyze incremental, mixed-use infill development over the long term. It will re-establish the Broadway Drive and West Pine Street corridors as a regional destination and employment center while introducing other uses, including an expanded range of high-quality housing options. The city will update its code and regulatory processes and work with business owners and developers to encourage redevelopment that fits the vision for land use laid out in this plan.

The **economic development** strategy will transform the corridors into a thriving regional space for business and innovation. Through creative financing, partnerships and re-branding, the city will transform “Hattiesburg’s Automotive Row” into “Hattiesburg’s Creators Corridor”. A key component of the strategy is to flip the script on 16th Section land, which will include educating potential business owners and developers as well as working with the legislature to reform leasing terms.

The **mobility** strategy creates safe neighborhood connections so all can walk, bike, or roll within the Broadway Drive and West Pine Street corridors. The area will also be maintained as a regional access point and act as a key gateway into the city. The city will invest in capital projects to build and upgrade facilities while partnering with other organizations, such as the Mississippi Department of Transportation and Hub City Transit, to make sure the area is easy to navigate by all users.

The **public realm** strategy uses arts and culture as a tool for revitalization, not just beautification. Through partnerships with local artists and community members, the Broadway Drive and West Pine Street Corridors will be transformed using public art and through grassroots improvements. Through grant programs and incentives, the city will encourage business and land owners to make facade and streetscape improvements and to remediate brownfield sites into safe, accessible spaces for the public.

Finally, the plan’s **implementation** strategy lays out a coordinated set of actions to improve mobility on key streets, create new places to gather, update codes and regulations to improve our outcomes, and coordinate economic development and communications programs. These actions are organized to spur immediate action, catalyze new development in the corridor, and build momentum for revitalized Broadway Drive and West Pine Street corridors.

Great things lie ahead in Hattiesburg — **Right Down Broadway.**

Key Themes



Land Use

An attractive, livable mixed-use district.



Economic Development

A thriving regional space for business and innovation.



Mobility

A connected corridor for all users and abilities.



Public Realm

A clean and welcoming gateway.

The four key themes and vision statements in the Right Down Broadway plan are used to help organize the plan's strategies by thematic category.

Source: Asakura Robinson, 2024

Plan Recommendations Matrix



Land Use



Economic Development

Vision	Land Use		Economic Development	
	"An attractive, livable mixed-use district."		"A thriving regional space for business and innovation."	
Goals	LU.1	LU.2	ED.1	ED.2
	Catalyze incremental, mixed-use infill and redevelopment over the long-term.	Provide a range of high-quality housing options for all who need it.	Transform "Hattiesburg's Automotive Row" into "Hattiesburg's Creators Corridor".	Flip the script on 16th Section Land.
Action Items	LU.1.1 Update the zoning districts in the area to encourage adaptive reuse and infill development in line with the plan's urban design vision. LU.1.2 Ease restrictions on small-scale manufacturing and "makerspace"-type uses in the city's land development code to encourage reuse of vacant buildings.	LU.2.1 Amend the land development code to allow for a greater mix of housing typologies, addressing a wider variety of housing needs for residents. LU.2.2 Partner with local organizations and advocates to develop housing solutions and social services for people experiencing homelessness.	ED.1.1 Work with the Hattiesburg Area Development Partnership, the Hattiesburg Public School District, and institutions of higher education to develop workforce training, small-scale manufacturing, and small business incubator programs. ED.1.2 Utilize tax increment financing (TIF) or other funding mechanisms to reinvest in the corridor through value capture. ED.1.3 Explore designating the study area as a certified business district to enable the use of ad valorem tax exemptions as a potential incentive.	ED.2.1 Develop a branding and communications plan for the 'creators corridor' district that mitigates concerns associated with business ownership and leasing on 16th Section Land. ED.2.2 Work with the Area Development Partnership and the Hattiesburg Public School District to provide consistent information about 16th Section leasing terms to prospective businesses and developers. ED.2.3 Work with legislators to reform maximum lease lengths and extension terms.



Mobility

"A connected corridor for all users and abilities."

M.1

Create safe neighborhood connections for all to walk, bike, and roll.

M.1.1

Build a network of dedicated bike and pedestrian routes so residents from across the city can safely access the corridor without relying on a vehicle.

M.1.2

Increase the number of active transportation users throughout the study area by introducing streetscape improvements and updated roadway design standards that complement changes in land use.

M.2

Maintain regional access as a key gateway to the city.

M.2.1

Develop a district signage and wayfinding plan that establishes the study area as an important shopping area and destination for regional visitors.

M.2.2

Work with MDOT to balance business access needs with traffic flow and safety, reconfiguring driveway curb cuts, center turning lanes, and street designs where appropriate.

M.2.3

Partner with Hub City Transit to improve the transit user experience in the study area by introducing bus shelters and other streetscape amenities that are coordinated with the district signage plan.



Public Realm

"A clean and welcoming gateway."

PR.1

Bring nature and greenery into the brownfields.

PR.1.1

Establish a bicycle and pedestrian crossing of Gordon's Creek that connects to other important natural assets and bikeways throughout the city.

PR.1.2

Reduce impervious surfaces throughout the study area by introducing a pocket park and sidewalk cafe program.

PR.1.3

Proactively identify brownfield sites (creosote contamination, vacant gas stations, auto shops, etc.) and grant funding opportunities to set them up for assessment, cleanup, and redevelopment.

PR.2

Use arts and culture as tools for revitalization, not just beautification.

PR.2.1

Create a mini grant program to encourage public art and facade upgrades along business storefronts within the study area.

PR.2.2

Use tactical urbanism interventions to test roadway designs, rethink vacant properties, and inspire new long-term uses in the area.

PR.2.3

Introduce Crime Prevention Through Environmental Design (CPTED) interventions to improve the image and perceptions of the area.

PR.2.4

Establish an artist residency program and/or rotating public art program to support and grow the local art community.



SECTION 1

INTRODUCTION

Introduction

The Broadway Drive and West Pine Street study area is located southwest of downtown Hattiesburg and adjacent to many of the city's residential historic districts and the redeveloping Midtown area. Its southwestern anchor is the Cloverleaf Center Mall and US-11/US-49 interchange, while 6th Avenue is the northeastern edge. Broadway Drive is one of the major commercial thoroughfares within the 'Hub City' and acts as a gateway to other communities in the region.

History of the Corridor

Development along the corridors began in the 1920s as the city expanded its commercial activities beyond the downtown central business district. Running parallel to the historic New Orleans and Northeastern rail line, the corridor's growth was heavily influenced by the railway. Manufacturing particularly thrived along West Pine Street due to its proximity to the rail line, which allowed businesses to efficiently ship goods to regional markets.

In the mid-20th century, the corridors shifted to predominantly auto-oriented commercial spaces. Alongside these, the area also featured ancillary services such as lodging and dining, as shown in the historic photos to the right. Over time, the corridors became the city's hub for automobile dealerships and related businesses, eventually earning the nickname "Automotive Row."

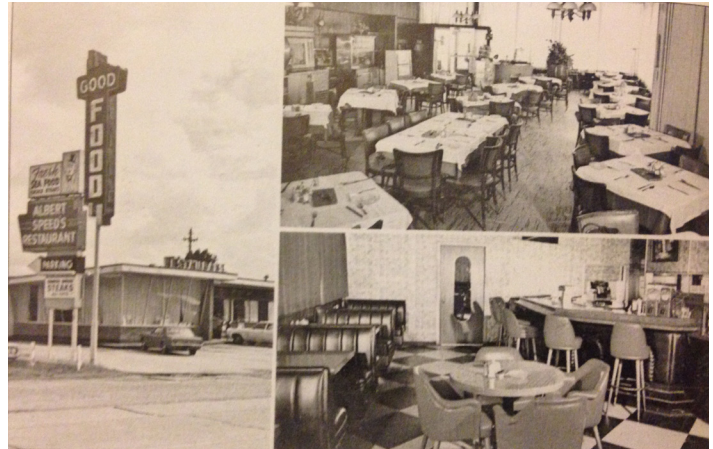
Today, the corridor remains home to auto-oriented businesses but has diversified to include a wider range of commercial retailers, smaller office spaces, religious institutions and nonprofit uses, and warehouses. Broadway Drive and West Pine Street have been recognized in multiple city planning initiatives as key corridors, due to their regional significance, rich history, and strong potential for redevelopment.



Historic Aerial

Aerial Imagery of the study area from 1960 shows the beginning of auto-oriented development.

Source: United States Geological Survey Historic Aerial Imagery, 1960

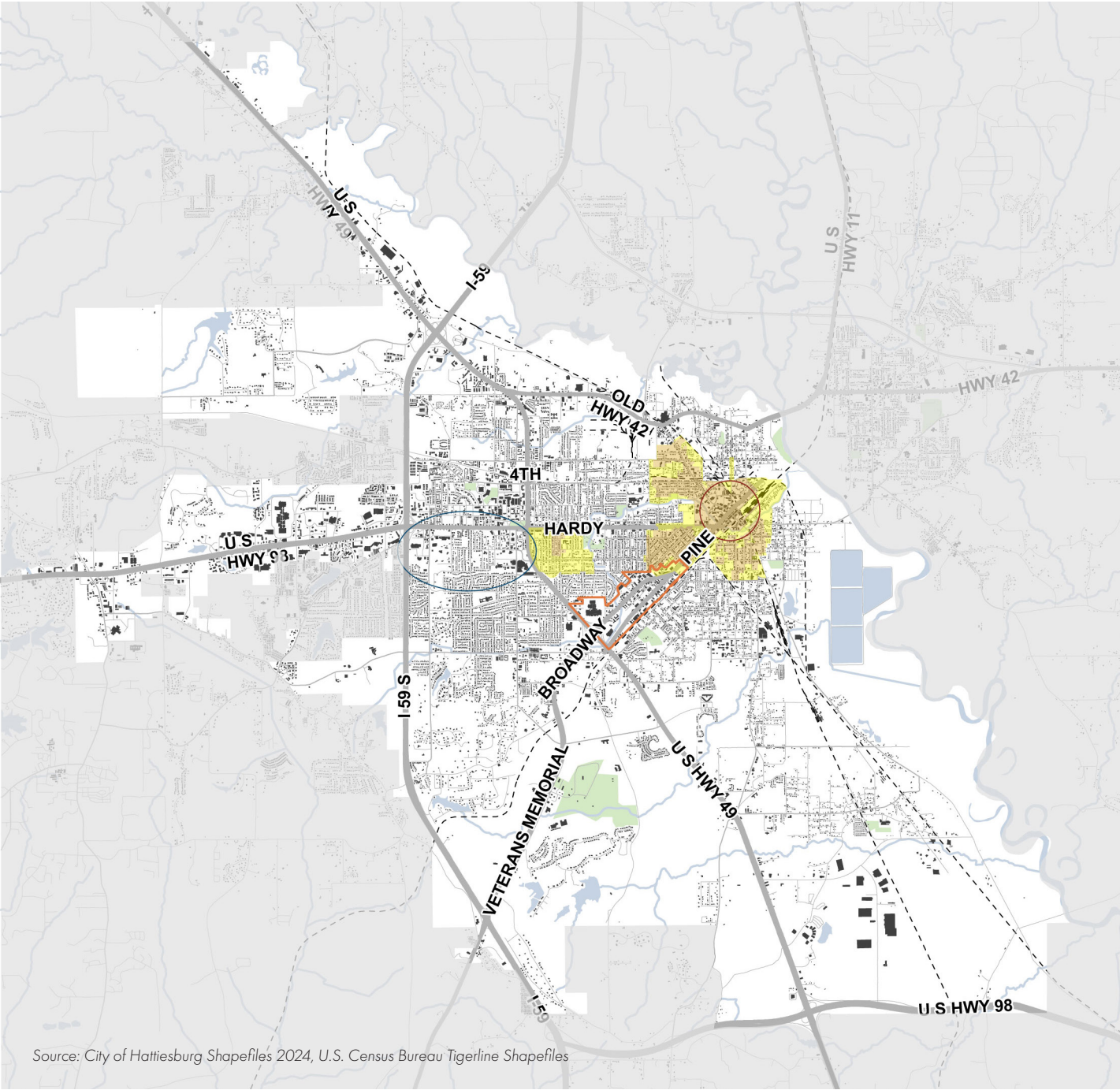


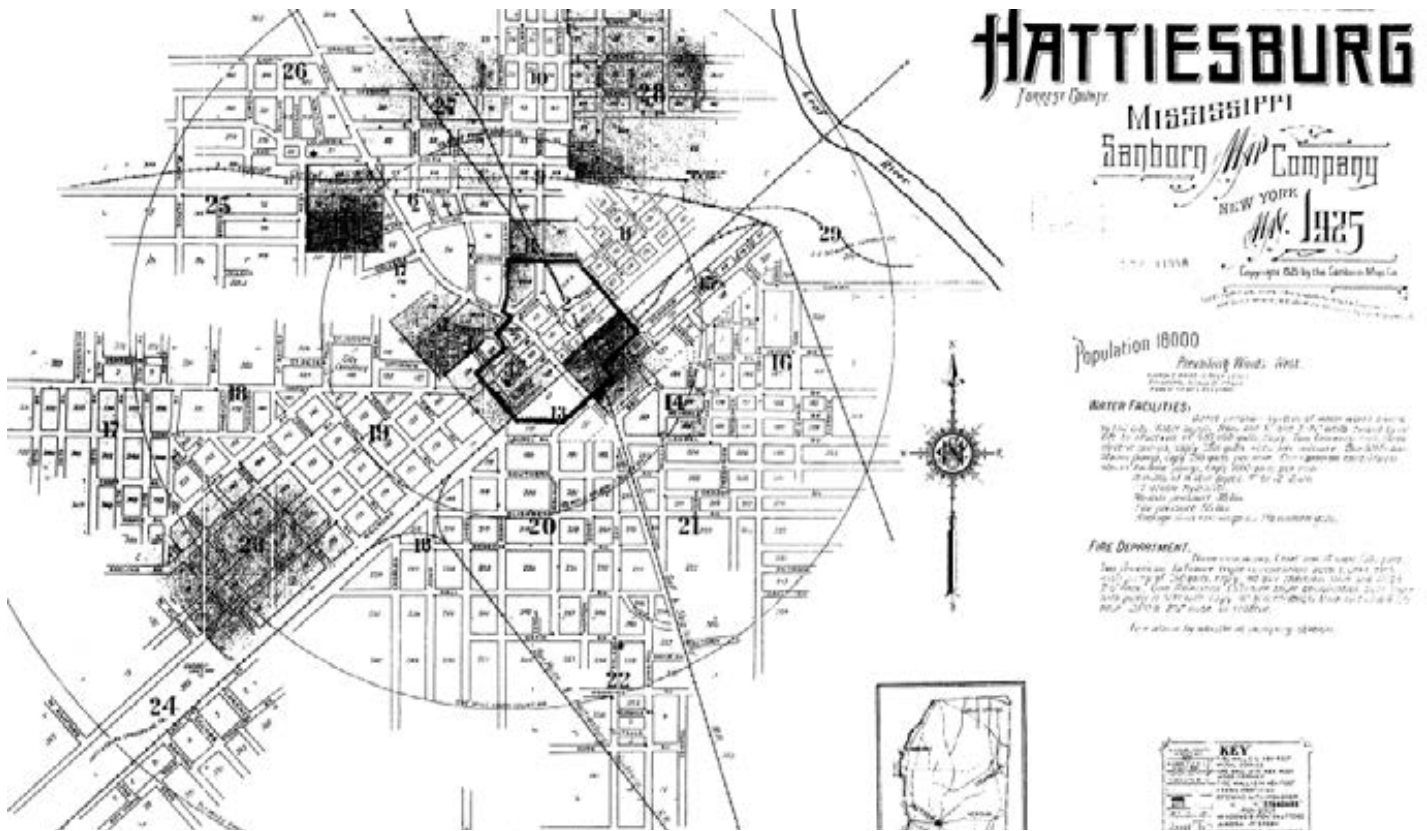
Historic Postcard Photos

Photos show early 20th century uses of the corridor, including the Park-Lane Motel and Albert's Speed Restaurant at 304 Broadway Drive.

Source: Sam Miller's Hattiesburg Repeat Photography: <https://motosambo.wordpress.com/>

City Context Map





Hattiesburg Sanborn Map 1925

The image shows the cover page of the set of Sanborn fire insurance maps developed for the city of Hattiesburg in 1925. The city's downtown is outlined in black at the center. The map shows how the city was expanding beyond downtown in the early 20th century, including the area that would later become the study area.

Source: Sanborn Fire Insurance Maps, 1925

Past Planning Efforts

The 1987 update to the Land Development Code (LDC) first identified Broadway Drive and West Pine Street as key corridors and important planning areas for the city. The Hardy Street corridor was also recognized in the same update and has since undergone revitalization through regulatory changes and financial incentives over the past few decades. While Broadway Drive and West Pine Street have not yet received the same level of attention as Hardy Street, they remain focal points of interest for stakeholders across Hattiesburg.

The city's current comprehensive plan, adopted in 2008, lays out a 20-year strategic vision for Hattiesburg's future growth and development. Part of this plan included a vision for the Broadway Drive - West Pine Street corridors. The vision emphasized increasing economic vitality for the area and introducing bicycle and pedestrian uses along the corridor through infrastructure, landscaping,

and urban design improvements. Other focuses for the corridors included establishing "gateways" into other parts of the city and improving access management throughout the area. The 2008 plan established a high-level vision for the corridors but identified that further planning processes were needed, including a corridor plan for the area.

A corridor plan for Broadway-West Pine was initiated in the early 2010s, though it was never fully approved. During the planning process, a variety of ideas were proposed, including mobility improvements like re-establishing the street grid in key areas and creating a priority bike network along Broadway Drive. Other suggestions focused on establishing a distinct district identity through signage, streetscape enhancements, and zoning sub-districts, as well as addressing market challenges to redevelopment. Many of these themes and ideas remain relevant today and continue to be reflected in this plan.

Existing Conditions

Existing conditions research helped establish the foundation for the Right Down Broadway plan. This section summarizes the existing conditions research that was conducted ahead of community engagement and visioning processes. Topics included demographics, land use, economic trends, mobility, the environment, and urban conditions.

Demographics

Hattiesburg is a mid-sized city of about 49,000 people located in the Pine Belt region of Southern Mississippi. From 2010 to 2020, the city's population grew at a rate of 5.9%. The city is predominantly Black and White in racial makeup, and about 11% of the population is Hispanic or Latino. Household composition features a mix of family and non-family households, with an average family size of 3.

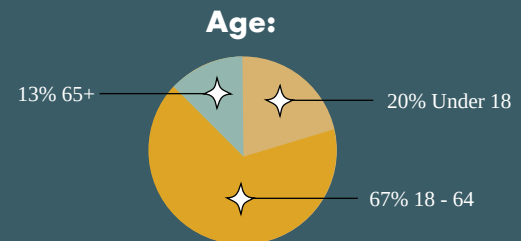
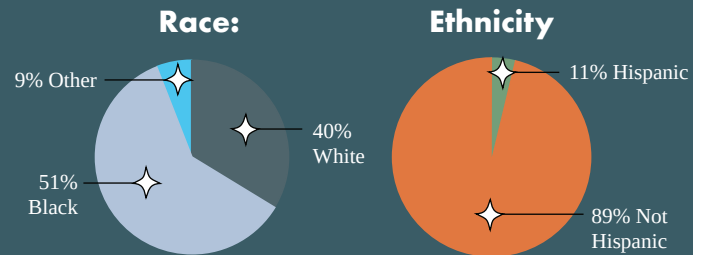
There is a significant young adult population (aged 18-25) in Hattiesburg due to several nearby colleges and universities. This factor influences the education levels of the area, making it a city where a larger percentage of the city's population has a college degree compared to the statewide figure. Other implications for having a youthful population include a higher need for affordable rental housing, public transit options, and entry-level employment opportunities. While this age cohort is significant for the city, it should also be balanced with the needs of other residents in the city.

The median household income for the city is around \$41,000 and the Zillow Home Values Index reports that the typical home in Hattiesburg is valued at around \$207,000 as of October 2024. Hattiesburg has a lower cost of living compared to the national average. Many factors contribute to lower cost of living, including the local tax burden, job market, and costs for major spending categories like housing, food, transportation, and healthcare.

Demographic data and other metrics, such as those shown at right, played a key role in shaping the goals and vision of the Right Down Broadway plan. This information allowed the planning team to better understand the needs of both the current and future population, helping to identify feasible redevelopment goals and prioritize key implementation projects throughout the plan.

HATTIESBURG AT A GLANCE:

Population: 48,730



Median Household Income:
\$41,024

35% with a Bachelor's Degree or Higher

Average Family Size: 3

36% Owner Occupied Housing
64% Renter Occupied Housing

9% Identified as a Person with a Disability

13% of Households Without Access to a Vehicle

Source: 2022 ACS 5-Year Estimates, 2020 Decennial Census

Land Use

The City's current Land Development Code (LDC) was adopted in 2017. A LDC is set of rules that govern how much land can be used, including guidance on what can be built and where. Hattiesburg's LDC includes this guidance in the form of prescribed zoning districts and allowed land uses.

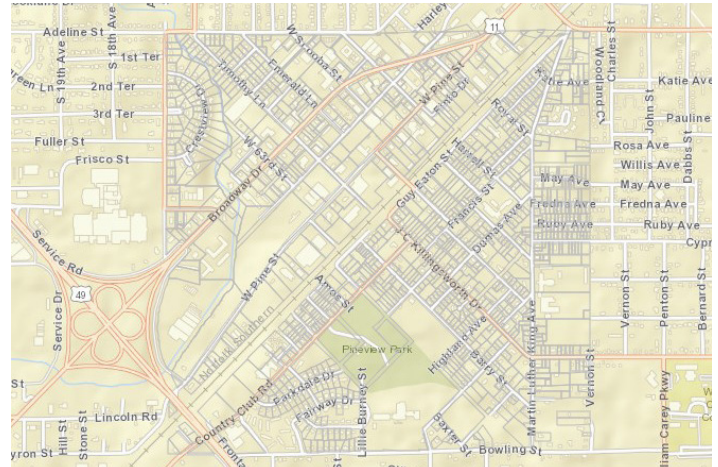
Zoning within the corridor is predominantly B-5 or 'Regional Business'. This zone is meant to provide retail, personal and business services, offices, and financial services to residents in the area and the broader region. B-3, 'Community Business' is the second most common zoning category present in the study area. This district focuses on providing local residents with retail and personal services. Beyond B-5 and B-3, there are a few other business and residential zoning districts present, which are detailed in the map at right.

The existing land use along the corridor is largely reflective of the area's zoning designations. The primary existing land uses include smaller office and retail uses, with other land uses including some low-density residential sites along the study area's edges and in scattered areas, small apartment buildings in former motels near Corinne Street, civic uses, and vacant properties.

The City of Hattiesburg designates future land use for all parts of the city through the current Comprehensive Plan's future land use map. The Broadway Drive corridor is designated mostly as Community Business A, which identifies the area as moderate to intense commercial density and allows for some residential use. The West Pine Street portion of the study area has been designated as Regional Business A, which accommodates higher intensity commercial use and limits residential use types.

16th Section Lands

The Broadway Drive and West Pine Street corridors are located on 16th Section land, which is land that is legislatively set aside to provide funding for local school districts. The land is owned by the state but managed by the local school district. The 16th Section Land within the study area is unique because it is predominantly commercial properties and not agricultural like much of the other 16th Section Land in the state. There are numerous leasing and redevelopment implications due to 16th Section Land, of which will be covered more in depth in the Economic Development section of this plan.



16th Section Land in the Study Area

The map highlights the 16th Section Land present in the study area, which are outlined in gray. Much of the study area consists of 16th Section Land.

Source: Mississippi Secretary of State, 2024

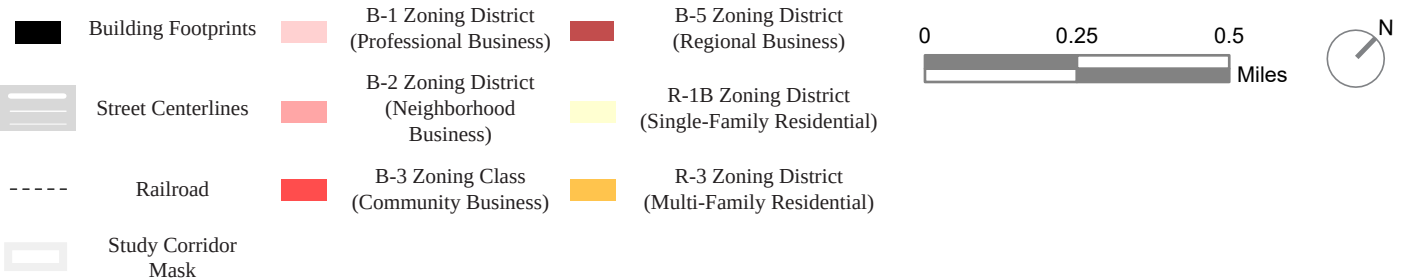
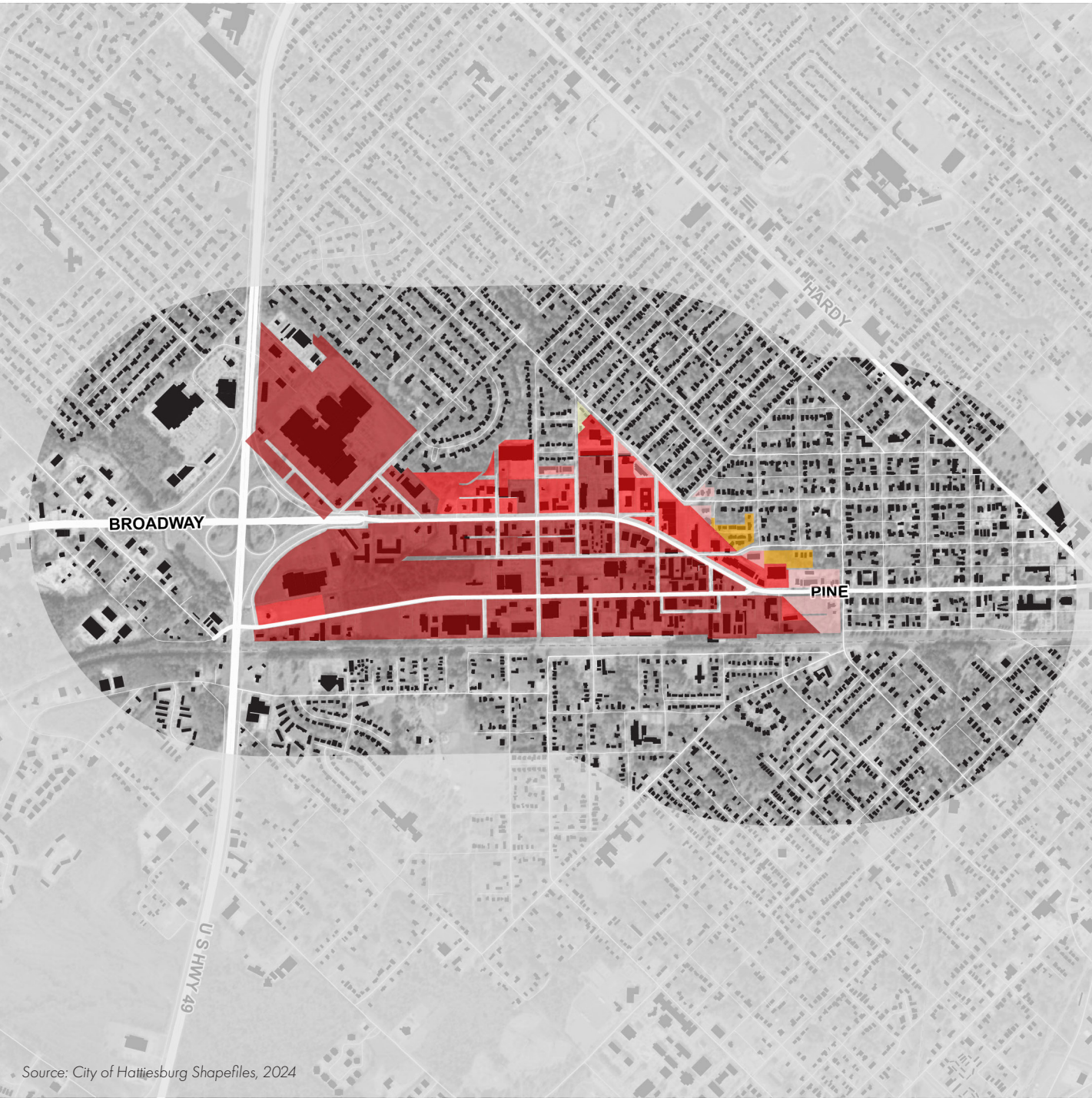
Business and Employment Trends

Around 200 businesses are located within a five-minute drive of the study area, including a variety of independent small businesses and branches or franchises of larger corporations. Typical businesses along the corridor include auto dealerships and associated automotive services and parts stores; small offices for loan or tax services; small to mid-sized retailers such as those for beauty supply or convenience goods; public service offices; and restaurants of a variety of types, including local sit-down spots and drive-through fast food restaurants.

According to 2018 Census data, Hattiesburg has approximately 45,000 jobs citywide, with around 2,000 of those located within the study area as of 2023. The Broadway-West Pine corridor serves as a secondary job market for the city, with Downtown Hattiesburg and the Hardy Street corridor as its primary competitors.

The citywide unemployment rate is around 3% as of October, 2024. This is slightly higher than the state's unemployment rate but lower than the national rate, indicating relatively healthy labor market conditions.

Study Area Current Zoning Map





Existing Business in the Study Area

Jutamas Thai Restaurant is a well-known local business in the study area.

Source: Asakura Robinson, 2024



Vacant Commercial Space

Many vacant commercial spaces, such as the one shown in the photo, are present in the study area.

Source: Asakura Robinson, 2024

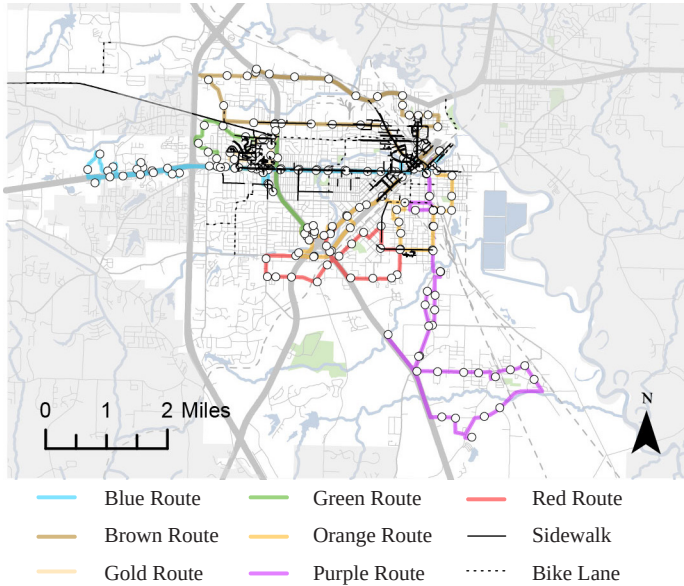
Market Dynamics

As of 2023, there are approximately 5,500 households within a 5-minute drive of the corridors, 29,000 within 15 minutes, and 54,500 within 30 minutes. This represents a sizable market of people in the city and nearby region who might frequent the corridor for their shopping, service, and recreational needs. Projections for 2028 show a slight decrease in households in the 5-minute drive area but a slight increase for the 15- and 30-minute markets. Market size is an important factor to consider; however, it doesn't translate directly into business patronage and spending. The corridors today are relatively homogeneous in terms of business segments. This largely stems from the area's historic role as the city's automotive row, however many of the auto-oriented businesses have left the area and there is now an opportunity for new, less homogeneous economic growth.

In addition to looking at market size, it can be helpful to look at past spending habits to identify optimal land use and redevelopment objectives that might be supported by the nearby and regional markets. Esri Business Analyst reports on consumer spending in 2023 identify that within a 5-minute drive of Broadway-West Pine, households top three spending categories were apparel and services, food at home, and vehicle maintenance and repairs. This indicates that nearby households are spending the most on items like clothing, groceries, or on personal services and car maintenance. When looking more regionally (30-minute drive), the top three spending categories shift slightly to include vehicle maintenance and repairs at top, then furnishings and equipment followed by food at home and away. These latter two categories include things like furniture, appliances, and spending on restaurants. The Broadway Drive and West-Pine Street corridor is a regional gateway for the city and will likely support both local and regional consumer markets.

Mobility

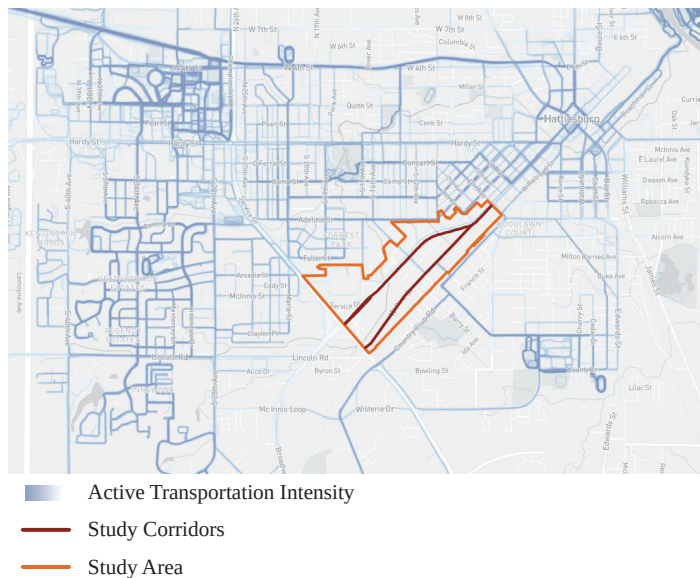
Hattiesburg's sidewalk network is mostly built out near downtown, the University of Southern Mississippi, and the Hardy Street corridor. The study area does not have a fully connected sidewalk network but given its location just southwest of downtown, there is strong potential to connect to that network and make better cross-town connections to surrounding residential neighborhoods, including both local and nationally recognized historic districts.



Citywide Mobility

The map includes Hub City Transit bus routes and stops as well as the city's current sidewalk and bike lane network.

Source: City of Hattiesburg Shapefiles, 2024



Active Transportation Heat Map

Pictured is a heat map of active transportation activity near the study area. A darker blue color indicates a higher level of active transportation use, which could include walking, running, hiking, biking or other active mode of transportation.

Source: Strava Global Heatmap, 2024

Hattiesburg's bicycle network has strong regional connectivity. Hattiesburg is an anchor along the Longleaf Trace, which connects the city all the way up to Prentiss, Mississippi. However, intercity bike connectivity is currently limited but growing. Bike facilities differ throughout the city, including shared use paths, bike lanes, and unprotected on-street shared lanes.

Hub City Transit is the local transit provider for the city. The map at left gives a high-level view of the citywide bus network, which includes seven different routes with ranging frequencies and service hours. The Orange and Red routes intersect the study area, with the Orange (Broadway) route running along Broadway Drive, West Pine and circling around the shopping centers around Highway 11 and Highway 49. More details on transit and other mobility topics are covered in the Mobility section of this plan.

The Environment

The Broadway-West Pine Corridor has been developed and redeveloped over the last century, and much of the land area has been covered with buildings, asphalt, and concrete. The natural environment still present consists mostly of grass shoulders and smaller street trees. There is a small undeveloped wooded area toward the southwest corner of the study area that sits between Broadway Drive and West Pine Street. .

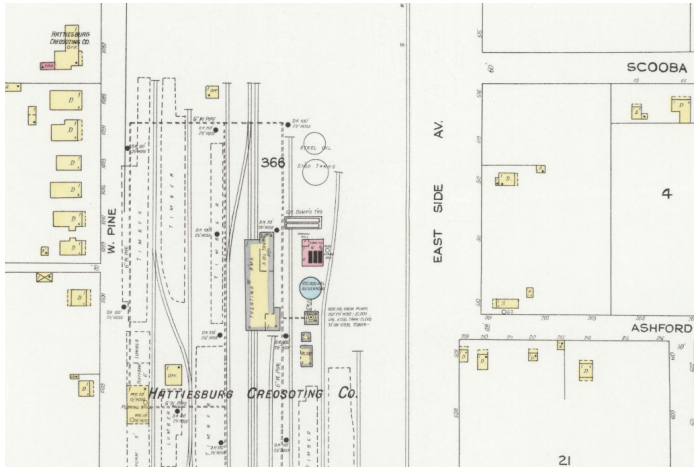
Gordon's Creek runs through this wooded area and impacts much of the southern portion of the study area. The creek runs underneath Broadway Drive between 64th Street and Bartur Street but does not bisect West Pine Street within the study area. The Gordon Creek floodplain, including the floodway, 100-year, and 500-year flood hazard areas, expands beyond Gordon's Creek and overlaps with some existing buildings and vacant parcels within the study area. The floodplain has the potential to impact redevelopment prospects in these areas. Stormwater management practices, such as requiring retention ponds, swales, and rain gardens, should be considered to mitigate flooding concerns for the area, especially if there is redevelopment near the creek.

Floodplain Map



- | | | | | | |
|--|---------------------|--|---------------------|--|---------------------|
| | Street Centerlines | | Study Area | | Floodway |
| | Railroad | | Study Corridors | | 100-Year Floodplain |
| | Building Footprints | | Study Corridor Mask | | 500-Year Floodplain |





Historic Creosote Site

The graphic above is from a 1925 map that details the original site of the Hattiesburg Creosoting Company, which would later be found to have long-lasting contamination impacts for the study area.

Source: Hattiesburg Mississippi Map Division, 1925

A creosoting plant, originally called Gulf State Creosote and later American Creosoting Company, was one of the early industries along the Broadway-West Pine corridor. The plant treated wood products such as railroad ties with creosote, which is a wood preserving pesticide, from the early 1900s into the 1960s. During the 1980s, the area was identified as a potential contamination site following preliminary sampling done along Gordon's Creek. A Phase II Environmental Assessment was completed in the 1990s confirming the contamination concerns in the area. The Mississippi Department of Environmental Quality has since conducted cleanup efforts around the site, but there are still some lingering concerns about potential migration of contaminants into nearby residential neighborhoods. An environmental consultant was hired in the late 2000s to conduct additional samplings in the nearby residential areas and their sampling found that the levels of contamination did not pose a threat to residents.

In addition to former creosote contamination, the corridors are home to many auto-oriented businesses such as gas stations, auto lots, and repair shops. These types of businesses often include underground storage tanks that can be potential sources of contamination and should be treated with care as the study area gets redeveloped.

Urban Conditions

The study area lacks tree coverage and is dominated by impervious surfaces such as roadways, asphalt parking lots, and buildings. The map below shows the prevalence of impervious surfaces throughout the study area. High levels of impervious coverage have implications for water runoff and drainage within a site, but also broader implications for user comfort due to urban heat island effect. Urban heat island effect refers to the phenomenon where urban areas experience higher temperatures than their rural surroundings due to land characteristics like the presence of impervious materials but also due to other large contributors like exhaust from vehicles and air conditioners. Walking conditions along Broadway Drive and West Pine Street are made unpleasant due to the urban heat island effect. To transform Broadway-West Pine into a more vibrant urban area, the city will need to work to reduce urban heat island effect. This can be achieved through various means, including maintaining existing tree canopy while working to expand this through new green spaces, landscaping, and better walking and biking infrastructure.



- Pervious Surface
- Impervious Surface

Impervious Cover

The map shows how impervious surfaces dominate the study area. There is a noticeable difference in levels of impervious coverage when comparing Broadway-West Pine to the surrounding residential areas.

Source: NOAA High Resolution Coastal Imagery Data, 2021



SECTION 2

ENGAGEMENT

Engagement

Overview

This plan's recommendations are guided heavily by feedback gathered during two community engagement events held during different stages of the planning process. An initial "mini-charrette" in May 2024 launched the public planning process and included a community workshop, focus group, and online engagement all aimed at gathering major concerns and big ideas for the corridors.

An open house was held in late August 2024 after the plan's strategies were drafted. The open house gave different stakeholders a chance to weigh in on the draft plan strategies and ensure that the project was on the right track, accurately reflecting the feedback received at the mini-charrette's community workshop. The open house coincided with a community event and tactical urbanism demonstration projects that helped increase turnout at the event and increase the diversity of voices reflected in the plan.

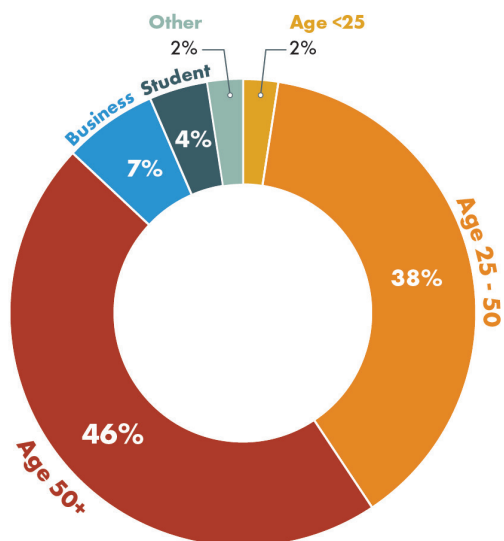
Mini Charrette

A two-day mini-charrette kicked off the Right Down Broadway community engagement efforts. The mini-charrette included a Community Workshop held at Grin Coffee on the evening of Wednesday May 1st, a Business Owner Focus Group held during the afternoon of Thursday May 2nd, and accompanying online engagement, which was open for an additional three weeks following the community workshop.

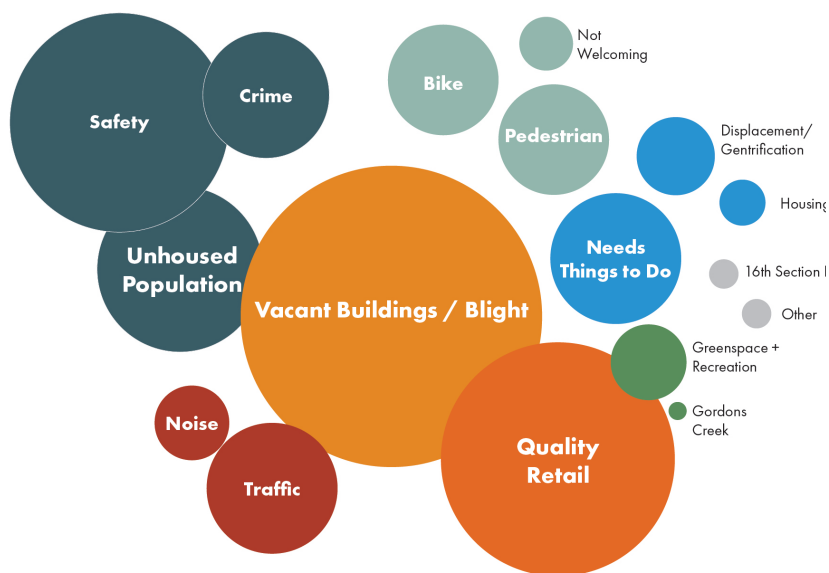
Community Workshop

The Community Workshop informed the public of the history and goals of previous planning efforts for the Broadway Drive and West Pine Street corridors. The event captured ideas from roughly 100 different residents and stakeholders and helped identify key concerns and focus areas for the plan. It included interactive activities focused on identifying existing conditions, concerns, opportunity areas, and aspirations for the corridors.

Who was there:



What were they most concerned about:



Community Workshop Feedback: Participants and Major Concerns

Left: the diagram shows a breakdown by participant age in the first community workshop. Right: the diagram shows the top level concerns that participants brought forward at the workshop. The bubble size indicates the frequency that the concern was mentioned.

Source: Asakura Robinson, 2024



Images from the Mini-Charrette Community Workshop

The photos show participants engaging with the community workshop activities held in May, 2024. Activities included a visioning exercise, an interactive mapping exercise, and open response boards where the participants shared their biggest concerns for the study area.

Source: Asakura Robinson, 2024; Alliance Transportation Group, 2024

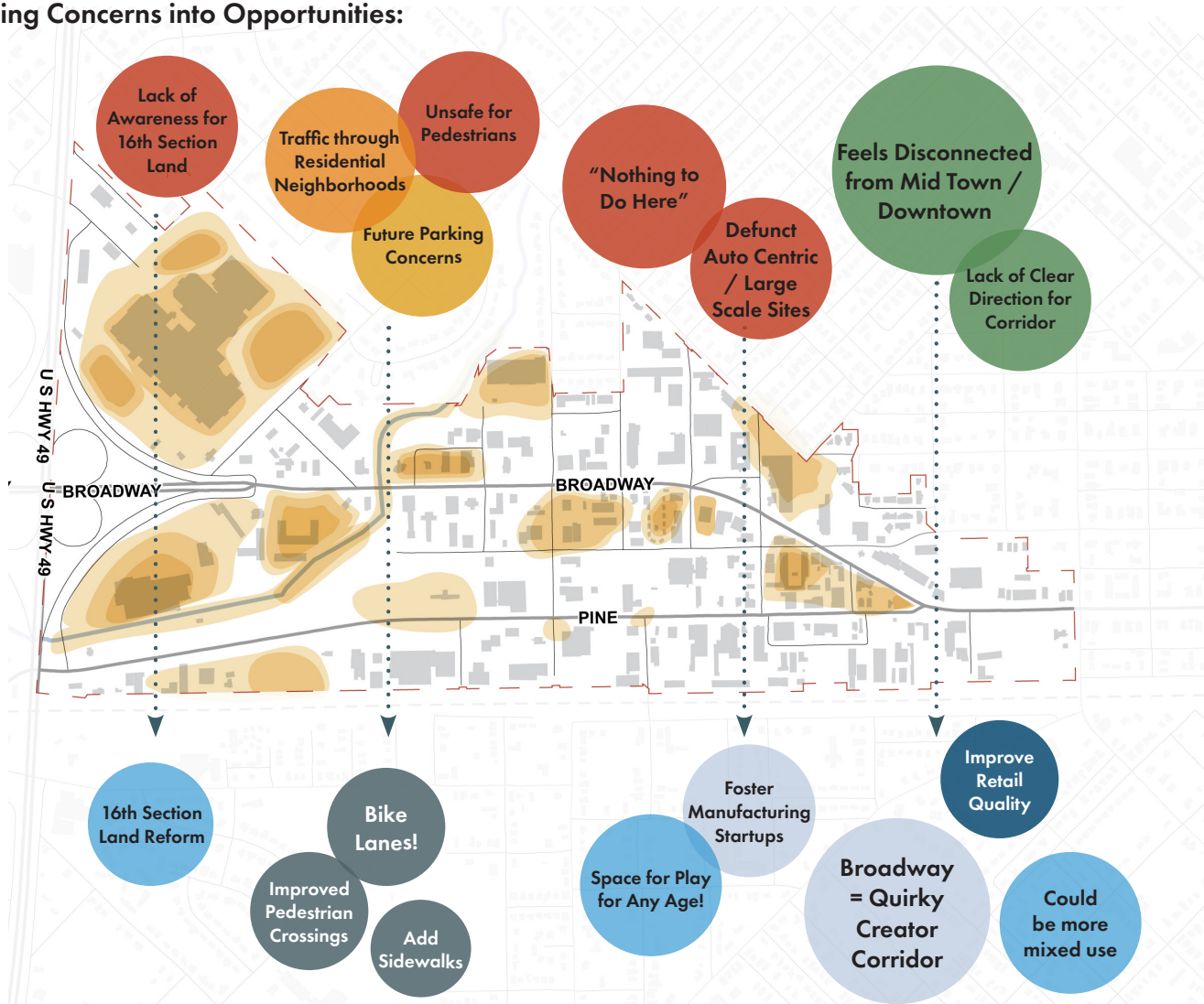
Online Engagement

Community Workshop activities were offered online for those unable to attend in person. The online activities were open for the first three weeks of May 2024 and the results are included in the community workshop summary graphics located in this section of the plan.

Business Focus Group

Approximately 15-20 business leaders gathered for a focus group to discuss market conditions and business opportunities along the corridor. Participants in the focus group brought up concerns about the unhoused population and the number of vacant buildings along the corridor while emphasizing a need to think about these issues systemically. 16th Section land was also discussed in depth given its prevalence in the study area. Long-term leases and lack of education on the mechanics of 16th section land were identified as barriers for business investment and redevelopment. Participants brainstormed how to catalyze more economic development along the corridors and discussed ideas such as capital improvement grant programs, dedicated sales tax, and scaled tax increment financing (TIF) programs as tools for revitalization.

Turning Concerns into Opportunities:



The Broadway - West Pine Corridors Could Be:



Community Workshop Feedback: Opportunities and Visioning

Top: A heat map showing where attendees identified concerns / opportunities throughout the corridor. Larger bubbles indicate more frequently mentioned concerns / opportunities. Bottom: Attendees were invited to envision the future of the Broadway Drive - West Pine Street Corridors with an interactive and tactile visioning activity. Larger words indicate more popular visions for the corridors.

Source: Asakura Robinson, 2024

Interactive Mapping / Overall Takeaways:



Community Workshop Feedback: Interactive Mapping Takeaways

Workshop participants were asked to add different materials to a collective map of the study area. The different materials represented elements like green space, ideal bicycle or pedestrian routes, new land uses, and landmark sites.

Source: Asakura Robinson, 2024

The Open House for the Right Down Broadway plan, a “Night Off Broadway”, was held on Friday August 30th at the former Courtesy Ford building, now owned by the City of Hattiesburg and located within the study area on West Pine Street. Community members provided feedback on draft plan materials at the event, including strategies for land use, economic development, mobility, and the public realm. A 3D model was also shared at the event and used as a tool to visualize potential long-term redevelopment goals for the study area and realization of various plan strategies.

Similar to the mini-charrette, activities from the Open House were offered in an online format for community members who were unable to attend the in-person event. Online activities were open for the first three weeks of September 2024. Results from both the in person engagement and online activities from the open house are summarized together in the graphics throughout this section.



Photos show community members engaging with the open house materials and enjoying the festivities and tactical urbanism interventions that were planned during the “Night Off Broadway”, which was held in August, 2024.

26 | Right Down Broadway | Engagement

Tactical Urbanism Preferences:

#1



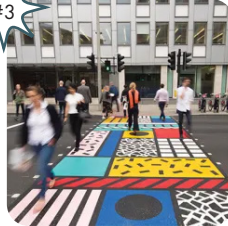
Pop-Up Programming

#2



Pedestrian Space Art

#3



Crosswalk Art

#4



Demonstration Bike Lanes

#5



Curb Extension

#6



Parklet with Seating

#7



Tactile Exhibits/Play

#8



Bus Stop Enhancements

#9



Bike Storage

#10



Traffic Signal Box Art

#11



Slow Shared Street

#12



Traffic Calming Mechanism

Tactical Urbanism

In addition to gathering feedback on the draft plan ideas and strategies, the project team also wanted to hear about preferences for additional tactical urbanism interventions and programming. The options that were polled are listed in ascending order of popularity in the graphic above.

Source: Asakura Robinson, 2024

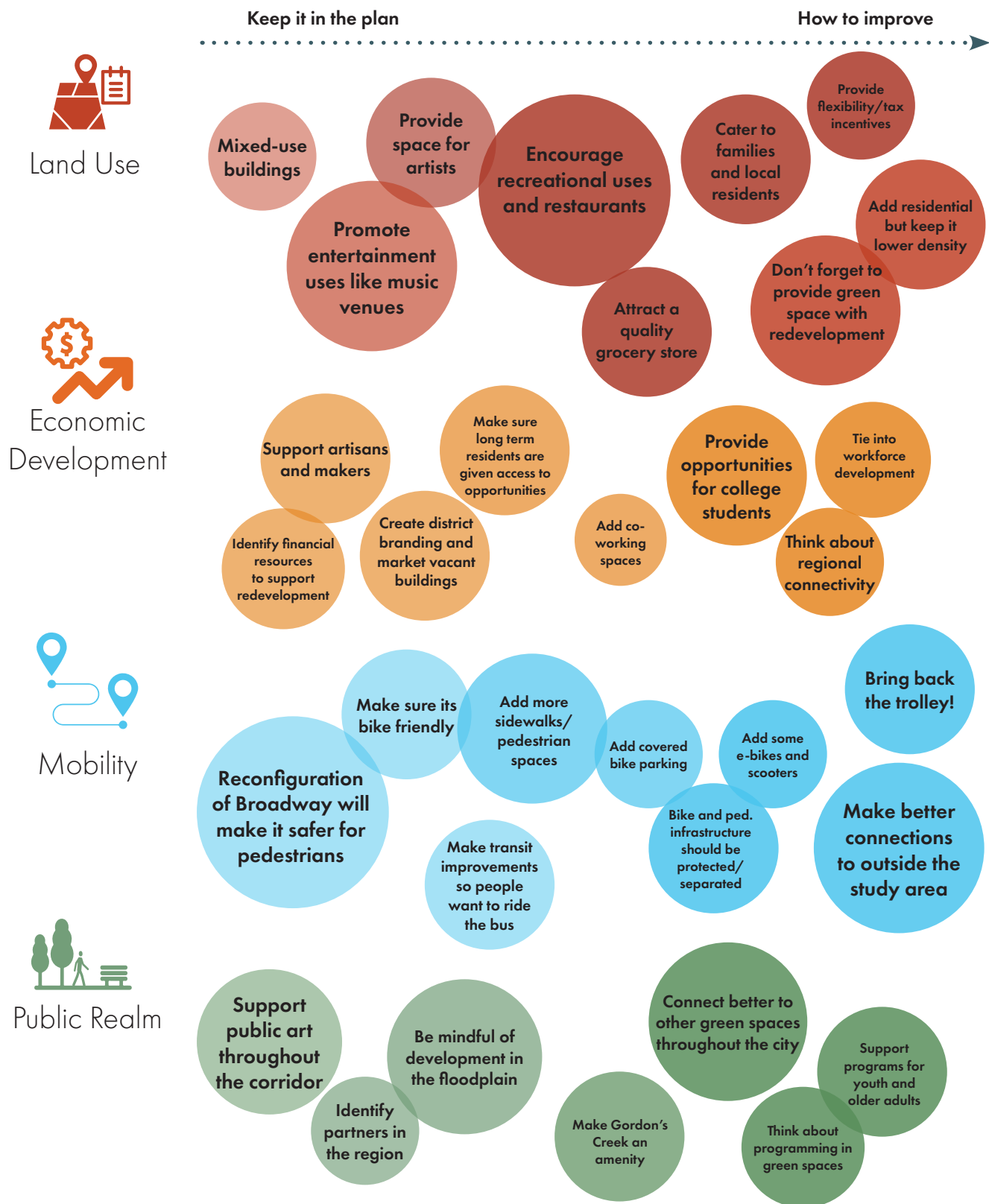
Community Event and Tactical Urbanism

The Open House was held in conjunction with the “Night Off Broadway,” which activated the parking lot outside the open house area with a pep rally, games, a splash pad, food trucks, and an outdoor movie theater. Tactical urbanism interventions were carried out prior the event, including adding two pedestrian crosswalks along West Pine Street using temporary reflective tape and signage, and a temporary shared use path was added along Timothy Lane using hay bales. These measures were taken to ensure bicyclists and pedestrians were able to safely travel throughout the study area and make it safely to the event. They also demonstrated potential streetscape and roadway improvement projects included in the plan’s draft recommendations.

Draft Plan Strategies

The materials shared at the open house were divided into four major themes: land use, economic development, mobility, and public realm. Each major theme had a draft vision statement and various policy goals and strategies, with spatial elements highlighted using a graphic rendering of the study area. Community members provided feedback on the materials by leaving comments using sticky notes and by conversing with the project team. The event gathered feedback about what people like about the draft plan materials and how the draft ideas could be improved. A summary of the comments provided at the event is shared in the following graphic.

Draft Plan Strategies Feedback:



Open House Feedback: Draft Plan Strategies

The feedback is separated using the four major plan themes: land use, economic development, mobility, and public realm. Comment bubbles on the left represent ideas that community members liked from the open house materials that were shared. Comment bubbles on the right represent new ideas that were shared by community members on how to improve the various plan strategies.

Source: Asakura Robinson, 2024



Hypothetical 3D Model of the Study Area

The graphic is showing a screenshot of the online model that participants were able to explore during the open house and through the online engagement platform. The redevelopment scenario pictured is purely hypothetical and does not represent any specific development plans for the area.

Source: Asakura Robinson, 2024; Esri Basemap and ArcGIS Urban products, 2024

Hypothetical 3D Model

In addition to sharing out the plan's four draft strategies, a 3D model was projected onto the wall at the open house. The model included a hypothetical version of the corridors and how the area could be transformed over the next few decades following the implementation of policies laid out in the plan. New land uses, dimensional standards upgrades, and improved mobility connections were visualized in the model. Participants were able to explore the study area by using the on-site computer and projector system and staff was nearby to assist in navigating the model or answer questions if needed. The 3D model was also linked via web browser through the online engagement platform.



Projected Model at the Open House

A photo of the 3D model that was projected onto the wall at the open house.

Source: Asakura Robinson, 2024



SECTION 3 **VISION**

Vision Overview

The Right Down Broadway plan sets the Broadway Drive and West Pine Street corridors on a path toward revitalization. The area will be re-imagined as a unique commercial district, where families, artists, students, business owners, and the broader Hattiesburg community can all thrive. The vision for the plan was developed predominantly using the feedback gathered during the plan's community engagement events. Existing conditions, best practices research, and case studies were used to fill in additional details needed to develop the plan's vision.

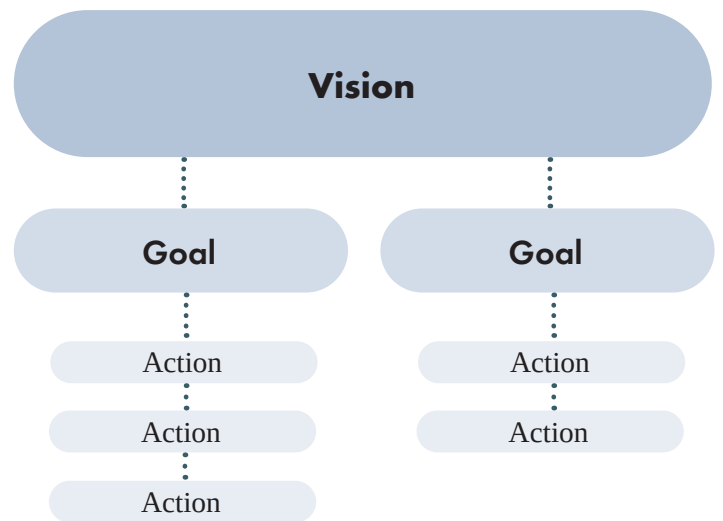
The vision for the plan is divided into four major themes: land use, economic development, mobility, and public realm. Land use and economic development identify desired uses for land and buildings within the corridors and detail how to support business and landowners in creating thriving and successful businesses, including target business types. The mobility and public realm themes are concerned with areas primarily located within the public right-of-way or public properties, including streets, sidewalks, open spaces, and waterways throughout the study area. The four themes were developed to help the city and its partners achieve a holistic vision for the corridors, with cross-cutting goals and actions that reinforce each other and create complementary co-benefits.



Vision Themes

The vision in the Right Down Broadway Plan is broken down into four major themes: land use, economic development, mobility and public realm. All four themes work together to create a comprehensive vision.

Source: Asakura Robinson, 2024



Plan Organizational Structure

The recommendations in this plan are organized by vision, goals, and actions, all of which are in ascending order in terms of level of detail and specificity.

Source: Asakura Robinson, 2024

Plan Organization

Each of the four major themes in the plan has a vision statement associated with it articulating a high-level aspiration for the study area. Each vision statement has two goals associated with it. These key moves provide additional context and specificity on how to achieve the plan's vision. The last level in the plan's organizational structure are the action items. These actions help identify policy changes, capital projects or investments, and new programming initiatives that can help the city of Hattiesburg and its partners achieve the plan's broader vision.

Themes and Vision Statements



Land Use

An attractive, livable mixed-use district.



Economic Development

A thriving regional space for business and innovation.



Mobility

A connected corridor for all users and abilities.



Public Realm

A clean and welcoming gateway.

Key Themes

The four key themes and vision statements in the Right Down Broadway plan are used to help organize the plans strategies by thematic category.

Source: Asakura Robinson, 2024

LAND USE

*A Mixed-Use, Walkable District at
Timothy Lane and Broadway Drive*



The land use strategy aims to catalyze incremental, mixed-use infill development over the long term. It will re-establish the Broadway Drive and West Pine Street corridors as a regional destination and employment center while introducing other uses, including an expanded range of high-quality housing options. The city will update its code and regulatory processes and work with business owners and developers to encourage redevelopment that fits the vision for land use laid out in this plan.



Land Use Overview



Create a Cloverleaf Commercial Character District that takes advantage of the corridor's regional access.



Establish a Creative Mixed Use Character District that supports a work-shop-live approach to development.



Prioritize Mixed Use Development to make for a more dynamic urban environment.



Provide diverse housing options within the study area to accommodate different segments of the city's population.



Maintain a Regional Business Character District that supports commercial and light industrial use.

- Cloverleaf Commercial Character District
- Creative Mixed Use Character District
- Regional Business Character District
- Study Area Gateways

Introduction

The Right Down Broadway Plan takes a moderate approach to land redevelopment. It prioritizes reuse of existing buildings and infill of underutilized lots and structures while promoting redevelopment in targeted areas. Generally, the land use strategy calls for smaller setbacks, greater density, and a greater mix of land uses throughout the corridors.

Buildings that are currently vacant within the study area are recommended for reuse where the building is still safe and viable for new tenants. Infill development should be targeted at vacant lots along the corridors in order to decrease impervious surfaces, improve urban design conditions, and increase green space where appropriate. Larger parcels, such as old car lots, should be broken up to allow for infill development so structures can be built at a more desirable human scale. Redevelopment should be incorporated near key areas within the study area, including the north gateway (confluence of Broadway Drive and West Pine Street), the intersection of Timothy Lane and Broadway Drive, and the south gateway (Broadway Drive and Highway 49). Ideas highlighted in the land use strategy, especially those for redevelopment, are visionary and will be subject to the desires of individual property owners and market conditions.

Character districts are used in this plan to envision future development patterns for three distinct areas along the corridors. The districts include Creative Mixed Use, Regional Business, and Cloverleaf Commercial. More technical details on each of the districts and how to achieve these ideas through zoning and other regulatory changes are laid out in the appendix.

Creative Mixed Use Character District:

- A destination “work-shop-live” area that supports creative makers/artisans through more flexible land use regulations and adaptive reuse of existing buildings. A major focus is on adding human-scaled development and a mix of different uses.
- Target Land Uses: Retail, commercial services, small-scale manufacturing, multi-family residential.
- Target Area: North end of Broadway Drive and West Pine Street, including the “North Gateway”.

Regional Business Character District:

- Supports existing warehouse and manufacturing uses while encouraging small- to moderate-scale infill and redevelopment, adding additional commercial and light industrial uses to the area.
- Target Land Uses: Larger commercial and office spaces, light industrial, warehouses.
- Target Area: Majority of the West Pine Street corridor, including areas with known creosote remediation, which would be less well-suited for residential redevelopment.

Cloverleaf Commercial Character District:

- Takes advantage of the location’s regional access, resulting in a moderate to high density commercial area that supports a “town center” style redevelopment, with potential to incorporate planned unit developments.
- Target Land Uses: Retail, office, medical, residential.
- Target Area: Southern end of Broadway Drive and West Pine, including the “South Gateway” that sits at the intersection of Broadway/Highway 11 and Highway 49.

Key Themes

Encourage Mixed-Use Development

Mixed-use development integrates a variety of land uses—residential, commercial, office, and recreational—within close proximity on a single site or in a small area. While not a new concept, mixed-use development has gained renewed attention for its ability to foster greater pedestrian activity, particularly in areas that have historically been shaped by single-use zoning and the rigid separation of land uses under “Euclidean” zoning. Euclidean zoning, popularized in the 20th century, was designed to prevent incompatible uses—such as placing housing next to industrial zones with environmental hazards. However, it has been increasingly criticized for creating overly segregated land uses, limiting housing options, and contributing to unsustainable urban sprawl.

Mixed-use development is often employed as a strategy to combat urban sprawl and re-imagine suburban land use patterns, both of which are evident in the study area. This type of development tends to be denser, leading to a more sustainable and efficient use of resources, including public safety services and utilities. It can also promote active transportation by creating vibrant streetscapes with visual interest—such as on-street window displays, outdoor seating, and a diverse mix of businesses. From a land use perspective, implementing mixed-use development typically involves revising local zoning and land use regulations, as well as collaborating with developers to identify optimal sites or offer incentives.

The City of Hattiesburg’s Land Development Code (LDC) determines how land is used and developed throughout the city. Zoning districts (including use and dimensional standards) and site design standards are a few types of regulations laid out in the LDC that dictate whether or not mixed-use development is permitted. More specific details on how the city can update its LDC to achieve the goals laid out in this plan are included in the Appendix.

Case Study - Mixed-Use Redevelopment



Source: History South

North Davidson District - Charlotte, North Carolina

The North Davidson District (NoDa) in Charlotte, North Carolina, has undergone a transformation from a primarily single-use industrial area into a vibrant, mixed-use neighborhood. Through public and private investment, the district evolved into a lively hub featuring a blend of residential apartments, art galleries, restaurants, breweries, and local retail. This mixed-use redevelopment was made possible by introducing transit into the area through the Lynx Blue Line light rail, making walkability improvements, and updates to the zoning code. NoDa is now one of the city’s thriving districts, attracting young professionals, artists, and local businesses. However, with redevelopment often comes concern for affordability and displacement. The area has seen rising property values and rents due to its transformation. While the city is committed to maintaining mixed-income housing and affordable leasing spaces, it still remains a challenge to balance affordability with market demand.

Provide Diverse Housing Solutions

While the study area is predominantly commercial, it also includes homes and residential areas along its northern edge, small apartments and single-family homes on Corinne Street and West Pine Street, and residents living in motels. Also noted by process participants were residents experiencing homelessness that are sheltering, camping, or accessing services in or around the study area.

Mixed-use corridors benefit from a range of housing types and price points that accommodate different users and living situations. Smaller housing types including duplexes, townhomes, and low-rise multifamily apartments available both for sale or for rent can help create spaces more accommodating to students, first-time home-buyers, older adults, and other residents that either cannot afford or do not desire a single-family home. Adding more housing options to the study area will help support the retail and commercial businesses along the corridors as residents will be able to walk to businesses, and residents can benefit from the corridor's transit service or proximity and convenient access to other key institutions such as Downtown Hattiesburg, Forrest General Hospital, William Carey University, the University of Southern Mississippi, and Camp Shelby, reducing time and money spent commuting. A key step in creating more diverse housing options is to allow for housing development in the corridor, which is prohibited by current B-3 Community Business and B-5 Regional Business zoning. Adding more housing in select areas will also help create a better transition or sense of cohesion between the study area and the surrounding residential neighborhoods.

An important part of the housing strategy is to support the unhoused population who reside in the study area. A "Housing First" framework aims to provide housing to those experiencing homelessness as a stabilizing first step. Once housed, people will have an easier path to getting into permanent housing, addressing sobriety or mental health issues, and finding employment. The city will need to develop strong partnerships with local homeless organizations, help find local or philanthropic funding sources, and identify state and federal grants to assist its partners in supporting the homeless population that uses a housing first framework.

Case Study - Supportive Housing



Source: GSM Architects

New Hope Housing - Houston, Texas

Established in 1993, New Hope Housing is a nonprofit organization that primarily focuses on providing safe, affordable housing for very low-income individuals in Houston, eventually expanding to serve families. New Hope Housing's Housing + Services model introduced the concept of single-room occupancy (SRO) housing in Houston with on-site supportive services for residents. SROs are among the most affordable forms of non-subsidized housing, with tenants renting a single room and sharing facilities such as kitchens and bathrooms. In addition to constructing new buildings, they have also converted former hotels and motels to SRO housing with focuses on quality design to reduce stigma and combat negative perceptions of affordable housing. New Hope is supported by a mix of public and private partnerships to ensure its financial viability and keep costs low for residents.

The Maker Economy

The corridors can leverage its unique building stock, low costs, and the community's strong support of the arts and local business to create spaces for local makers.

Makers range from residents seeking to scale their hobbies or passion projects from their homes to small businesses, as well as established artisans and craftspeople engaged in full-time production as their profession. Whether they are woodworkers, sculptors, bakers, brewers, textile workers, 3D printers and laser-cutting fabricators, or another craft, they are broadly engaged in creative industries and entrepreneurship. The maker economy creates and retains local wealth through its focus on small, local businesses that produces goods for local consumption as well as wholesaling and export.

From a land use perspective, maker and artisan production varies from its much larger relative, industrial manufacturing, in terms of its scale and external impacts. Due to the smaller production volume and employment sizes of artisan businesses during the start-up and scaling phases, they may need more storage and production capacity than a home kitchen, studio, or workshop, as well as a small storefront or retail space to help bring their products to consumers. While some uses such as woodshops, metalworking, glassblowing, or ceramics kilns may produce some noise or exhaust due to their equipment, their scale means they can often be accommodated in commercial and industrial areas within minimal impacts.

Incubators and shared makerspaces may subdivide an existing building to include multiple makers or artisans on a single site, requiring some coordination to ensure parking impacts are addressed. However, lower-cost, larger areas such as former commercial spaces and shell spaces, warehouses, and garage and automotive service areas may be appropriate sites for maker uses due to their construction type and layouts. Public-facing auto sales showrooms can also be adapted into retail spaces.

The study area is home to many of these large-scale commercial and warehouse spaces, many of which are currently vacant as this part of the city is transitioning away from an auto-oriented business sector. To maximize the reuse of these buildings and cater more towards artisan industries, the city will need to update its zoning and development code. More details on this topic are laid out in the Appendix.

Case Study - Artisan Zoning



Source: The Loop CoMo

The Loop - Columbia, Missouri

The Loop Community Improvement District (CID) in Columbia was established to revitalize the I-70 Business Loop Corridor, a key gateway to the City that had suffered from decades of neglect and disinvestment. While a large portion of the project's initial planning focus included public realm improvements and economic development planning, a key follow-up action was to work with the city to update its definition of artisan industry in its Unified Development Code. Columbia also created two categories for the artisan industry use based on the intensity and size of the artisan use, with more detailed performance standards. This approach allows for more nuanced regulation of artisan uses, though it requires additional administration capacity.

Case Study - Artisan Business



Source: Asakura Robinson

Grin Coffee - Hattiesburg, Mississippi

A successful example of a maker/artisan business is Hattiesburg's own Grin Coffee. As a coffee roaster that processes its own coffee beans and sells wholesale coffee to other local businesses, Grin's Broadway Drive location is distinct from a retail-only outlet. Starting from a garage before scaling to shared spaces, a truck, and now its own brick-and-mortar location, Grin has now called two buildings on Broadway Drive home. Grin's decision to locate on Broadway Drive was partially driven by the affordability of the area, which made it accessible for a small business.



Grin's current location inside a historic Volkswagen dealership building demonstrates how auto-oriented buildings can be successfully adapted and given new life. The showroom with picture windows that once showed off the latest model-year car to motorists on Broadway Drive now houses the shop's bright, sunny primary seating and café area. Portions of the building that once housed parts and service departments are now coffee roaster and kitchen spaces, and the metal roof trusses (now painted bright orange) highlight the building's modern construction.



Recommendations

Vision

An attractive, livable mixed-use district.

Goals and Actions

LU-1. - Catalyze incremental, mixed-use infill and redevelopment over the long term.

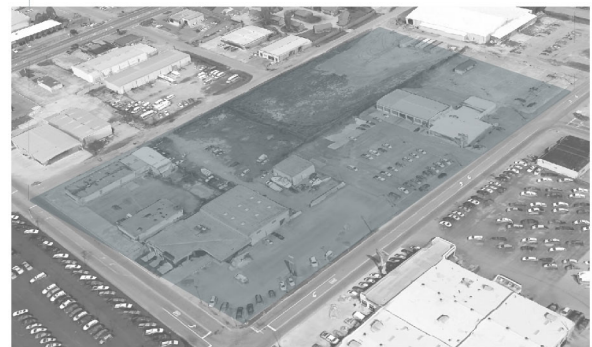
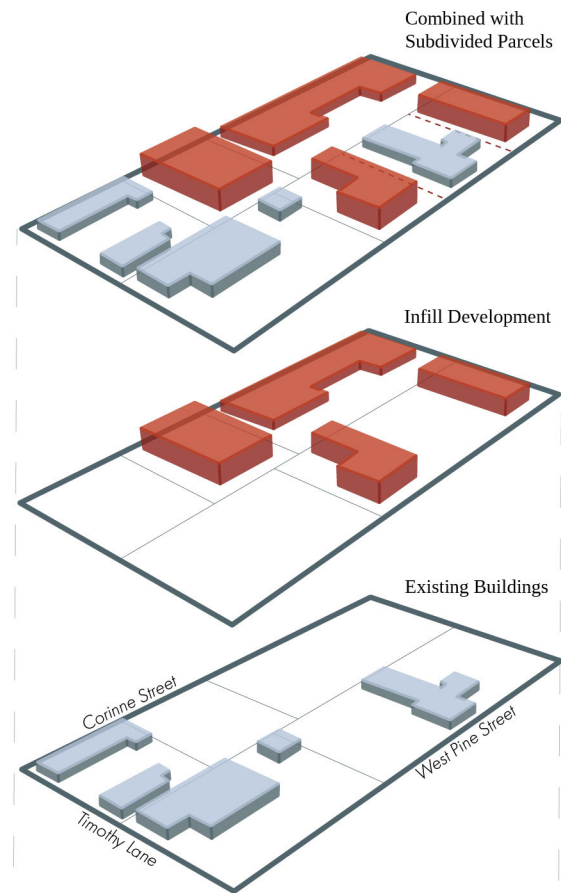
Revitalizing the Broadway Drive and West Pine Street corridors through new development will require concerted effort over the long-term as redevelopment becomes economically viable. Property transactions are impacted by the leasing terms of 16th Section Land, with many of the original 99-year leases expiring in the coming decades and providing opportunities for new lessees. In the near-term, encouraging infill and redevelopment requires increasing occupancy and demand along the corridor and reducing barriers to new development and business starts.

LU-1.1. Update the zoning districts in the area to encourage adaptive reuse and infill development in line with the plan's urban design vision.

Zoning districts regulate dimensional standards, site design requirements, and uses in developments – all of which are critical to creating the plan's vision for an attractive, livable mixed-use district. The dominant zoning districts currently in the area do not provide for effective mixed-use development that is oriented towards key themes like walkability. Updating dimensional standards, particularly front setbacks, will encourage future buildings to be located closer to the street and create a more pedestrian-scaled and accessible environment.

LU-1.2. Ease restrictions on small-scale manufacturing and artisan uses in the city's LDC to encourage reuse of vacant buildings.

While dimensional standards primarily apply to new development, including new construction or expansion of existing buildings and uses, the study area is currently



Infill Redevelopment Diagram

The land use strategy encourages the subdivision of large, underutilized parcels so they are set up for infill and redevelopment.

Source: Asakura Robinson, 2024

facing high vacancy rates in existing buildings. The city should focus on reducing vacancy and encouraging new tenants and business starts in existing buildings, many of which may be well-suited for small-scale manufacturing, artisan, and arts uses that can take advantage of the large floor plates, garage spaces, and loading areas in buildings that historically housed automotive dealerships and repair centers.

LU-2. - Provide a range of high-quality housing options for all who need it.

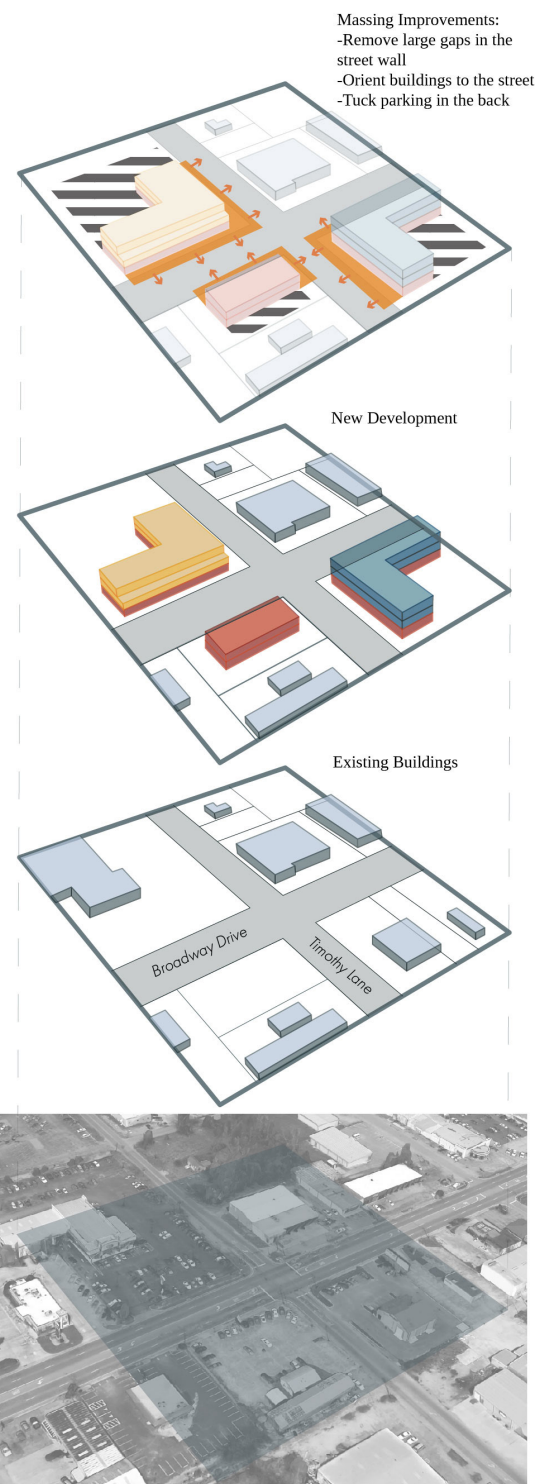
Housing is a key element of a mixed-use environment, and an important opportunity for a regionally significant corridor like Broadway Drive. Additional housing opportunities and variety of housing types can support the city's workforce and economy, including the health of businesses in the study area.

LU-2.1. Amend the land development code and/or zoning map to permit a mix of housing typologies by-right that provide a wider variety of housing options in the study area.

The B-3 Community Business and B-5 Regional Business zoning districts present in the district currently permit minimal housing, with only mixed-use dwellings permitted in the B-3 Community Business district by conditional use permit. Expanding the types of housing that could be permitted in the study area, either by amending the zoning map for this area or amending the use table for these districts. Permitting housing by-right or with performance standards instead of by conditional use permit removes a procedural barrier to creating new housing.

LU-2.2. Partner with local organizations and advocates to develop housing solutions and social services for people experiencing homelessness.

Taking a housing-first approach to homelessness requires helping people experiencing homelessness find access to safe, secure, and affordable housing. Supportive housing approaches with wrap-around services such as physical and mental health services can help individuals experiencing homelessness transition back into secure housing. Management by an organization with experience addressing holistic housing, economic, and service issues is a critical component to ensure that supportive housing is a high-quality option in the long-term.



Dimensional Standards Diagram

The land use strategy includes changes to dimensional standards as laid out in the city's Land Development Code. Changes to the code will likely include reduced setbacks and re-imagined parking requirements.

Source: Asakura Robinson

ECONOMIC DEVELOPMENT



The economic development strategy will transform the corridors into a thriving regional space for business and innovation. Through creative financing, partnerships and re-branding, the city will transform “Hattiesburg’s Automotive Row” into “Hattiesburg’s Creators Corridor”. A key component of the strategy is to flip the script on 16th Section land, which will include educating potential business owners and developers as well as working with the legislature to reform leasing terms.

*Makerspace and Adaptive Reuse
Along West Pine Street*



Economic Development Overview

Work with the Area Development Partnership and others to provide information on 16th section land leasing.



Market underutilized and vacant buildings to local artisans and makers.



Promote small business incubator programs and spaces.



Explore getting certified as a certified business district to tap into ad valorem tax exemptions.

- Potential Infill Sites
- Potential Redevelopment Sites
- "Creators Corridor" District Boundary



Utilize tax incentives to help fund improvements and spur revitalization.



Establish a district identity and brand that can be used to market vacant properties and land.

Introduction

Economic development is a critical priority for the City of Hattiesburg and the Hattiesburg Public School District. A thriving Broadway Drive and West Pine Street corridor creates a vibrant gateway for visitors entering the city from along this key corridor to Downtown. Additionally, redevelopment of the corridor supports the City's and School District's financial health by increasing the tax base and lease payments to support improved services for city residents and public school students.

The corridor is located in close proximity to major employment centers including Downtown Hattiesburg, the University of Southern Mississippi, Forrest General Hospital, and William Carey University. Its central location and regional access make it a desirable location for uses that are attracted to high traffic volumes and for businesses seeking a central location. The corridors have the ability to complement, but not compete with, other established centers such as Downtown, Midtown, and the Hardy Street corridor and provide a convenient and accessible location for businesses and employers.

Today, the corridors are home to a mix of auto-oriented uses, including auto dealerships, parts and tire stores, and title loan companies. However, as the dealerships continue to move away from the corridors, it will become necessary to find new uses for these existing buildings and their excess parking areas.

The city and school district are in unique positions to help facilitate the corridors' transformations due to the presence of 16th Section land within the study area, which is land held in trust by the state and leased by the school district to support student funding. 16th Section land means that the school district has control over leasing, and the lack of fee simple ownership creates benefits - and challenges - for the corridors' redevelopment. As original 99-year leases expire in the coming decades, it will become critical to provide improved marketing of vacant properties and accurate communications regarding leasing terms.

Targeting key industries and business types, such as makers and artisans, will require support from the City of Hattiesburg, the Hattiesburg Public School District, and their partners. In addition to changes to zoning regulations discussed in the Land Use section and investments in improved transportation infrastructure and public spaces identified in the Mobility and Public Realm sections, the City can encourage redevelopment and new business starts through a coordinated program of financial incentives and technical assistance.

Key Themes

Pivoting from “Automotive Row”

The study area’s location on the New Orleans and Northeastern rail line historically supported manufacturing and industrial activities oriented towards rail access before becoming oriented to the regional Broadway Drive corridor during the mid-century period. Through the mid-20th century, it became an increasingly auto-oriented commercial corridor with a variety of automotive dealerships and lodging and dining facilities marketed towards travelers and a regional market.

Today, auto dealers and national retailers have generally relocated towards West Hattiesburg, including the Turtle Creek Mall and Highway 98 corridor west of Interstate 59, though there is some additional retail development in the Midtown and Hardy Street corridors near USM. As a secondary retail and office center to Downtown, Midtown, Hardy Street, and West Hattiesburg, “Automotive Row” must adapt to changing market dynamics in order to support reuse, infill, and redevelopment.

Bring New Life To Broadway and Support Existing Businesses and Tenants

As discussed in the Land Use section, zoning and land use regulations such as the B-5 Regional Business district apply to a variety of large and small parcels, including highway-oriented commercial and retail uses on Broadway Drive as well as some light industrial and storage uses on West Pine Street and side streets.

The low costs in the corridor and high vacancies have increased desirability of the area for small businesses, not-for-profit organizations, and some assembly uses, including event spaces, churches, ministries, and outreach activities. While some spaces are purpose-built, others are located in former storefronts, garages, and office buildings. However, the permissive B-5 Regional Business zoning that dominates the corridor has led to a wide range of uses and potential conflicts between commercial services, retailers, and storage yards. Preserving these businesses while encouraging complementary infill and redevelopment and anticipating future transitions will be critical.

Reduce Vacancies Through Targeted Economic Development

With the departure of the dealerships, there is an increased number of large vacant buildings throughout the corridors. These mid-century buildings often include ample parking, a showroom area featuring large plate glass windows that provide ample light and visibility from the street, and large service or parts areas with garage doors and loading areas.

These buildings are a key asset for the corridor and can be especially attractive to small-scale manufacturers, makers, artists, and artisans that require production space, loading areas for small utility vehicles and box trucks, and a public-facing sales area or showroom. While they can be re-purposed for other uses, these “maker” businesses produce goods for sale locally and outside the area, keeping money in the local economy and bringing in outside dollars.

These small businesses often require support to get started and scale, which will be discussed in the following sections. However, finding opportunities to reduce vacancies and stabilize the corridors in the near-term must be a priority before the local market can support larger-scale infill and redevelopment.

Catalyze Infill and Reinvestment

With ample parking areas and aging buildings, many parcels in the corridors are primed for additional infill or redevelopment. Larger empty or underutilized parking areas could provide pad-ready sites for an additional building, and lower-value or deteriorated buildings could be replaced with new construction. Many mid-century commercial buildings are relatively cheaply constructed and designed and financed around real estate useful life assumptions that hover a 30-40 year depreciation period. Where these buildings cannot be reused in a cost-effective manner, developers may seek to redevelop the property and construct new buildings.

Case Study - Adaptive Reuse & Craft Beverages in Charlottesville, Virginia



Source: Vitae Spirits

Charlottesville Ale Trail

Charlottesville, Virginia and its surrounding areas are home to a craft beverage industry that has existed for decades but has reached prominence in recent years through increased branding and expansion in an urban context. While the Monticello American Viticultural Area (AVA) and Monticello Wine Trail have long promoted its rural wineries, this focus has broadened to brand other key corridors such as the Nelson 151 corridor in Nelson County and the Charlottesville Ale Trail in Charlottesville.

Preston Avenue Adaptive Reuse

Charlottesville's Preston Avenue corridor, a mid-century commercial thoroughfare similar to Broadway Drive with an adjacent industrial area, has seen several former warehouses and industrial buildings become the homes to craft beverage producers such as Random Row Brewing, Vitae Spirits Distillery, Rockfish Brewing, Starr Hill Brewery, and Three Notch'd Brewing. Many of these businesses have gone on to expand to additional storefronts and tasting rooms or larger production.

This corridor has also seen auto dealerships and garages adapted to new uses, such as Fifth Season Gardening Company, who have adapted a showroom into their primary sales area while using the warehouse space for display and storage. By subdividing the space, Rockfish Brewing was able to open their brewery and tasting room next door, with a shared outdoor seating area.



Source: Fifth Season Gardening, Triangle Business Journal, Rockfish Brewing

New improvements on parcels, such as new buildings or renovations to existing buildings, results in an improved tax base for the city and school district that can further support reinvestment in the corridor through mechanisms such as the general fund or tax increment financing. When businesses and developers are able to reinvest in the corridors, it positively impacts the values and perceptions of the area. The mix of parcel sizes as well as building types and sizes makes for a wide variety of potential uses along the corridor. The variety in sizes also means there is variability in land assembly and site work costs, and feasibility, to support new development.

However, with higher vacancies and low costs in the area, a developer is less likely to opt for a riskier construction project. Catalyzing new construction will require creating new demand in other ways such as marketing vacant buildings and property, or reducing potential costs and risks for developers through improved development processes or direct financial assistance.

Act on 16th Section Land

“16th Section Lands” are lands set aside and held in trust by the state for the purpose of funding public education. School districts can draw revenue from these lands by leasing them in rural counties, typically resulting in large timber or agricultural leases.

However, Hattiesburg is home to a uniquely developed 16th Section encompassing much of this study area. According to the Secretary of State’s Public Lease Search, there are 194 active commercial leases in Section 16, Township 4 North, Range 13 West totaling 162.69 of 642.90 total acres. Of this acreage, 129.50 acres are covered by 99-year commercial leases – nearly one-quarter of the district’s 16th Section Lands. 164 of these commercial leases were executed before 1960.

The presence of long-term leases, including 99-year leases rather than fee simple ownership, complicates the corridor’s redevelopment. 99-year leases are now prohibited by the Mississippi Constitution, with some limited exceptions and provisions for extensions.

Inability to own the land that a building sits on may be a disincentive for prospective developers: while they own the buildings and improvements on the parcel, they are unable to capitalize on appreciating land values driven by increased development on the corridor. It may also complicate conventional lending and financing models,

and focus group participants reported that brokers and realtors have discouraged developers from choosing 16th Section properties. However, the lack of land costs can also make these properties more affordable for prospective tenants or developers.

The City of Hattiesburg, in conjunction with the Hattiesburg Public School District and the Mississippi Secretary of State, has previously advocated for reforms to 16th Section Land laws, with the most recent effort being 2024 Regular Session’s House Bill 1258. HB 1258 proposed potential extensions for 99-year leaseholders to permit an extension for up to 25 years. Text from House Bill 1258 can be found in the Appendix. While the bill did not pass, it does represent a significant effort to removing leasing as a barrier to development.

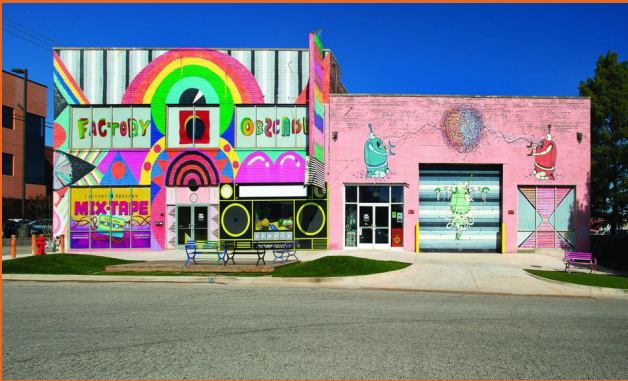
Encouraging redevelopment in the corridor will require improving public awareness and understanding of 16th Section Land, including combating negative public perception. Increased reinvestment and redevelopment in the corridor can support the City of Hattiesburg as well as the Hattiesburg Public School District.

Provide Coordinated, Dedicated Funding and Technical Support for the Corridor’s Redevelopment

Tax Incentives

Local property taxes are some of the most powerful financial tools cities have to support economic development, as they can provide direct incentives to prospective developers and create dedicated funding sources for redevelopment projects. Hattiesburg may consider employing tax increment financing or tax abatements to support public infrastructure investment or encourage new private development.

Case Study - Auto Row Transformation



Source: Visit OKC, Oklahoma Today

Automobile Alley - Oklahoma City, Oklahoma

Automobile Alley is a historic district north of downtown Oklahoma City. Like the Broadway-West Pine area in Hattiesburg, Automobile Alley was once known for its concentration of car dealerships and other auto oriented businesses. Towards the latter half of the 20th century many of the auto businesses moved to the suburbs or closed. The area has since been revitalized into a destination shopping district for the city, including a variety of bars, restaurants, hotels, and other entertainment venues. Redevelopment for the district is guided by the “Automobile Alley Guidelines for the Next Century”, which helped establish a vision for the area that included a strong emphasis on building rehabilitation and historic preservation. Ongoing efforts to improve the district are led by the Automobile Alley Association, which is a 501(c)(3) organization that is part of the downtown Business Improvement District.

Tax increment financing (TIF) is a tool used to fund redevelopment by capturing future tax revenues from increased property values in a designated area. When a TIF district is created, the current property value is set as the “base,” and taxes on this base continue to go to the usual taxing bodies. The growth in property value beyond this base generates a “tax increment,” which is collected into a special fund for reinvestment in the district. These funds are used for projects like infrastructure upgrades, new buildings, or amenities, further driving property value growth. Over time, this cycle of reinvestment boosts the area’s development, and by the end of the TIF district’s term (usually 20 years), the area is transformed, benefiting both the local government and the community.

TIF is permitted under Chapter 21-45 on the Mississippi Code and could be used to support redevelopment projects in the study area if the district meets the criteria laid out by the state. The success of a TIF strategy depends on the scale of revenue increases, which are largely driven by new investment in buildings and improvements as well as appreciation of the underlying land’s value.

On the other hand, tax abatements can be used to incentivize specific projects that are deemed to promote business and economic development. While their terms vary depending on their enabling legislation, they can provide a significant incentive to a prospective developer. Designating an area as a Central Business District can enable the City of Hattiesburg to provide tax abatements per Sec. 27-31-31 of the Mississippi Code.

One key consideration for localities considering tax incentives is the cost of foregone revenues. While TIF revenues are directed to a dedicated fund that can be used to cover the costs of public improvements or bonds, tax abatements are not collected and represent lost revenue for the community. The use of tax incentives should consider the relative impact of the revenues on other funding sources and whether their proceeds and benefits will be sufficient to cover the costs of proposed improvements.

Within the study area, it is important to note that the Hattiesburg Public School District is not affected by tax incentive programs, which only pertain to municipal or county taxes per state law. The district's consideration of leasing terms for 16th Section Lands are also not impacted. Because a TIF District's revenues are driven by new investment, timing is an especially important consideration in a TIF's creation to ensure that the increased revenues can be captured and there are sufficient proceeds to cover ongoing costs and bonding debt.

Technical Assistance to Local Entrepreneurs and Makers

The corridor's creative identity supports home-grown, locally-based businesses. Training, technical assistance, and financial support are critical for these businesses to be able to scale and succeed.

Hattiesburg is home to strong local economic development institutions that serve not only the city but the state and region. This economic infrastructure including the Trent Lott National Center for Excellence in Economic Development and Entrepreneurship at The University of Southern Mississippi, the USM Small Business Development Center, Eagle Maker Hub, the Southern Entrepreneurship Program, the Center for Economic and Entrepreneurship Education, The Hatchery and Inspiration Lab, and the Area Development Partnership can provide key anchors and local experts that can be leveraged.

While other institutions such as The Accelerator at the Innovation and Commercialization Park are focused more on scaling manufacturing and polymer industry, an incubator could provide training, technical assistance, and potential space for new businesses and start-ups. Though the exact needs for a small business and small-scale manufacturing incubator should be determined through further engagement with the business community, specialized types incorporating on-site spaces for small-scale manufacturing uses could include makerspaces, wood shops, commercial kitchens, and other types of space that can be shared and provide low-cost workspaces through rental agreements or membership fees.

Gap Financing and Lending

A major obstacle to starting a small business, particularly for individuals without access to traditional financing and lending products, is accessing the initial capital and funding to invest in equipment, space, or services to launch the business.

Community development organizations such as the Southeast Mississippi Community Investment Corporation (SEMCIC) and Southern Mississippi Planning & Development District (SMPDD) are key players in small business development and financing. SEMCIC offers gap financing for up to 50% or \$250,000 for eligible projects, whichever is less, as well as up to \$35,000 microloans. These programs have loan terms and equity requirements that are generally accessible to small businesses. Similarly, SMPDD offers a more robust revolving loan program and minority business enterprise loan and micro-loan programs that can expand access to capital to groups that have historically been excluded or underrepresented.

District Management and Program Support

Organizing businesses and activities throughout the corridor takes leadership, whether it comes from the grassroots, a community organization, or the City of Hattiesburg.

Defining a clear champion and organizing entity for the corridors should be a priority to help ensure this plan's public projects and support of private investment are realized. While this could be as formalized as a business improvement district (BID), as distributed as a business association, or as simple as a designated City staff member, having a clear point of contact and liaison can help to ensure access to information and clear communication.

Other in-kind or low-cost programs that could be supported by the City of Hattiesburg could include pre-application meetings for prospective businesses, additional information on the permitting process, expedited review of building permits or site plans, or waivers of permit fees for eligible cases.

Case Study - Kitchen Incubators



Source: Common Wealth Kitchen Incubator

MS KICK - Shreveport, Louisiana

Launched in 2019 following a years-long Choice Neighborhoods planning process, the Milam Street Kitchen Incubator and Community Kitchen (MS KICK) in Shreveport is a project of the Southern University at Shreveport, Louisiana, the City of Shreveport, the Shreveport Housing Authority, and the U.S. Department of Housing and Urban Development. The project includes a kitchen incubator with technical assistance including one-on-one support and training opportunities such as ServSafe certifications as well as a commercial kitchen for culinary entrepreneurs. The Community Kitchen engages residents around topics such as healthy eating and nutrition.

Common Wealth Kitchen Incubator - Youngstown, Ohio

This shared commercial kitchen provides hourly rentals to support new businesses as well as services and training for culinary entrepreneurs. It includes a certified shared-use kitchen and processing areas & convection ovens as well as cold, frozen and dry storage, and is expanding to include a canning line and refrigeration and freezer units.

Case Study - Makerspace and Incubator



Source: Method Architecture

TXRX Labs / East End Maker Hub - Houston, Texas

TXRX Labs is a nonprofit makerspace located in Houston, Texas's East End that provides a makerspace, classes, and training to hobbyists as well as makers and startups. The labs are primarily focused on fabrication, with a variety of tools such as 3D printers, laser cutters, wood and machine shops, as well as consulting and coaching services.

The lab is supported by monthly membership rates, which are scaled based on level of access, for-profit or hobbyist status, and space needs. It is part of the Urban Partnerships Community Development Corporation's 307,000 square foot East End Maker Hub, which transformed an industrial campus into a modern space with focuses on affordable workspace access and high-tech manufacturing. Leasing spaces in the maker hub are as small as 500 square feet, with rates varying depending on the space type (crafting, innovation, light and heavy fabrication.) The East End Maker Hub received ULI Houston's 2022 Impact Award in recognition of its strong community focus and economic impact.



Recommendations

Vision

A thriving regional space for business and innovation.

Goals and Actions

ED-1. Transform “Hattiesburg’s Automotive Row” into “Hattiesburg’s Creators Corridor”.

As the corridor shifts from its auto-oriented past and identity, the City of Hattiesburg will need to proactively guide its evolution towards an innovative, creative-oriented district. These efforts should include support for business and workforce development, branding and programming, and financial strategies to direct public and private investment in the corridor.

ED-1.1. Work with the Hattiesburg Area Development Partnership, the Hattiesburg Public School District, and institutions of higher education to develop workforce training, small-scale manufacturing, and small business incubator programs.

Broadway Drive is a place where homegrown makers and businesses can start and scale up. However, the foundations for creative industry are laid with a skilled workforce and an entrepreneurial ecosystem that supports their continued growth and development. Public educational institutions can serve as this anchor for high school and college students in Hattiesburg, and existing outreach centers and economic development programs can encourage graduates and local residents to start their businesses in Hattiesburg.

ED-1.2. Establish dedicated staff support to promote and manage programming along the corridor, including branding and marketing, arts and cultural events, business recruitment and retention, and expanded services.

Many successful Main Street or Downtown programs have dedicated staffing or an organization that serves as a champion. One example is the Downtown Hattiesburg Association, which has worked since 1985 to leverage public and private investment in the Downtown area. A similar group or city staff member would be able to conduct additional outreach to business and property owners, manage grant applications, and administer expanded programming for the study area.

ED-1.3. Assess how incentive programs such as tax increment financing or tax abatements can provide additional cost-effective tools to encourage investment and capture increased property values.

Cities are enabled to pursue tax abatements for individual projects through enabling legislation, including through designation of a central business district. A tax increment financing (TIF) district would provide a dedicated funding stream to finance public improvements according to an adopted redevelopment plan. The City of Hattiesburg may opt to pursue these methods in order to direct investment into the corridor and support the development of a new brand and identity.

ED-2. Flip the script on 16th Section Land.

The presence of 16th Section land within the corridor presents both an opportunity and a challenge. While its revitalization could directly benefit both the City of Hattiesburg and the Hattiesburg Public School District, and leasing helps discourage land speculation, the mechanics behind 16th Section land are poorly understood. Proactively communicating the benefits of investing in these lands will be essential to “flip the script.”

ED-2.1. Develop a branding and communications plan for the ‘creators corridor’ district that mitigates concerns associated with leasing 16th Section Land.

During the business community focus group in May 2024, attendees shared comments ranging from economic concerns about financing to anecdotes of brokers explicitly steering away clients from investing in 16th Section lands. Because the Hattiesburg Public School District and Hattiesburg’s youth are the beneficiaries of 16th Section land, it is in the community’s interest to encourage interest in leasing and development in the area. Working with multiple stakeholder groups to clarify the myths and facts of 16th Section land will help to demystify process, realize financially viable uses, and support the growth of businesses and jobs in the community.

ED-2.2. Work with the Area Development Partnership and the Hattiesburg Public School District to provide consistent information about available commercial spaces and 16th Section leasing terms to prospective businesses and developers, including artists and artisan industries.

As leases expire or current tenants seek to sublease their properties, improving awareness of available properties and spaces will help to reduce vacancies in the corridor and increase foot traffic to other businesses in the area. While the Area Development Partnership currently advertises retail space availability in other real estate sub-markets such as West Hattiesburg, Midtown, and Downtown as well as industrial sites, there is relatively little information available about sites within the corridor. Because of the area’s relatively low rents and existing building stock, marketing to artists and maker industries may be a more effective strategy than conventional retailers or industrial users.

ED-2.3. Work with legislators to ensure 16th Section leasing terms don’t conflict with the community’s economic revitalization goals.

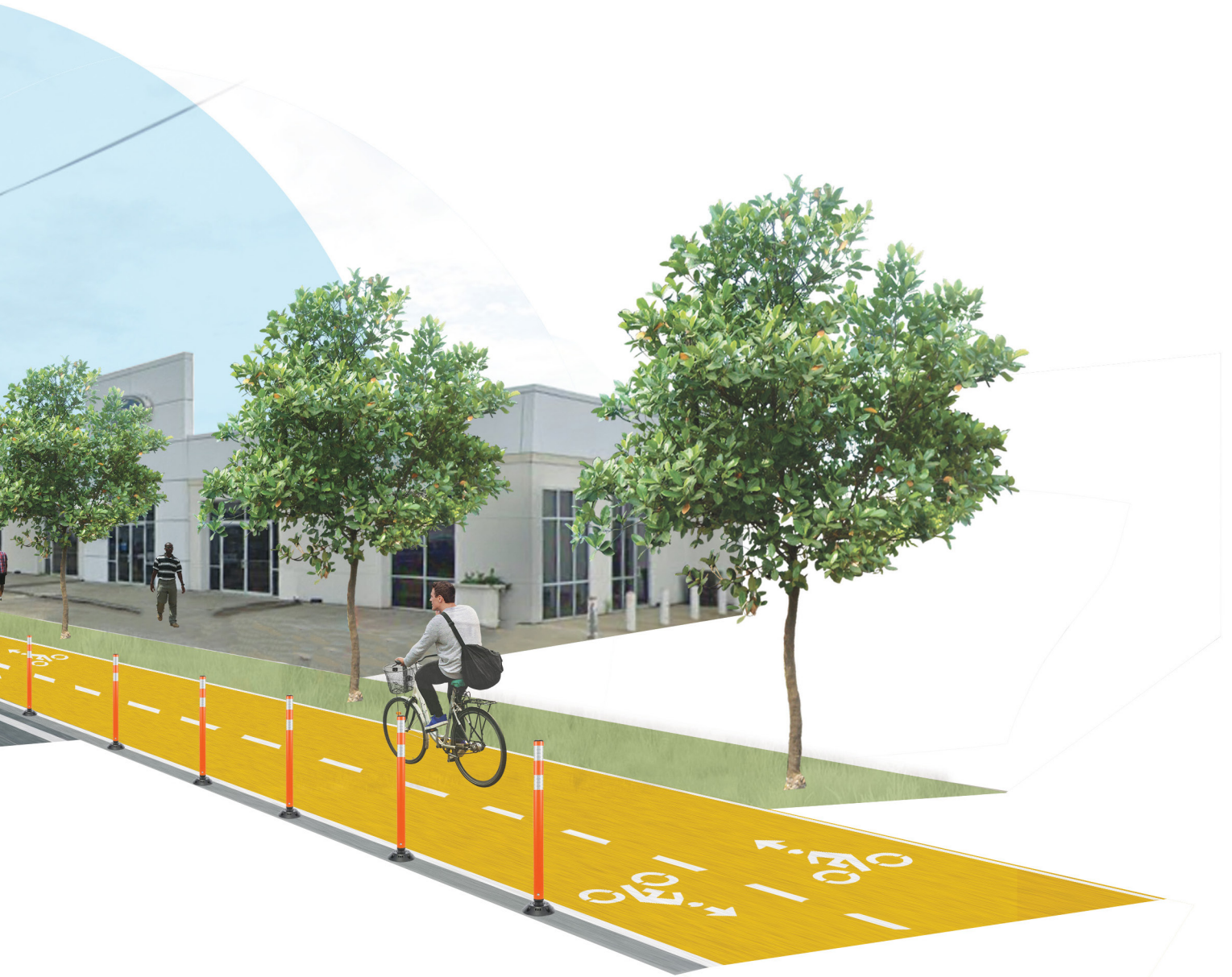
Many of the 99-year leases in the study area are set to expire in the coming decades. 40-year leases with 25-year renewal options are now the standard for commercial leases now that 99-year leases are no longer permitted. In the Legislature’s 2024 Regular Session, a bill was proposed to permit 25-year renewal options for certain 99-year leases in the redevelopment area. While the bill was not passed at this time, the Broadway Drive and West Pine Street corridors are unique among other 16th Section land holdings in that they are urbanized commercial areas rather than timber or agricultural areas. Continuing to assess the area’s unique characteristics and advocating for relevant statutory enabling authority will be important to ensure the area can adapt over time in line with the community’s vision for economic development and school funding.

MOBILITY

A Cycle Track Along West Pine Street



The mobility strategy will create safe neighborhood connections so all can walk, bike, or roll within the Broadway Drive and West Pine Street corridors. The area will also be maintained as a regional access point and act as a key gateway into the city. The city will invest in capital projects to build and upgrade facilities while partnering with other organizations, such as the Mississippi Department of Transportation and Hub City Transit, to make sure the area is easy to navigate by all users.



Mobility Overview

Improve the transit user experience by working closely with Hub City Transit



Introduce a median on Broadway Drive to create a safer and more attractive gateway into downtown.



Work with MDOT to balance business access needs with traffic flow and safety.

- Proposed Street Reconfiguration
- - - Proposed Bike Boulevard
- - - Proposed Cycle Track
- ☀ Proposed Pedestrian Crossing Improvement

Invest in Bike and Pedestrian Infrastructure.



Improve pedestrian crossings at key intersections.

Introduction

Today, Broadway Drive and West Pine Street are two important gateways into Downtown Hattiesburg. Broadway Drive is a suburban-style roadway managed by the Mississippi Department of Transportation (MDOT) and designated as a principal arterial, prioritizing through traffic from Highway 49 to Downtown Hattiesburg. Its typical section includes four travel lanes with a continuous center left turn lane. While it has some sidewalks on the north side of the roadway, they are frequently interrupted by driveway access and generally do not create a comfortable environment for pedestrians.

Parallel to Broadway Drive, West Pine Street is a locally managed minor arterial with two travel lanes and a continuous center left turn lane. Its lower traffic volumes make it a more comfortable roadway for cyclists, though it has few sidewalks and has fewer destinations than Broadway Drive.

Throughout the planning process, participants identified a desire for the area to become more accessible on foot and bike. Additionally, as a centrally located business corridor, the corridors can support improved transit access and mobility with increased infill and improvements to transit infrastructure in the area.

The mobility improvements recommended in this plan are targeted along the study corridors in addition to other important cross streets, including Timothy Lane, which will be the primary route connecting the two corridors of this study. West Scooba Street and South 17th Avenue will also be prioritized as key connections into the adjacent residential neighborhoods. A variety of facility improvement types are proposed in the plan, including new and/or upgraded ADA sidewalks; additional crosswalks and other pedestrian amenities at key intersections; side paths to better accommodate a mix of active transportation users; and a cycle track, which will be the area's primary bike route that connects to other trails throughout Hattiesburg. All priority improvements are laid out in the overview graphic at left and described in more detail throughout the rest of this section of the plan.

Key Themes

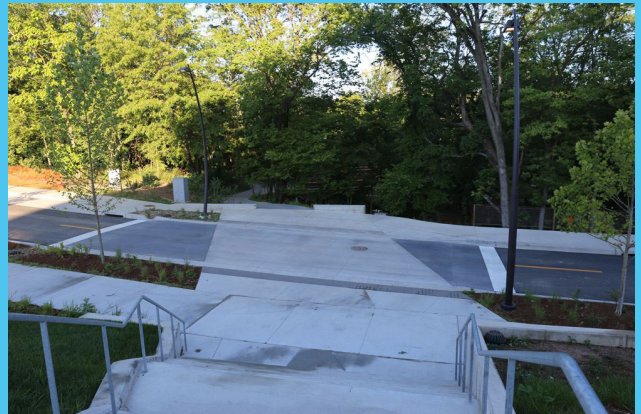
Accommodate Active Transportation Users

Mobility infrastructure along the Broadway Drive and West Pine Street corridors is predominantly designed to accommodate vehicular traffic. The study area has a spotty sidewalk network, most of which is located on the north side of Broadway Drive at approximately 5 feet in length, with varying levels of ADA compliance. Hattiesburg has other areas with stronger sidewalk networks, including Downtown and Midtown, which are two areas the city should work to connect to when siting new infrastructure to implement this plan. There are currently no bike lanes within the study area but much like the sidewalk network, there is potential to connect to existing facilities nearby, including the sidepaths on 17th Avenue South and Hall Avenue.

Most of the roadways in the study area are local streets with exception to Broadway Drive (Highway 11), which is owned and maintained by the Mississippi Department of Transportation (MDOT). Crash data from 2018-2023 reveals that crashes occur most frequently along Broadway compared to other parts of the study area. Crashes occurred at both intersection points but also in between intersections, suggesting a lack of safe crossing opportunities throughout. Pedestrians are observed using the center turn lane as a refuge while waiting for gaps in opposing traffic along Broadway. Intersections along Broadway Drive with the most crashes include Bartur Street, Service Drive, and Timothy Lane. Improving safety for visitors in the area is a top priority in this plan and is reflective of the recommended facilities improvements laid out in the next section.

In addition to improving safety, this plan aims to bring active transportation users into the study area to add vibrancy to the street and encourage more business patronage. More pedestrians and bicyclists will result in an environment that is filled with people rather than just vehicles, parking, and vacant lots. These moves will not only benefit the social fabric of the city by creating more space for social interaction but could expand to health benefits as well, including improvements to human health due to physical activity and environmental health due to decreased vehicle-based pollution in the study area.

Case Study - Multi-Modal Transformation



Source: Fayetteville, Arkansas

Cultural Arts Corridor - Fayetteville, Arkansas

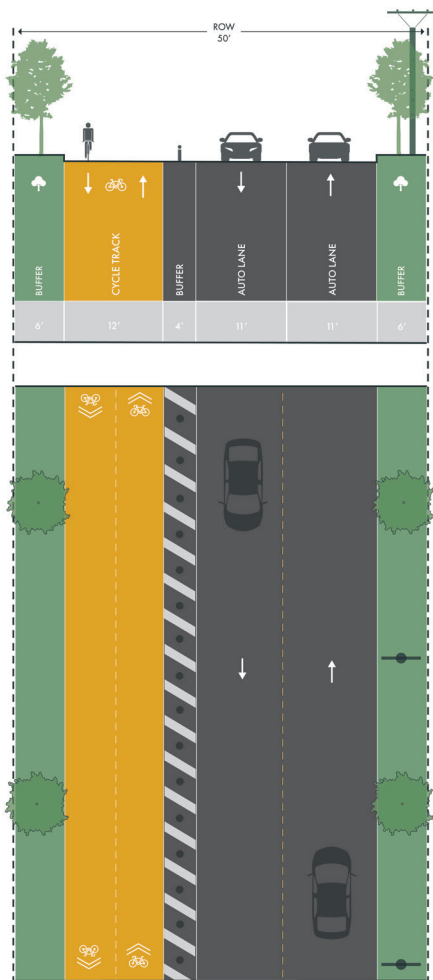
The Cultural Arts Corridor in Fayetteville, Arkansas is a recently revitalized area that helps connect people to downtown, the University of Arkansas, and many of the city's arts and cultural institutions. One of the key improvements for this area has been to enhance the streetscape to improve walkability and tie different amenities together. The streetscape improvements have included road resurfacing, lighting, on-street parking upgrades, shade trees, and raid gardens. Streetscape improvements are paired with other improvements, including the Razorback Greenway trail and investments in new public spaces, including Fay Jones Woods and a civic plaza at the intersection of West Avenue and Dickinson Street. Funding was provided by a 2019 voter-approved bond package and a philanthropic donation from the Walton Family Foundation.



Facilities Improvement Gallery

Facilities listed from top to bottom: Pedestrian island median, ADA crosswalk, Sidepath, Cycle track, Painted curb bump-out, Transit shelter, Bike boulevard

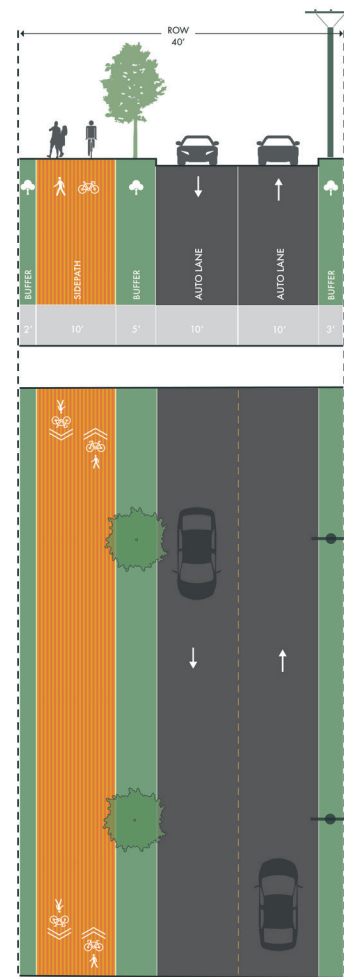
Source: SF Better Streets, Bikexpri, BikeWalkKC, Asakura Robinson, Queens Daily Eagle



West Pine Street Section

Removing the center turn lane and reallocating pavement space to a 12' cycle track is recommended to improve bicycle mobility throughout the area.

Source: Asakura Robinson, 2024



Timothy Lane Section

Reallocating right-of-way to a 12' side path is recommended to improve pedestrian and bicyclist movement and make better connections to the nearby residential neighborhoods.

Source: Asakura Robinson, 2024

Priority Infrastructure Upgrades

In order to promote broader safety goals and accommodate more pedestrians and cyclists in the study area the city will need to invest in infrastructure upgrades. Considering that there are finite or limited resources for capital improvements, the city should prioritize infrastructure projects along the key segments and intersections laid out in the following tables.

Priority Segment Improvements			
Name	From	To	Improvement type
Broadway Drive	Service Drive/South 36th Street	West Pine Street	-Replace center turn lane with 14' median -Add continuous 6' sidewalk on north side
West Pine Street	Service Drive	Short Royal Street	-Remove center turn lane and reconfigure driving lanes -Add 12' cycle track
	Short Royal Street	6th Avenue	-Transition cycle track to 12' sidepath
Timothy Lane	West Pine Street	Adeline	-Remove center turn lane and reconfigure driving lanes -Add 10' sidepath on west side

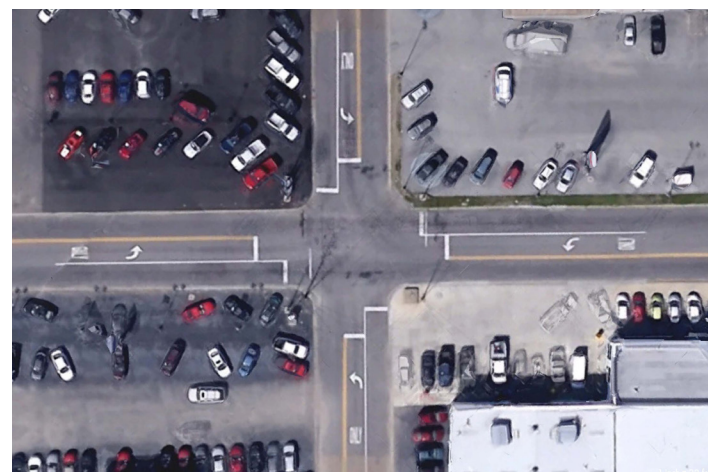


Timothy Lane & West Pine Street Intersection Improvements

The Timothy and West Pine intersection is re-imagined with a cycle track, side path, and new mast arm signal head to improve active transportation safety to and from the study area.

Source: Google Earth, 2024; Asakura Robinson, 2024; Bikeexpert; Bike Walk KC; AA Roads

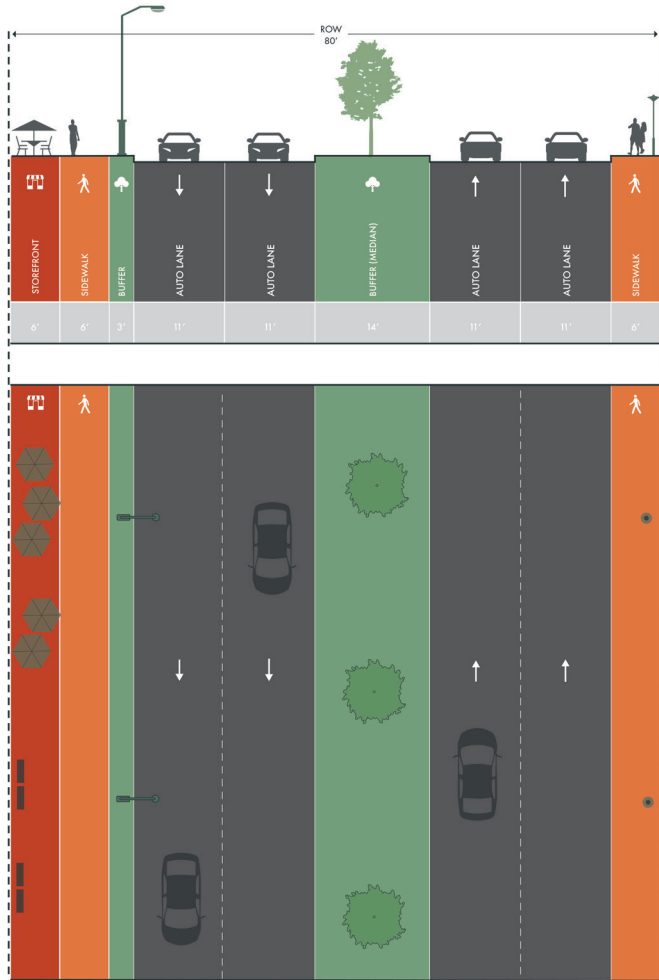
Priority Intersection Improvements	
Name	Improvement type
West Pine Street & Timothy Lane	-Reconfigure with new mast arm signal
Adeline Street & West Florence Street	-Convert from two-way to four-way stop
	-Square up intersection and create pedestrian bump out and/or pocket park
	-Add high visibility crosswalks



Existing Intersection at Timothy Lane & West Pine Street

The current intersection is dominated by automobiles and has limited active transportation infrastructure.

Source: Google Earth, 2024



Broadway Drive Section

Reducing the number of lanes and replacing that space with a median will transform Broadway Drive, making it safer for roadway users and a more welcoming gateway into the city.

Source: Asakura Robinson, 2024

Introduce Wayfinding

Adding wayfinding signage throughout the study area will help establish a sense of place and can help support other recommendations in the Right Down Broadway plan, including establishing branding for a maker's district and supporting various business development initiatives. Wayfinding signage will be especially beneficial for visitors and tourists to the region. People will be able to discover new points of interest within the Broadway Drive and West Pine Street corridors as well as connect to other amenities throughout the city.

Case Study - Wayfinding



Source: Good Design Australia

St. Kilda Arts Precinct Wayfinding - Port Phillip City, Victoria (Australia)

Port Phillip City carried out a creative wayfinding initiative that helps increase awareness of the vibrant creative industries throughout the St. Kilda Arts Precinct. The signs include directional information, estimated travel time, and a district map to help orient visitors and connect them to key sites. The signs are eye-catching, establish a sense of place, and ease navigation throughout the district.

Balance Access Management Needs

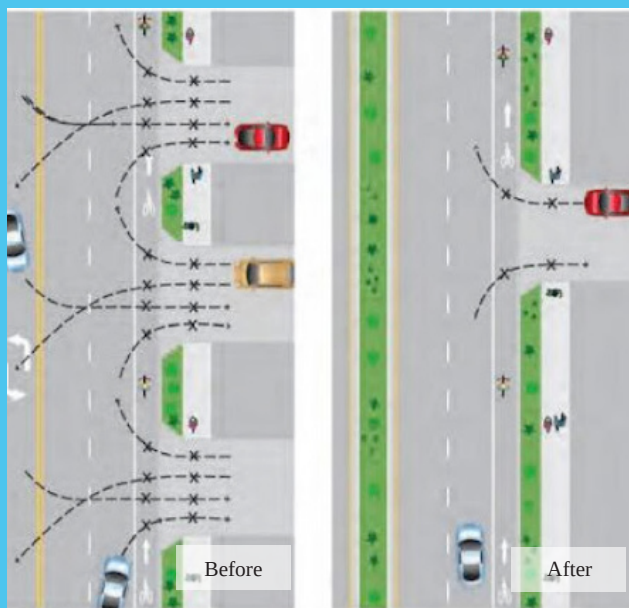
Access management refers to the systems of control for entry and exit points along a roadway. There are numerous factors that feed into how access is managed, including road design, traffic patterns, and land use regulations. Access management throughout the study area is predominantly designed to accommodate vehicle through traffic. To encourage more movement of people and bicyclists throughout the study area, updates to regulations and the built environment will need to be made to improve movement and safety across all modes of travel. Common design updates include adding raised medians, dedicated left turn lanes, and consolidating driveways. The facilities upgrades identified in this plan will improve access management goals in addition to the updates to site design standards laid out in the land use recommendations.

Support Transit Improvements

Hub City Transit's Orange line traverses through the project study area, currently operating Monday through Friday from 6 AM to 6:30 PM, with 45-minute headways. It is the second most frequently used route in the system and indicates that there are many transit users who arrive in the study area that will transition into active transportation users. This indicates further need for crosswalks, sidewalks, and bike lanes near the bus stops that are located along Broadway, West Pine, and the Service Roads.

In addition to supporting pedestrians and cyclists, this plan aims to better accommodate transit users. The recommendations of the Right Down Broadway plan are consistent with those of the 2022 Hub City Transit Master Plan. According to that plan, shelters should be installed based on the number of riders per day. Alternatively, locating additional shelters at key points along this corridor can improve the desirability of transit use to bring community members to frequent businesses and events in the area as part of redevelopment efforts. The 2022 Hub City Plan suggests a new bus route that goes northeast via West Pine Street instead of Broadway Drive, starting from Timothy Lane, which will provide opportunities for refreshed transit stops with safe, comfortable and accessible features.

Case Study - Access Management



Source: Federal Highway Administration (FHWA)

PEDSAFE - FHWA

The Federal Highway Administration (FHWA) promotes access management strategies for pedestrian safety through its Pedestrian Safety Guide and Countermeasure Selection System (PEDSAFE). A couple examples from the guide include consolidating driveways (top) and maintaining level sidewalks across driveways (bottom).



Recommendations

Vision

A connected corridor for all users and abilities.

Goals and Actions

M-1. Create safe neighborhood connections for all to walk, bike, and roll.

The study area is home to some residential uses but is more predominantly surrounded by residential neighborhoods that are within walking distance to businesses and services along the Broadway Drive and West Pine Street corridors. Because of this, the corridors should be accessible through all modes of travel, not just vehicles. New facilities, such as bike lanes and sidewalks are needed to make pedestrians and other active transportation users feel they can safely access the corridor on foot or on bike. In addition, the city will need to work on improving streetscape conditions within the study area by partnering with businesses and landowners to make improvements to their properties that make the area more attractive to residents and visitors, so people are encouraged to not just come to the corridor for shopping needs but to stay in the corridor and linger.

M-1.1. Build a network of dedicated bike and pedestrian routes so residents from across the city can safely access the corridor without relying on a vehicle.

Right Down Broadway identifies key infrastructure upgrades that will help the city prioritize limited funding and resources while making the study area broadly accessible to the surrounding communities and regional visitors. Broadway Drive will be the primary pedestrian route within the study area and the city will need to work to fill in and improve the sidewalk network, especially on the north side of Broadway, to create a fully connected and accessible route.

In addition to filling in the sidewalk network, existing sidewalks will need to be assessed and upgraded when necessary to meet ADA standards. A cycle track along West Pine Street is recommended to move bicyclists throughout the study area and connect to other paths and trails nearby. A side path along Timothy Lane should be built to connect to other proposed improvements on Broadway Drive and West Pine. Additionally, 17th Avenue, Bartur Street, and East Scooba Street are recommended to be transformed into shared streets (streets that accommodate bicycles and vehicles) to promote additional east-west connectivity into the neighboring residential areas.

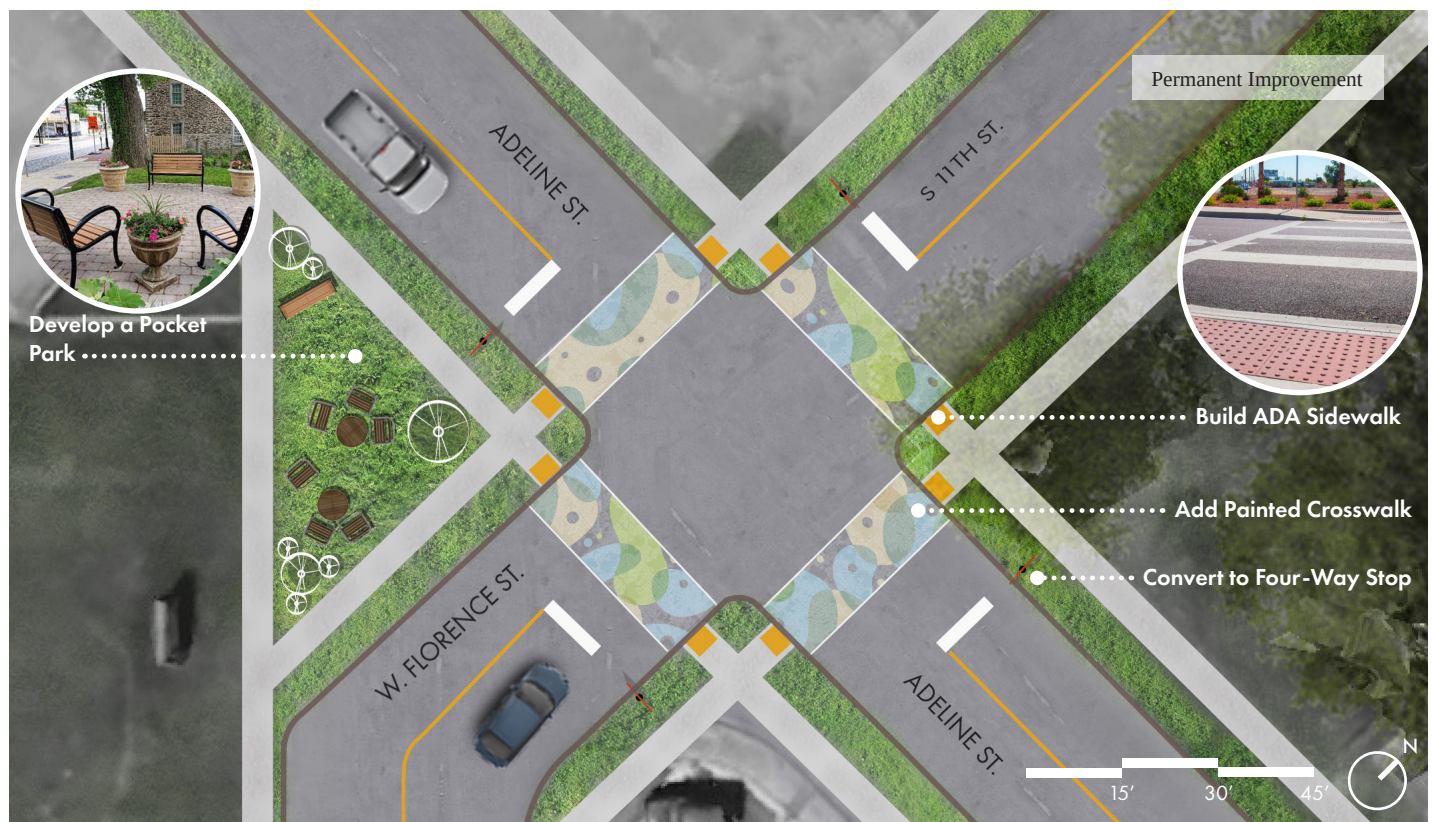
Mobility infrastructure upgrades can be costly and require numerous funding streams and partnerships to break ground, though bicycle and pedestrian facilities can be cost-effective, especially where there is no need to move curbs or add new pavement. Where funding is not available, low-cost, temporary, or tactical measures are encouraged to improve streetscape conditions and general mobility and safety. Traffic cones, flexi-posts, reflective tape, and pavement paint are all elements used to test out and achieve temporary mobility improvements.



Existing Intersection at Adeline Street & West Florence Street

The existing intersection configuration causes safety concerns especially for pedestrians as they try to cross the wide roadway along West Florence.

Source: Google Earth. 2024



Adeline Street & West Florence Street Intersection Conceptual Improvement Options

The temporary improvement graphic shows a low-cost option to improve pedestrian movement around this intersection. The permanent solution is more extensive and more expensive but would drastically improve the mobility experience of people moving from the neighboring residential area and into the study area. A roundabout may also address this issue. Further study and design will be required to determine the appropriate improvement at this location.

Source: Asakura Robinson, 2024; Google Earth, 2024; Real Hartford, 2024

Case Study - Tactical Urbanism



Source: Strong Towns

Tactical Mobility Improvements - Bellingham, Washington

Residents in Bellingham, WA took traffic calming into their own hands by adding a curb bump-out with cones and semi-permanent street paint to a neighborhood street where vehicles were often observed speeding. This is an example of tactical urbanism, which is a method used to improve neighborhoods through short-term and low-cost solutions that test out possibilities for long-term positive change. The Right Down Broadway plan encourages the use of tactical urbanism style improvements to test out ideas for how to make the corridors safer and more attractive for residents and visitors.

M-1.2. Increase the number of active transportation users throughout the study area by introducing streetscape improvements and updated roadway design standards that complement changes in land use.

Streetscape improvements include but are not limited to street trees or other landscaping, pedestrian lighting, sidewalk cafes, benches, trash receptacles, and bicycle parking. All of these elements help make the street a more inviting space for people to stay and walk through while heading to other businesses. Streetscape improvements will compliment the vision laid out in the land use strategy, which is to create more mixed-use development patterns that cater to Hattiesburg creative and business communities.

Broadway Drive will be totally transformed if reconfigured from a five-lane roadway into a four-lane roadway with a median. This would entail removing the center turn lane and replacing it with a landscaped or pedestrian island median to improve safety and the general aesthetic of Broadway Drive. The Mississippi Department of Transportation has jurisdiction over Broadway Drive and any improvements to this roadway would require working directly with the State to study the impacts of the potential infrastructure change and to find funding and resources.

M-2. Maintain regional access as a key gateway to the city.

Broadway Drive is a major gateway into the city of Hattiesburg. Redeveloping it into a more walkable and lively destination while maintaining it as a regional thoroughfare will be a challenge but not something the city isn't up to task for. The city will have to strike a balance between moving people efficiently and safely through the corridor while encouraging people to stop and visit the various businesses and services that are located around Broadway Drive and West Pine Street. Through infrastructure upgrades and other initiatives, the city will be able to achieve this vision. The city can begin by introducing better wayfinding and signage, improving access management standards, and partnering with local transit partners.

M-2.1. Develop a district signage and wayfinding plan that establishes the study area as an important shopping area and destination for regional visitors.

District signage, such as branded monument signs or street pole banners, can help establish a district's identity and sense of place. The Broadway Drive and West Pine Street corridors could benefit from this, especially as it transforms into Hattiesburg's designated artisan's and maker's district, as laid out in the economic development strategy of this plan. This type of signage can be recognized when riding in a vehicle, especially as folks are driving into the city from the broader region. Wayfinding signage, such as directional signs and maps, are most useful for people already in the district and for people moving at slower speeds, such as pedestrians and bicyclists. Wayfinding signage will help direct people to specific businesses and landmarks within the study area. Both types of signage will benefit the economic development in the study area and balance the use of the corridors as a regional gateway and destination for local commerce.

M-2.2. Work with MDOT to balance business access needs with traffic flow and safety, reconfiguring driveway curb cuts, center turning lanes, and street designs where appropriate.

Updating access management strategies, especially along Broadway Drive, will require close collaboration with the city of Hattiesburg, MDOT, Hub City Transit, and various property owners. The city can bring forward some new access management strategies by updating site design standards in the Land Development Code but will still need to work with other parties to ensure traffic control and access points area synchronized with broader mobility goals to attract active transportation users to the study area.

M-2.3. Partner with Hub City Transit to improve the transit user experience in the study area by introducing bus shelters and other streetscape amenities that are coordinated with the district signage plan.

The city can complement ideas laid out in the 2022 Hub City Transit Master Plan by coordinating its infrastructure upgrades, streetscape improvements, and wayfinding initiatives to be sited near transit stops.

Case Study - Transit Improvements



Source: Athens-Clarke County

Art Shelters Program - Athens-Clarke County, Georgia

Athens-Clarke County makes transit service more efficient and enjoyable for users through its Bus Stop Improvement and Art Shelters Program. The programs has used Special Purpose Local Option Sales Tax (SPLOST) funding periodically over the last two decades to improve landing pads, benches, and shelters throughout the system. Through partnerships with Athens Area Arts Council and Athens Cultural Affairs Commission, the transit authority has installed dozens of 'art shelters' designed by local artists. The Broadway Drive and West Pine Street corridors could benefit from a program like this because it would not only provide mobility related benefits to transit users but also broader benefits to the public realm by improving streetscape conditions through art.

PUBLIC REALM

BROADWAY DRIVE



The public realm strategy uses arts and culture as a tool for revitalization, not just beautification. Through partnerships with local artists and community members, the Broadway Drive and West Pine Street Corridors will be transformed using public art and through grassroots improvements. Through grant programs and incentives, the city will encourage business and land owners to make facade and streetscape improvements and to remediate brownfield sites into safe, accessible spaces for the public.

*Where Broadway Drive Meets
West Pine Street*



Public Realm Overview



Introduction

The public realm refers to all public spaces including sidewalks, facades, vacant land, and waterways throughout the study area. Strategies in this section of the plan will help transform the public realm into a series of well-connected and welcoming public spaces.

The historic function of Broadway Drive as a highway and “Automotive Row” has led to the area being highly auto-centric, with large amounts of pavement. Additionally, the historic use of land near the railroad along West Pine Street for industrial use has resulted in some soil and groundwater contamination along this corridor. These issues intersect with the Gordon’s Creek floodplain area, including higher flood risk areas near the creek, where some wooded areas remain today and provide opportunities for additional natural spaces in the area.

Hattiesburg is home to a strong arts community that has already been active in the corridors, painting utility boxes and murals. The arts community can be an active player in the creation of new public spaces within the corridors, using the arts to help re-imagine vacant spaces and draw attention to the area.

Through the introduction of green spaces, public art, and streetscape improvements, the city and its partners will be able to turn the Broadway Drive and West Pine Street corridors into a vibrant and pedestrian-friendly district that acts as a gateway for residents and visitors. Improvements, such as the priority green spaces and pedestrian and bicycle connections shown in the graphic at left are intended to be visionary and will be subject to funding opportunities and restrictions based on property ownership and right-of-way. Ideas for this section of the plan were developed to fairly serve all areas of the study area and to prioritize key connections to the other proposed improvements, especially mobility improvements, laid out in the plan.

Key Themes

Create Welcoming Public Spaces

The public realm refers to all public spaces including sidewalks, business facades, vacant land, and waterways. Public realm in the study area is currently dominated by impervious surfaces, which are areas that include material treatment like concrete or asphalt as opposed to more pervious surfaces such as permeable pavers or natural vegetation. This has implications for both heat and water movement throughout the study area. A high prevalence of impervious surfaces makes air temperatures feel warmer and makes the walking environment uncomfortable for pedestrians as they try to shop or move throughout the area. Additionally, street trees in the study area are typically small and tree canopy is sparse or too low to provide adequate shade. Without trees or other sources of shade, pedestrians, bikers, and transit users, are discouraged to visit the area, especially when temperatures and humidity are high.

Crime and safety issues in the study area are not widespread, however, there are some concerns that vacant properties and large open spaces can make people perceive the area as unsafe. The area currently lacks adequate foot traffic and site and roadway design caters mostly to cars, which can make slower moving pedestrian traffic in the area feel uneasy and exposed. Adding elements such as street lighting, better site design standards, and introducing programming or public events can encourage people to be in the study area more, improve perceptions of safety, and act as a natural deterrent to crime.

A welcoming public realm will be filled with people, art, greenery, and social activity. To create a more welcoming public realm, the city can employ various beautification and programming efforts. This could include expanding the downtown façade grant program, introducing a sidewalk café and parklet program, and encouraging tactical urbanism as a way to revitalize vacant public spaces using low-cost measures. More beautiful and comfortable places to walk and rest will draw more people into the study area and encourage patronage to businesses.

In addition to beautification efforts, the city can employ interventions associated with Crime Prevention Through Environmental Design (CPTED) to address problem areas along the corridors. CPTED is an interdisciplinary approach to reducing crime and fear of crime through architecture, urban planning and facility management. CPTED strategies are predominantly focused on making alterations to the built environment, i.e. adjusting site

design standards or investing in maintenance, but they are most successful when paired with social strategies that improve collective understanding of crime related issues and involve community-driven problem solving. The city can introduce CPTED interventions by updating the site design standards in the Land Development Code but they can also work with business owners and other partners to explore strategies relating to programming and community events.

Case Study - Sidewalk Cafes and Parklets



Source: City of San Marcos

Sidewalk Cafe and Parklet Program - San Marcos, Texas

The City of San Marcos Texas has made it more accessible for business owners to convert public rights of way into parklets and sidewalk cafes. The city adopted an ordinance in 2015 to lay out details on what is permitted, and they make it easier for business owners by providing a design manual and template license agreement. Parklets and sidewalk cafes have already been piloted in a few areas of Downtown Hattiesburg, but an ordinance and application system would make the process more streamlined for businesses along the corridors.

Safely Redevelop Contaminated Sites

There are many vacant buildings and parcels located throughout the Broadway Drive and West Pine Street corridors. Some of which are considered brownfields, which are former industrial or commercial sites that have been impacted in some way by real or perceived environmental contamination. Some of the closed auto-oriented businesses within the study area could be classified as brownfields if subjected to soil testing. The historic Gulf State Creosote manufacturing site is a well-known former brownfield site in the study area, located near the intersection of Timothy Lane and West Pine Street. This area has gone through brownfield assessments and contamination cleanup in the past but is still a point of concern for many residents.

The former Gulf State Creosote manufacturing site, along with other potential brownfields along the corridors likely associated with automotive industries, need to be considered with care when reinvesting in the study area. Brownfield sites are typically harder to redevelop compared to greenfield sites (previously undeveloped land) because they may have restrictions on certain uses and often require additional funding for environmental testing and contamination cleanup. Governmental entities, such as the Federal Government's Environmental Protection Agency (EPA) and the Mississippi Department of Environmental Quality (MDEQ) are two organizations that provide significant funding for brownfield activities. The Implementation section of this plan identifies more avenues for redeveloping brownfield sites.

Case Study - Brownfields



Source: Colorado Division of Oil and Public Safety



Brownfield Redevelopment - Denver, Colorado

The Colorado Division of Oil and Public Safety supports various brownfield remediation projects by providing grants and technical support to developers and other interested parties. The highlighted project is a former gas station and auto repair site at 2400 East 28th Avenue in Denver that was assessed for

contamination and redeveloped into a three-story apartment complex. Three underground storage tanks were removed in addition to product dispensers and piping equipment prior to redevelopment. No petroleum contamination was found on the site but the contamination assessment was an important first step in ensuring public health and safety.

Respect the Floodplain and Enhance Connections to Nature

Another important piece of the public realm within the Broadway Drive and West Pine Street corridors is Gordon's Creek. The creek is not currently treated as an amenity in this area of the city and much of it is recessed as a concrete-lined ditch or fenced off from the public. This is in juxtaposition to how Gordon's Creek has been revitalized in other parts of the city, such as the recently funded trail and bridge project near Chain Park and the Leaf River. At the same time, Gordon's Creek introduces flooding potential for the study area. Some portions of the Broadway Drive and West Pine Street corridors are directly within the creek's floodway and flood hazard areas, all of which have the potential to impact redevelopment prospects.

The Right Down Broadway plan includes strategies to treat Gordon's Creek as a natural stormwater retention area in the future and to encourage better stormwater management, especially for properties in and around the floodplain. To mitigate flooding issues and contribute positively to all stormwater movement in the area, the city should take steps to reduce impervious surfaces such as concrete and asphalt. This could include upgrading existing stormwater infrastructure or adding new elements like permeable pavers, bioswales, and pockets parks along the corridors. The plan also aims to transform Gordon's Creek into an amenity for residents and visitors. Creating access points to Gordon's Creek will likely take additional planning and capital investment that go beyond this plan. A top priority is to investigate a bicycle and pedestrian crossing point over the creek so active transportation users in surrounding neighborhoods are better able to access the creek and businesses throughout the corridors.

Use Art as a Revitalization Tool

The city of Hattiesburg is establishing itself as a primary artistic destination in the Pine Belt region. The Hattiesburg Alliance for Public Art and Hattiesburg Pocket Museum are just two organizations in the area that are working to highlight local artists and promote public art throughout the city. Within the study area there are already multiple murals and art-wrapped utility boxes, which make a nod to the local art community. These efforts can be built upon and carried further following the adoption of the Right Down Broadway plan.

Partnering artists with local businesses and sponsoring additional public art projects in the study area can further position Hattiesburg as a regional artistic destination. Investing in artists not only supports creative expression but also drives community and economic development. Public art projects provide essential financial support for local artists, who often lack the resources to bring their work to life. Beyond aesthetics, artists have a unique ability to engage and connect with the community in ways that city institutions cannot. Additionally, public art along the corridors can help rebrand the area as the city's Maker's District, as outlined in the Economic Development section. Murals and other forms of public art can become iconic landmarks, attracting tourists and boosting local businesses within the study area.

Case Study - Public Art



Source: Hattiesburg Pocket Museum

Hattiesburg Pocket Museum - Hattiesburg, Mississippi

The Hattiesburg Pocket Museum has transformed an alleyway in Downtown into an extraordinary public art space over the last few years through its pocket gallery and art in the alley efforts. The alley highlights work from numerous artists and at a variety of scales, including hidden miniatures to large murals. The Hattiesburg Pocket Museum has brought more people into the downtown area and established itself as a destination for both residents and visitors.

Case Study - Stream Channel Restoration



Source: City of Portland

Fanno Creek Watershed Restoration - Portland, Oregon

The Fanno Creek watershed covers more than 20,000 acres in west and southwest Portland. Prior to development in the Portland area, the watershed once meandered through wooded areas and wetland meadows. Today much of the watershed has been urbanized, including residential, commercial, and industrial lands. Much of the watershed is within the separated stormwater system, which means that stormwater runoff from roadways or other impervious surfaces flow directly into the creek and can result in pollution and water quality issues. The city of Portland, and numerous partners, have worked to improve stream quality in the last couple decades. Projects have involved culvert replacement, stream channel restoration, reintroducing wetland and floodplain habitat, and daylighting the creek along various segments throughout the watershed. With these stream restoration efforts, the city aims to reduce the amount and speed of runoff, treat stormwater before it enters the water system, and replace or repair old infrastructure to protect the broader water system.



Recommendations

Vision

A clean and welcoming gateway.

Goals and Actions

PR-1. Bring nature and greenery into the brownfields.

The Broadway Drive and West Pine Street corridors are currently dominated by concrete and asphalt surfaces and brownfields are sprinkled throughout. This plan aims to mitigate these often-hostile environments by creating connections to nature, adding new green spaces, and cleaning up brownfield sites for healthy and safe redevelopment. This will take concerted effort from the City to assess and assemble land where appropriate for redevelopment or conversion into green space and will require strong partnerships with businesses and developers.

PR-1.1. Establish a bicycle and pedestrian crossing over Gordon's Creek that connects to other important natural assets and bikeways throughout the city.

Creating a crossing point over Gordon's Creek will be the first step in treating the creek as an amenity in the study area. Doing so will require additional care given that parts of the creek sit within a former creosote remediation area.

PR-1.2. Create new gathering spaces and reduce impervious surfaces throughout the study area by creating signature public plazas and introducing a pocket park and sidewalk cafe program.

Pocket parks are small (less than one acre in size) green spaces that are sprinkled throughout urban areas. They are meant to provide recreational opportunities for residents within the local vicinity and stormwater benefits.

Sidewalk cafes are small, temporary seating areas located within public spaces, such as parking spots and public right-of-way. These spaces are repurposed for local businesses to provide outdoor seating or other amenities.

PR-1.3. Proactively identify brownfield sites (creosote contamination, vacant gas stations, auto shops, etc.) and grant funding opportunities to set them up for assessment, cleanup, and redevelopment

Sites along the corridors will need to be assessed if there is potential for environmental contamination. Brownfield sites are often more expensive to develop because they require various additional steps including research, inspections, interviews, testing, and sometimes mitigation measures. Federal and State governments provide resources to help overcome some of these additional costs and cities often take on the role of grant or program administrator to help support developers.

PR-2. Use arts and culture as tools for revitalization, not just beautification.

The Broadway Drive and West Pine Street corridors are well-suited to be revitalized through the arts, especially given their location at an important regional gateway into the city of Hattiesburg. The Right Down Broadway plan lays out strategies to revitalize the area through various artistic initiatives including expanding grant programs, utilizing tactical urbanism-style space activations, and introducing Crime Prevention Through Environmental Design site design and programmatic strategies. The city will have to rely on strong partnerships with the local art community to create more opportunities for public art, engage in community storytelling, and to activate underutilized spaces.

PR-2.1 Create a mini-grant and artist residency program to encourage public art and facade upgrades along business storefronts within the study area.

Façade grant programs provide financial assistance to property owners to make improvements to building exteriors. The Downtown Hattiesburg Association offers a façade grant program for businesses downtown and this program could be extended, or modeled after, to assist business owners in the study area. Funding for murals or other public art could also be part of the improvement program and to help establish the study area as the city's Maker's district.

Artist residency programs offer artists dedicated time, space, and resources to focus on their work. Additionally, rotating public art programs are initiatives that feature temporary artworks displayed in public spaces for a set amount of time which then get replaced with new pieces. Hattiesburg is already investing in artists by commissioning public murals along the corridor and the city could take additional steps to support the local art community and work to establish the study area as a gathering place for the creative community.

PR-2.2. Use temporary tactical urbanism methods and the arts to test roadway designs, activate vacant storefronts and properties, and inspire new long-term uses in the area.

Changes to the public realm, like pedestrian infrastructure investments and new parks or plazas, can be difficult to finance and sometimes hard to imagine. Tactical urbanism is a style of short-term low-cost interventions that get deployed by residents to test out ideas and make immediate improvements to the public realm. The Right Down Broadway plan encourages these efforts as an interim solution to confront mobility and public space issues seen throughout the study area.

PR-2.3. Introduce Crime Prevention Through Environmental Design (CPTED) interventions to improve the image and perceptions of the area.

CPTED interventions can be implemented through the city's Land Development Code, including requiring store frontages be closer to sidewalks and reducing parking requirements. Other physical interventions could include infrastructure upgrades, such as adding more lighting and other more welcoming amenities throughout the public realm. Some more social oriented CPTED strategies include planning for more programming or events along the corridors, establishing a neighborhood watch program, or promoting crime prevention education workshops that bring together key parties, including the Hattiesburg Police Department and other city staff, business owners, and the broader community.

Case Study - Artist Residency Program



Source: City of Palo Alto

King Artist Residency Program - Palo Alto, California

The Palo Alto Public Art Commission established the King Artist Residency Program in 2021 to promote ongoing conversations about inclusion and belonging. Three artists have participated thus far, and all have collaborated directly with community members and institutions to create public works of art reflective of their communities and a topic of their choice. The 2024 application provided \$20,000 in artist compensation for six months of part-time work, \$10,000 for art fabrication and materials, and \$10,000 for art installation at King Plaza outside of Palo Alto City Hall. This program is unique in that it provides significant compensation for a local artist to engage the broader community through art.



SECTION 4

IMPLEMENTATION

Implementation

Achieving the vision for the Broadway Drive and West Pine Street corridors will require the City of Hattiesburg's leadership, close coordination with the Hattiesburg Public School District, and alignment and engagement with community partners.

Funding and Financing Considerations

The City of Hattiesburg will be a key player in revitalization due to its ownership and management of public right-of-way and key sites, as well as its ability to act as a fiscal sponsor and applicant for grant funding. The City's ability to implement and fund projects is largely a function of its ability to dedicate local funds and develop competitive applications for outside funding.

Local Revenue Sources and Funding

The City's annual budget includes its General Fund as well as several other dedicated funds. The General Fund includes operating expenses such as City general government and public service personnel salaries, supplies, outside services, and minor capital outlays. Of the City's projected \$65.29 million non-cash balance revenues in its FY2025 General Fund budget, about \$21.4 million comes from the local property tax levy. The largest single revenue category for the general fund comes from state shared revenues, which comprise nearly \$28.1 million of the City's available revenues.

In addition to the general fund, the city has several other funds that include services such as parks and recreation, fire protection, water and sewerage, and mass transit. These funds include enterprise-type services (e.g. water and sewer) as well as programs with dedicated revenue sources or restrictions on uses, such as sales taxes, federal grants such as Community Development Block Grants, bond proceeds, and tax increment financing (TIF) zones.

Implementing the plan's vision requires coordinating local budget and funding capacity. General Fund expenditures are generally more flexible, though the fund's intent is to support operational and maintenance functions and some lower-cost projects rather than major capital projects. A lack of a dedicated funding source means that project funding can be volatile over the long-run as priorities change or the city experiences an economic downturn. Establishing a dedicated revenue source or funding mechanism could be valuable to ensure the long-term viability of public improvements and programming.

Grants and Outside Funding

The City of Hattiesburg has a strong track record of working with state and federal agencies as well as local organizations to prepare competitive grant proposals that bring in outside dollars and allow local funds to be leveraged. Recent examples include a Safe Streets and Roads for All (SS4A) planning grant from the U.S. Department of Transportation and multiple Mississippi Outdoor Stewardship Trust Fund awards for public open space access.

Aligning project scopes and phasing with current grant funding opportunities can help stretch the city's dollars. Several projects outlined in this plan support multiple goals, such as improved traffic safety, economic development, park and open space access, and health outcomes that are often considered with funding priorities.

Community Partnerships

While the City of Hattiesburg is a critical leader in managing public infrastructure and guiding what development can occur, it cannot work alone. In fact, Hattiesburg's strong community involvement and organizations are among its greatest strengths. As a recent example, through the Area Development Partnership's Leadership Pine Belt program, the Brighter Broadway initiative has worked with the Hattiesburg Alliance for Public Art (HAPA) to coordinate two murals along the Broadway Drive corridor. These highly visible projects led by the community in partnership with local building owners and HAPA highlight the community's commitment and care for the Broadway Drive corridor – signaling to the broader community and prospective business owners that the corridor is a place worth caring about and investing in.

Entities such as the Mississippi Department of Transportation (MDOT), The University of Southern Mississippi (USM), William Carey University (WCU), and the Area Development Partnership (ADP) are key players in the plan's mobility and economic development elements. For example, coordination with MDOT will be critical for improvements to Broadway Drive, and USM, WCU, and the ADP are heavily engaged with the region's entrepreneurs and business community.



Partnerships At The Night Off Broadway

The City of Hattiesburg and the Hattiesburg Public School District worked together to organize the Night Off Broadway's pep rally, which featured Hattiesburg High School student-athletes and performers.

Source: Asakura Robinson

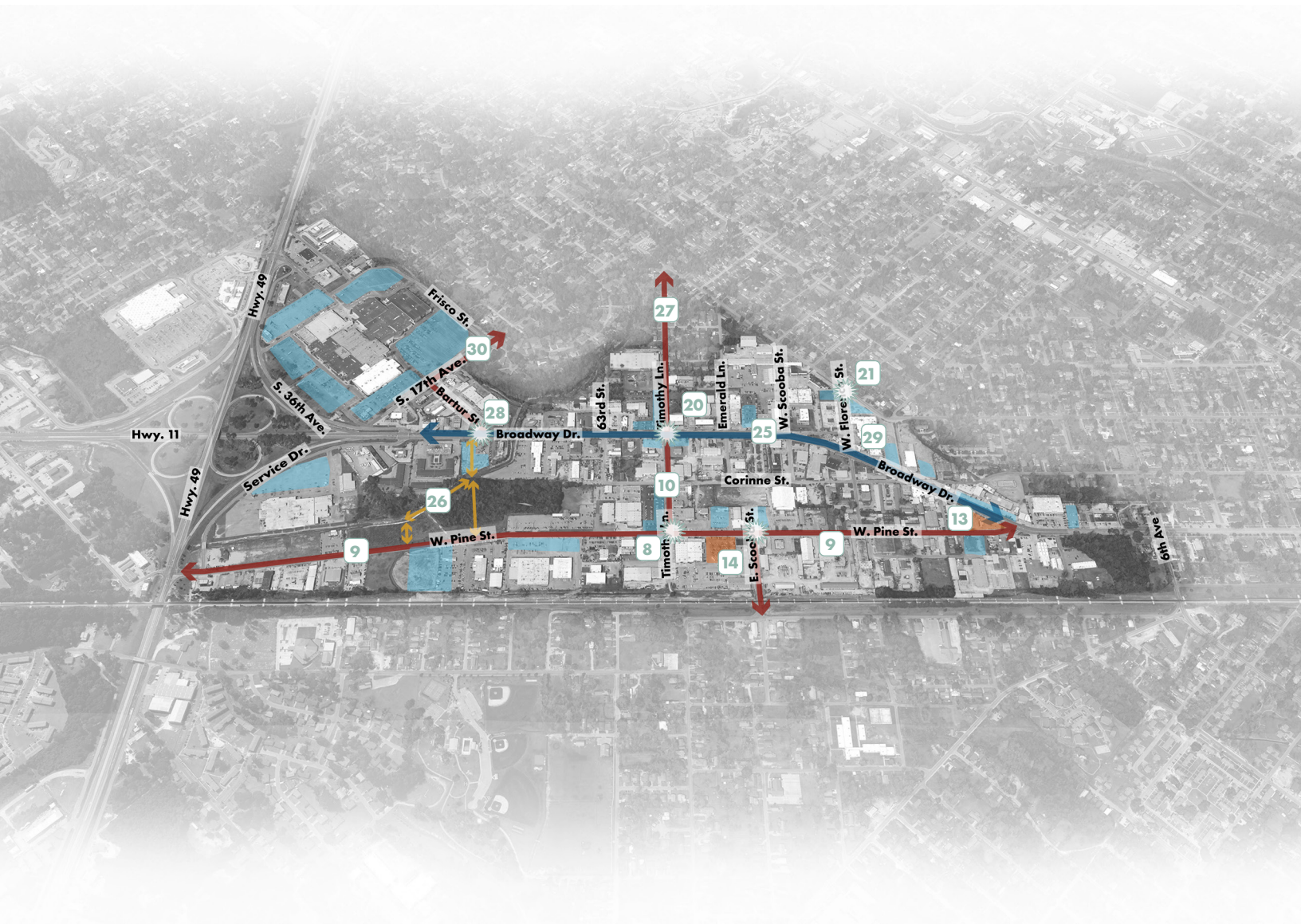
A Proposed Path Forward

This Implementation Plan identifies a strategic, coordinated approach for the City of Hattiesburg to realize the vision for Broadway Drive and West Pine Street.

Each project supports the goals in the vision plan and identifies potential funding sources, lead agencies, and potential partnerships. While public capital projects such as street improvements are important pieces of the vision, the City of Hattiesburg can also support the revitalization of the corridors through regulatory updates, programming supported by City staff and partners, and financial policy.

Catalyst projects should be implemented in the next one to two years. These projects are “quick wins” – lower-cost actions that can be undertaken with existing staffing and resources as part of annual staff work programs and set the stage for more complex projects. Because it may take additional time and coordination to develop detailed design and cost estimates, larger capital projects are generally recommended for the mid-term or long-term.

Capital Projects



- Roadway Improvement - Includes: 25

■ Active Transportation Project - Includes: 9 10 27 30

■ Trail Project - Includes: 26
- ★ Intersection Improvement - Includes: 8 20 21 28 29

■ Vacant Lot Activation - Includes: 15

■ Public Space Improvement - Includes: 13 14

Capital Projects

ID	Name	Description
8	West Pine Street and Timothy Lane / Scooba Street Intersection Reconfiguration	Reconfigure the intersections of West Pine Street with Timothy Lane and Scooba Street to support improved safety and access for all users.
9	West Pine Street Cycle Track	Construct a two-way bicycle facility (cycle track) and connecting sidepath on the south side of West Pine Street to improve cyclist safety and provide an east-west connection between US Highway 49 and the Hall Avenue railroad overpass.
10	Timothy Lane Cycle Track - Broadway Drive to West Pine Street	Construct a two-way bicycle facility (cycle track) between the West Pine Street cycle track and Broadway Drive to improve cyclist safety and neighborhood connectivity.
11	Hub City Transit Stop Amenity Improvements	Provide improved amenities such as shelters, seating, lighting, and trash receptacles at transit stops, prioritizing stops with greatest sidewalk connectivity and ridership.
13	Gateway Plaza	Establish a public gathering space at the parcel where Broadway Drive and West Pine Street diverge, creating a recognizable and distinctive gateway for travelers entering the district from Downtown Hattiesburg.
14	City Plaza	Use the city-owned building at West Pine Street and Timothy Lane as an anchor for a public gathering space on West Pine Street.
15	Public Art and Parcel Activation Program	Establish a mini-grant program to support art installations and temporary public spaces on vacant or underutilized parcels and storefronts in the study area.
19	City Services Anchor	Relocate a public-facing City department to the city-owned building (former Courtesy Ford) to provide an anchor institution in the corridors.
20	Broadway Drive & Timothy Lane Pedestrian & Bicycle Crossing	Reconfigure the intersection to include pedestrian signals, curb ramps and crosswalk markings for pedestrian crossings of Broadway Drive, and sidewalk/sidepath transitions for the Timothy Lane bike route segments.
21	West Florence Street and Adeline Street Intersection Improvements	Reconstruct this intersection with curb extensions and sidewalks to improve vehicular, pedestrian, and cyclist safety through a perpendicular four-way stop and reduced turning movement conflicts.
25	Broadway Drive Access Management Program	Conduct preliminary engineering and design to convert sections of Broadway Drive's center turn lane to median with landscaping elements, consolidate driveways and parcel accesses, and improve sidewalks, drainage, landscaping on north side of Broadway Drive.
26	Gordon's Creek Greenway	Construct a shared-use path and pedestrian/bicycle bridge over Gordon's Creek to connect West Pine Street to the signalized intersection of Broadway Drive and Bartur Street.
27	Timothy Lane Sidepath - Broadway Drive to Adeline Street	Construct a sidepath between Broadway Drive and Adeline Street to improve cyclist and pedestrian safety and neighborhood connectivity, including connectivity to Kamper Park and the Gordon's Creek trail system.
28	Broadway Drive & Bartur Street Pedestrian Crossing	Construct improved sidewalks, crosswalks, and signal phasing to support an improved pedestrian crossing.
29	Broadway Drive & West Florence Street Pedestrian Crossing	Construct improved sidewalks, crosswalks, and signal phasing to support an improved pedestrian crossing.
30	South 17th Ave. Bike Improvements	Improve bicycle and pedestrian connectivity along South to improve safety and access to an improved pedestrian crossing at the signalized intersection of Broadway Drive and Bartur Street.

Implementation Matrix

#	Name	Description
CATALYST (WITHIN 1 YEAR)		
1	Artisan Production Zoning Text Amendments	Update the Land Development Code to provide for artisan production in certain zones subject to performance standards.
2	Creative Mixed Use Zoning District	Create a new base zoning district for the central portions of the study area in order to encourage a development form that supports the area's pedestrian-oriented, mixed-use vision.
3	Broadway Corridor Overlay Zoning District	Create a new overlay zoning district that supports expanded residential development and artisan production options, as well as enhanced design standards, across the planning area.
4	Central Business District Designation	Designate the Broadway Drive area as a Central Business District per Sec. 27-31-31 of the Mississippi Code to permit the potential use of tax abatements as an financial incentive for new investments and improvements to properties within the district.
5	16th Section Land Communications Campaign	Develop and launch a communications campaign and supporting materials to consistently message public benefits and combat misconceptions that have historically deterred investment in 16th Section Land, including return on investment and financing, legal considerations, public school funding and tax revenues, and leasing processes.
6	Abandoned Signage Enforcement	Pursue abatement of abandoned signs to improve beautification and remove derelict or hazardous support structures.
7	Public Programming and Pop-Up Events	Continue hosting public-facing events and programming such as the "Night Off Broadway" in the area to highlight ongoing plan implementation progress and support the revitalization of properties in the corridor.
NEAR-TERM (WITHIN 1-3 YEARS)		
8	West Pine Street and Timothy Lane / Scooba Street Intersection Reconfiguration	Reconfigure the intersections of West Pine Street with Timothy Lane and Scooba Street to support improved safety and access for all users. A phased approach could include: Conducting a traffic study to assess feasibility of replacing signal with stop sign or removing turn lanes. Replacing existing span-wire signal with mast-arm type assembly. Constructing sidewalks, curb ramps, and crosswalks to improve pedestrian safety and access. Reconfiguring left-turn movements to account for current and projected traffic volumes and bicycle turning movements.
9	West Pine Street Cycle Track	Construct a two-way bicycle facility (cycle track) and connecting sidepath on the south side of West Pine Street to improve cyclist safety and provide an east-west connection between US Highway 49 and the Hall Avenue railroad overpass.
10	Timothy Lane Cycle Track - Broadway Drive to West Pine Street	Construct a two-way bicycle facility (cycle track) between the West Pine Street cycle track and Broadway Drive to improve cyclist safety and neighborhood connectivity.
11	Hub City Transit Stop Amenity Improvements	Provide improved amenities such as shelters, seating, lighting, and trash receptacles at transit stops, prioritizing stops with greatest sidewalk connectivity and ridership.

\$	< \$100,000
\$\$	\$100,000 - \$250,000
\$\$\$	\$250,000 - \$500,000
\$\$\$\$	\$500,000 - \$1,000,000
\$\$\$\$\$	\$1,000,000+

Type	Action(s) Supported	Estimated Cost	Suggested Funding Sources	Lead Department	Supporting Departments / Partners
CATALYST (WITHIN 1 YEAR)					
Regulatory	LU.1.2	\$	General Fund (staff time)	Urban Development	Area Development Partnership, University of Southern Mississippi
Regulatory	LU1.1, LU.2.1	\$	General Fund (staff time)	Urban Development	
Regulatory	LU.1.1, LU.2.1	\$	General Fund (staff time)	Urban Development	
Financial Policy	ED.1.3	\$	General Fund (staff time)	Administration	
Programming	ED.2.2	\$	General Fund	Hattiesburg Public School District, Area Development Partnership	Hattiesburg Area Association of Realtors
Programming	PR.2.1	\$	General Fund	Code Enforcement	
Programming	PR.1.2, PR.2.1, PR.2.2	\$	General Fund	Parks and Recreation	Administration, Urban Development
NEAR-TERM (WITHIN 1-3 YEARS)					
Capital Project	M.1.1, M.1.2	\$\$\$	Capital Outlay, Municipal Road & Bridge Fund	Engineering	
Capital Project	M.1.1	\$\$	Capital Outlay, Municipal Road & Bridge Fund	Engineering	
Capital Project	M.1.1	\$	Capital Outlay, Municipal Road & Bridge Fund	Engineering	
Capital Project	M.2.3	\$\$	Federal Transit Administration	Hub City Transit	Engineering

#	Name	Description
NEAR-TERM (WITHIN 1-3 YEARS) (CONT.)		
12	District Branding and Signage Program	Develop a distinct brand and identity for the corridor to be used in district marketing and wayfinding signage.
13	Gateway Plaza	Establish a public gathering space at the parcel where Broadway Drive and West Pine Street diverge, creating a recognizable and distinctive gateway for travelers entering the district from Downtown Hattiesburg.
14	City Plaza	Establish a public gathering space at the city-owned building on West Pine Street and Timothy Lane (former Courtesy Ford building) to provide an anchor institution near the improved bicycle routes.
15	Public Art and Parcel Activation Program	Establish a mini-grant program to support art installations and temporary public spaces on vacant or underutilized parcels and storefronts in the study area.
16	Broadway Drive Space Marketing	Proactively market vacant spaces and unleased property within the district to raise awareness of rental and purchase opportunities to a broader audience, improving visibility and reducing vacancies in the corridor.
17	Tax Increment Financing Feasibility Study	Assess the viability and potential returns of creating a tax increment financing zone to capture increases in property tax revenues for reinvestment within the district.
18	16th Section Land Leasing Reform	Work with local legislators to advocate for state-level reforms to 16th Section Lands that support economically competitive leasing terms for prospective lessees seeking to invest or develop 16th Section Lands.
MID-TERM (WITHIN 4-8 YEARS)		
19	City Services Anchor	Relocate a public-facing City department to the city-owned building (former Courtesy Ford) to provide an anchor institution in the corridors.
20	Broadway Drive & Timothy Lane Pedestrian & Bicycle Crossing	Reconfigure the intersection to include pedestrian signals, curb ramps and crosswalk markings for pedestrian crossings of Broadway Drive, and sidewalk/sidepath transitions for the Timothy Lane bike route segments.
21	West Florence Street and Adeline Street Intersection Reconfiguration	Reconstruct the intersection with permanent curb extensions and sidewalks to improve vehicular, pedestrian, and cyclist safety through reduced turning movement conflicts.

\$	< \$100,000
\$\$	\$100,000 - \$250,000
\$\$\$	\$250,000 - \$500,000
\$\$\$\$	\$500,000 - \$1,000,000
\$\$\$\$\$	\$1,000,000+

Type	Action(s) Supported	Estimated Cost	Suggested Funding Sources	Lead Department	Supporting Departments / Partners
NEAR-TERM (WITHIN 1-3 YEARS) (CONT.)					
Programming / Capital Project	ED.2.1, M.2.1	\$	General Fund	Urban Development	Hattiesburg Public School District, Area Development Partnership
Capital Project	PR1.2, PR2.2	\$\$\$\$	Capital Outlay	Parks and Recreation	Urban Development, Engineering
Capital Project	PR1.2, PR2.2	\$\$\$\$	Capital Outlay	Parks and Recreation	Urban Development, Engineering
Capital Project	PR.2.1	\$	General Fund, In-Kind Donations, Community Fundraising	Administration	Hattiesburg Alliance for Public Art
Program	ED.1.2, ED.2.2	\$	General Fund	Area Development Partnership	Hattiesburg Public School District, Hattiesburg Area Association of Realtors
Financial Policy	ED.1.3	\$	General Fund	Administration	
Regulatory	ED.2.3	\$	General Fund	Mayor & City Council, Hattiesburg Public School District	
MID-TERM (WITHIN 4-8 YEARS)					
Programming / Capital Project (for renovations)		\$\$\$\$\$	General Fund / Capital Outlay		
Capital Project	M.1.1, M.1.2	\$\$\$	Municipal Road & Bridge Fund, Transportation Alternatives	Engineering	Mississippi Department of Transportation
Capital Project	M.1.1, M.1.2	\$\$\$	Capital Outlay	Engineering	

#	Name	Description
MID-TERM (WITHIN 4-8 YEARS) (CONT.)		
22	Hub City Transit Service Improvements	Increase bus frequency (reduce amount of time between buses) to improve rider experience and convenience.
23	Incubator Program	Collaborate with regional economic development entities to study the need for shared production spaces (e.g. commercial kitchens, maker spaces), incubator spaces, and technical assistance programming for artisan businesses and start-ups.
24	Brownfields Assessment and Cleanup Programs	Pursue funding to support assessment, delineation, monitoring, and cleanup of potential brownfield properties in the area, including ongoing remediation of properties identified through previous studies.
LONG-TERM (8+ YEARS)		
25	Broadway Drive Access Management Program	Conduct preliminary engineering and design to convert sections of Broadway Drive's center turn lane to a median with landscaping elements, consolidate driveways and parcel accesses, and improve sidewalks, drainage, and landscaping on north side of Broadway Drive.
26	Gordon's Creek Greenway	Construct a shared-use path and pedestrian/bicycle bridge over Gordon's Creek to connect West Pine Street to the signalized intersection of Broadway Drive and Bartur Street.
27	Timothy Lane Sidepath - Broadway Drive to Adeline Street	Construct a sidepath between Broadway Drive and Adeline Street to improve cyclist and pedestrian safety and neighborhood connectivity, including connectivity to Kamper Park and the Gordon's Creek trail system.
28	Broadway Drive & Bartur Street Pedestrian Crossing	Construct improved sidewalks, crosswalks, and signal phasing to support an improved pedestrian crossing.
29	Broadway Drive & West Florence Street Pedestrian Crossing	Construct improved sidewalks, crosswalks, and signal phasing to support an improved pedestrian crossing.
30	South 17th Avenue Bike Improvements	Improve bicycle and pedestrian connectivity along South 17th Avenue to improve safety and access to an improved pedestrian crossing at the signalized intersection of Broadway Drive and Bartur Street.
31	Corridor Management Entity	Work with business owners to establish an independent entity such as a business association or business improvement district to promote and manage programming along the corridor, including arts and cultural events, business recruitment and retention, and expanded maintenance services.

\$	< \$100,000
\$\$	\$100,000 - \$250,000
\$\$\$	\$250,000 - \$500,000
\$\$\$\$	\$500,000 - \$1,000,000
\$\$\$\$\$	\$1,000,000+

Type	Action(s) Supported	Estimated Cost	Suggested Funding Sources	Lead Department	Supporting Departments / Partners
MID-TERM (WITHIN 4-8 YEARS) (CONT.)					
Operating	M.2.3	\$\$	Federal Transit Administration	Hub City Transit	
Programming	ED.1.1	\$\$	Capital Outlay	Area Development Partnership	The University of Southern Mississippi, William Carey University
Programming	PR.1.3	\$\$\$\$\$	EPA Brownfields Grants	Urban Development	Engineering
LONG-TERM (8+ YEARS)					
Capital Project	M.1.2, M.2.2	\$\$\$\$\$	Capital Outlay	Mississippi Department of Transportation	Engineering
Capital Project	PR.1.1, M.1.1	\$\$\$\$\$	Capital Outlay / Transportation Alternatives	Parks and Recreation	Engineering
Capital Project	M.1.1	\$\$-\$\$\$	Capital Outlay / Transportation Alternatives	Engineering	
Capital Project	M.1.1, M.1.2	\$\$\$	Capital Outlay / Transportation Alternatives	Engineering	Mississippi Department of Transportation
Capital Project	M.1.1, M.1.2	\$\$\$	Capital Outlay / Transportation Alternatives	Engineering	Mississippi Department of Transportation
Capital Project	M.1.1	\$\$	Capital Outlay / Transportation Alternatives	Engineering	
Programming	ED.1.2, M.2.1	\$\$	Public-Private Partnership, Business Improvement District	Administration	Business Owners



SECTION 5

APPENDIX

Character Districts

Character District Details

The tables below lay out additional details for the character districts that were introduced in the Land Use section of this plan. The tables include typical land use standards, including maximum number of floors, building heights, and setbacks. These details were developed for modeling assumptions and to help identify goals for the different areas of the study area, but do not reflect specific recommended changes to the city's Land Development Code (LDC). Details on the recommended changes to the LDC are laid out later in the Appendix.

Creative Mixed Use (CMU)						
Max Floors	Max Building Height	FAR	Coverage	Front Setback	Side Setback	Rear Setback
4	50 ft	1	80%	15 ft	5 ft	10 ft
Desired Land Uses						
Primary:						
• Retail and commercial services • Small-scale manufacturing and artisan production • Office • Multifamily • Residential						
Secondary:						
• Hotels • Medical offices						

Regional Business (RB)

Max Floors	Max Building Height	FAR	Coverage	Front Setback	Side Setback	Rear Setback
2	35 ft	1	80%	20 ft	10 ft	20 ft

Desired Land Uses

Primary:

- Small-scale manufacturing and artisan production
- Light industrial uses with minimal external impacts
- Warehousing
- Office

Secondary:

- Multifamily residential
- Retail and commercial services



Cloverleaf Commercial (CC)

Max Floors	Max Building Height	FAR	Coverage	Front Setback	Side Setback	Rear Setback
6	90 ft	1.5	80%	25 ft	5 ft	10 ft

Desired Land Uses

Primary:

- Retail and commercial services
- Multifamily residential
- Hotels
- Medical Offices
- Commercial recreation

Secondary:

- Cultural
- Education



Zoning Text Amendments

Implementing Character Districts

The City of Hattiesburg may consider multiple strategies to incorporate this plan's character district and use recommendations in its Land Development Code. Major themes and considerations for zoning text and map amendments include:

- Form and dimensional standards;
- Key commercial and economic uses such as artisan production to support the corridor's vision;
- Housing variety and choice;
- District versus city-wide applications.

The City could consider three "tiers" of zoning text amendments based on relative level of effort, complexity, and effectiveness.

Tier 1: Use-Based Zoning Text Amendments

This approach would not create new zoning districts, but would update the B-3 Community Business and B-5 Regional Business zoning districts that cover most of the planning area. New use types such as artisan production would be created, and district use regulations would be updated to include new uses or disallow existing uses that are no longer desirable. Because there would not be substantive changes to the zoning map and these amendments would apply city-wide, this may not be advisable. It would also not address dimensional standards within the corridor. However, it is the simplest to execute.

Tier 2: Overlay District

This approach would create overlay district(s) for the study area to permit additional uses, such as artisan zoning or other use types, within the study area. This would require a comparable level of effort to Tier 1 as well as the development of a map showing the overlay. Additional performance standards, such as design review standards, could be applied within the area. However, the overlay option may create an additional level of complexity and care would need to be taken to avoid conflicts with base zoning districts.

Tier 3: New Base Zoning Districts or Form-Based Code District Amendments

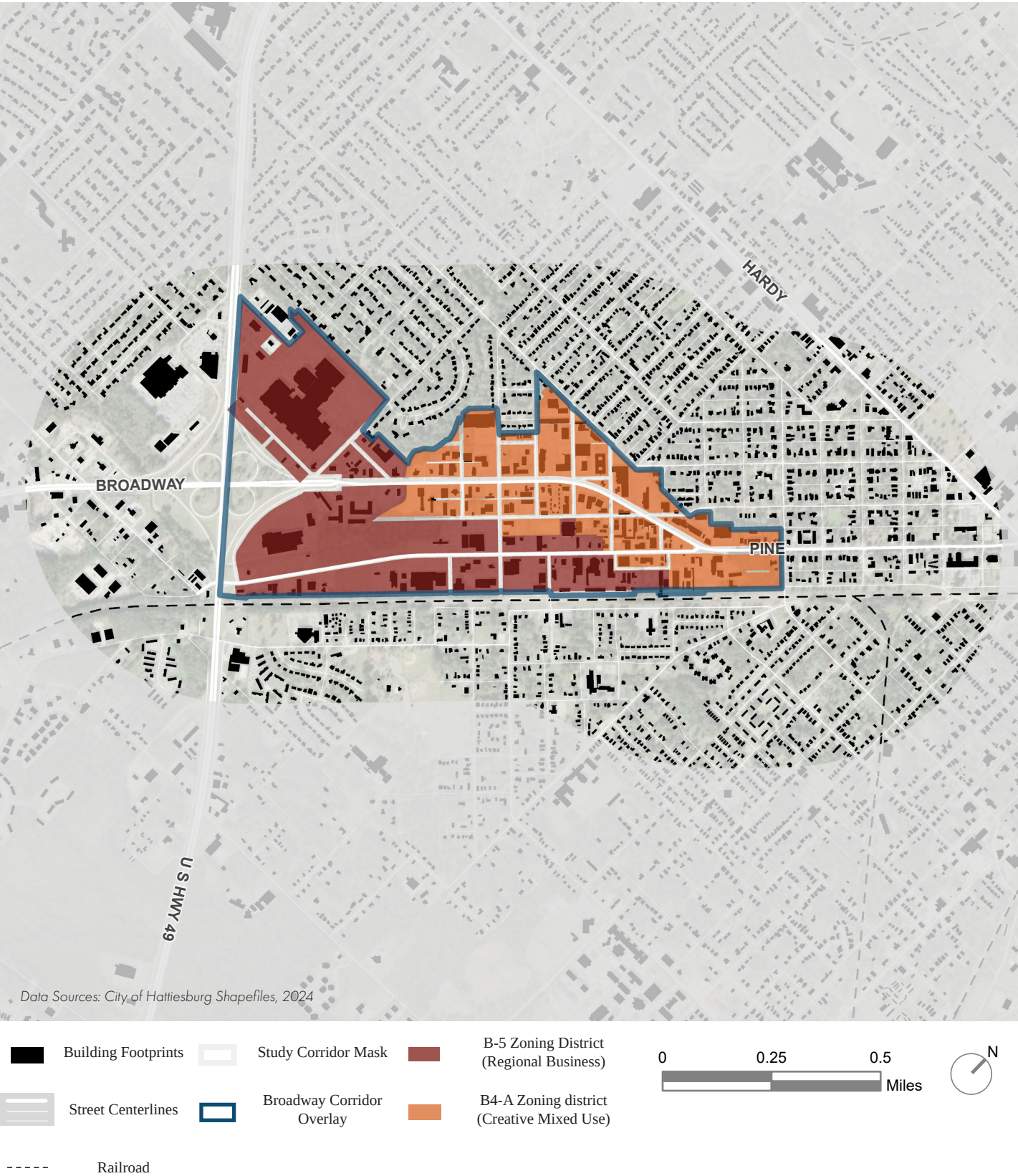
This approach would create new base zoning districts or apply form-based districts to the Character District areas developed through the planning process. These districts would replace the existing B-3 Community Business and B-5 Regional Business zoning districts in the area. A city-initiated rezoning can be controversial, particularly where existing uses could become non-conforming under new regulations. However, this approach would provide the best opportunity to achieve the plan's urban design outcomes. Using the form-based code district would provide clearer guidance and stronger requirements for site design, though implications for adaptive reuse of existing structures should be vetted with increased design and site improvement requirements.

Land Development Code Recommendations

The plan recommends modifying base zoning in the district to create a **new Creative Mixed Use zoning district** aligned with this plan's character district that will replace the B-5 Regional Business district in the most pedestrian-oriented areas of the corridor, and creating a new **Broadway Corridor Overlay** that will support broader economic development and housing use opportunities within the corridor. While the B-5 Regional Business district's form is inconsistent with key dimensional standards, namely front setbacks, it does permit higher intensities of development through its height, FAR, and coverage requirements. Additionally, some auto-oriented commercial uses such as drive throughs may remain desirable near the cloverleaf interchange in the near-term.

While the current form-based code has strong guidance for building types and design elements and may be more suitable along the district's residential edges, a major challenge with the study area will be infill or improvements on existing parcels that are unlikely to be able to comply with the form-based code's nonconforming build-to requirements. The Land Development Code has good design guidance provisions for its Euclidean-style base zoning districts that should be sufficient in the near-term and can be applied consistently to both the continuation of existing uses and new uses. Large sites near the cloverleaf such as the Cloverleaf Center Mall and 49 Place center may consider rezoning to a PMU Planned Mixed-Use district for future redevelopment proposals to provide flexibility and coordination for site design.

Potential Zoning Changes Map



The below amendment text excerpts are intended to provide guidance for future zoning updates. Use lists and dimensional standards are not intended to be exhaustive, as they are only intended to communicate key differences in use and scale across the other base zoning districts.

Zoning District Amendments

B-4A Creative Mixed Use District

Purpose and Intent

The Creative Mixed Use District is intended to promote the revitalization of the Broadway Drive corridor through adaptive reuse, infill, and redevelopment that creates a pedestrian-oriented district with a mix of small retail, service, and artisan uses and complementary residential uses.

Permitted Uses

Dimensional Standards and Permitted Uses should generally follow the specifications laid out in the Dimensional Standards Comparison and Commercial Use / Residential Use comparison tables.

BCO Broadway Corridor Overlay

Purpose and Intent

The Broadway Corridor Overlay District is intended to promote infill activity in the Broadway Drive-West Pine Street revitalization area by enabling additional uses that are supportive of the corridor vision plan and providing flexibility for the continuation and expansion of existing businesses within the corridor.

Permitted Uses

Within the BCO district, uses may be permitted by right as for and subject to the district regulations of the base zoning district. In addition, there shall be permitted by right within the BCO district the following uses:

- Artisan production
- Dwelling, mixed-use
- Dwelling, multi-family

Key Design Standards

- Primary building entrances should be oriented to Broadway Drive or West Pine Street. Entrances at intersections or corners are preferred to support a walkable environment.
- The Site and Design Review Committee may approve modifications to the front yard setback requirements for structures oriented to Broadway Drive or West Pine Street, except on corner lots, where the average setback of existing buildings located wholly or in part within 100 feet on each side of such lot within the same block and zoning district and fronting on the same side of the street is greater than the minimum required setback. In such cases, the setback on such lot may be greater than the required setback, but not greater than the average of the setbacks of the existing buildings.

Note: The current B-5 zoning front setback requirements range from 30' minimum to 150' maximum, resulting in a variety of existing building placements on the sites. Both of the existing buildings would be nonconforming with a 0-15' setback and it may not be desirable to place a building on the middle lot that does not match prevailing setbacks. This provision would allow this building to be placed at the average setback of the two existing buildings, providing a degree of flexibility and consistency with existing structures while still encouraging a more pedestrian-oriented environment.

Use Definition Amendments

Artisan Production

Definition

A small-scale manufacturing business where small quantities of goods and items are produced on-site in small quantities using small tools and light machinery.

Potential Performance Standards

- Use should be located within a structure existing on of the adoption date of the ordinance. A single use artisan production use should not exceed 15,000 sf. Multiple uses may be located in the same structure.
- An artisan production use should have minimal truck traffic and produce minimal noise, electrical or magnetic interference, dust, vibration, heat, glare, or other nuisances outside the structure.
- An artisan production use may include accessory retail, seating areas, and educational programming uses related to the production, .
- Outdoor storage areas shall be approved by the Site Design and Review Committee and shall follow the screening and siting requirements in Section 7.12.10.

Site Design Amendments

Parking Modifications/Reductions

Due to the long-term presence of outdoor display and storage uses in the area, many parcels have extremely large parking areas that can provide parking above what is normally required. Site development costs such as adding or improving parking can add significant expense for small businesses and property owners. Relaxing parking requirements could reduce a barrier to infill and increased occupancy in the corridor.

The City may consider eliminating parking minimum requirements for a new district or as part of the BCO overlay district, like the B-4 district's provision in Section 7.12.7. It could also consider providing additional parking reductions as an incentive for providing desired amenities, such as:

- Covered bicycle parking;
- Publicly accessible amenity spaces such as plazas or small parks; and
- Dedication of additional right-of-way for and/or construction of improved streetscape amenities such as bus shelters, sidewalks exceeding minimum requirements, and landscaping areas.

Dimensional Standards Comparison

Zoning District (new districts designated with a *)	Max. Floors/Height	Max. FAR	Max. Coverage	Min. Front Setback	Max. Front Setback	Min. Side Setback	Min. Rear Setback
B-3 Community Business	40' or 3 stories	1.00	80%	30'	--	0' or 10'	0'
B-4 Downtown	135' or 10 stories	--	100%	0'	10'	0'	0'
B-5 Regional Business	72' or 6 stories	1.50	90%	30'	150'	0'-10'	0'
B-4A Creative Mixed Use *	55' or 4 stories	1.00	80%	0'	15'	5'	0'

Commercial Uses Comparison

Zoning District (new districts designated with a *)	Alternative Financial Services	Utility Operations Center	Warehousing and Distribution	Restaurants with Drive-through	Microbreweries	Construction Offices	Automotive Rental and Sales	Self Storage
B-3 Community Business	-	P	C	S	-	C	S	-
B-4 Downtown	-	-	-	-	P	-	-	-
B-5 Regional Business	P	P	P	S	C	S	S	S
B-4A Creative Mixed Use *	C	-	C	C	P	C	C	-

P = Permitted
S = Permitted with conditions (performance standards)
C = Conditional Use
- = Not permitted

Residential Uses Comparison

Zoning District (new districts designated with a *)	Mixed-Use Dwelling	Multi-Family	Single-Family Attached	Single-Family Detached	Two-Family	Zero Lot Line Detached
B-3 Community Business	C	-	-	-	-	-
B-4 Downtown	S	C	C	-	-	-
B-5 Regional Business	-	-	-	-	-	-
B-4A Creative Mixed Use *	P	P	P	S	P	P

P = Permitted
S = Permitted with conditions (performance standards)
C = Conditional Use
- = Not permitted

16th Section Land

House Bill 1258 Text

Bill Title: 16th section land; authorize local school board to grant an extension to holder of a long-term lease in good standing.

AN ACT TO AMEND SECTION 29-3-63, MISSISSIPPI CODE OF 1972, TO AUTHORIZE A LOCAL SCHOOL BOARD OF A CERTAIN SCHOOL DISTRICT TO EXTEND THE LONG-TERM LEASE OF A HOLDER OF 16TH SECTION LAND, WHICH IS FREE OF ANY OUTSTANDING FINANCIAL OBLIGATION WITH LESS THAN 30 YEARS REMAINING ON THE ORIGINAL TERM, FOR AN ADDITIONAL PERIOD NOT TO EXCEED 25 YEARS UPON TERMS AND CONDITIONS ACCEPTABLE TO THE BOARD; AND FOR RELATED PURPOSES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

SECTION 1. Section 29-3-63, Mississippi Code of 1972, is amended as follows:

29-3-63. (1) The holder of a lease of sixteenth section or lieu land, at the expiration thereof, shall have a prior right, exclusive of all other persons, to re-lease or to extend an existing lease as may be agreed upon between the holder of the lease and board of education subject to the classification of said land. Provided, however, no holder of a lease of sixteenth section land classified as agricultural land shall have any priority rights in extending his lease contract, except as otherwise provided in Section 29-3-81. Provided, however, the compensation on an annual basis shall be the fair market rental of the land excluding buildings and improvements made on such land by the lessee, the title to which is not held in trust for the public schools, but in no event shall the compensation be less than the minimum amounts prescribed in subsection (2) of this section.

(2) The board of education shall not lease or extend a lease on land classified as industrial or commercial at an annual rental less than five percent (5%) of the current market value, exclusive of buildings or improvements not owned by the school district. Such minimum acceptable percentage shall not apply to land classified as farm-residential, residential, recreational and other land; however, fair market rental will apply to those lands as determined by appraisal, comparative analysis or comparison with the private sector.

(3) The prior right to re-lease or extend an existing oil, gas and mineral lease, or any part thereof, granted under this section shall be conditioned upon the existence of production of oil, gas or other minerals thereunder in paying quantities, or the existence of a well capable of such production, or the existence of drilling or reworking operations at the time of lease expiration. Provided, however, that said lease may, in the discretion of the board of education, be extended only as to the lands included in a unit or units as defined by the appropriate agency having jurisdiction over said unit or units. The replacement lease shall be upon such terms and conditions as may be agreed upon between the holder of the lease and the board of education, provided that the rental and royalty provisions shall not be less than the rental and royalty provisions as set out in the expired lease and the primary term shall not exceed the limitations in Section 29-3-99. Bonus payment for the replacement lease shall be consistent with the requirements set out in Section 29-3-65 with respect to oil, gas and mineral leases.

(4) Where used in this section and Section 29-3-65, the term “oil and gas lease” or “oil, gas and mineral lease” shall include all leases originally executed pursuant to Section 29-3-99.

(5) The right to re-lease an oil, gas and mineral lease provided in subsection (3) above extends to oil, gas and mineral leases which have already expired as of May 7, 1992, subject to an accounting for production from the date of lease expiration to the date of the replacement lease authorized herein.

(6) The board of education of a school district located in a municipality where Interstate 59 and U.S. Highway 49 intersect in the Broadway - West Pine redevelopment area may grant the holder of a valid lease with a term of ninety-nine (99) years, which has completely satisfied the financial obligation of the original lease agreement, being free and clear of any debt pertaining thereto, and which has less than thirty (30) years remaining on its original term, the right to extend said lease for a period not to exceed twenty-five (25) years under any additional agreed upon terms, which shall serve as an addendum to the original lease agreement, and for consideration acceptable to the board and spread upon its minutes.

SECTION 2. This act shall take effect and be in force from and after July 1, 2024.



Right Down Broadway | 2024



ASAKURA
ROBINSON

**MINUTES OF THE
REGULAR MEETING OF THE
HATTIESBURG PLANNING COMMISSION
December 11th, 2024**

Board Members Roll Call:

Members Present:

1. Richard Conville
2. Amy Hinton, Chair
3. Elayne Lockett
4. Rhoda Pickett, Vice Chair
5. Michael Pruitt
6. Rebekah Ray, Secretary
7. Lee Anne Venable (Was present for all items through Item C).
8. Carlos Wilson

Members Not Present:

1. Charles Dawe
2. Michael Dickerson
3. Vacant Seat

Staff Present:

1. Cory Long, Planning Manager
2. Nathan Satcher, Senior Planner
3. Kevin Bates, Building Official
4. David Miller, Esq.
5. Wiley Quinn, Director of Urban Development
6. Ann Jones, Chief Administrative Officer.
7. Meridian McDaniel, Planner I

Chair Hinton declared the Hattiesburg Planning Commission meeting open and in session at 1:21 p.m.

AGENDA REVIEW

Motion:

Made by Commissioner Lee Anne Venable to approve the agenda

Second:

Made by Commissioner Richard Conville

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to approve the Agenda for the December 11th Special Called Meeting by an 8-0 vote.

MINUTES REVIEW

Motion:

Made by Commissioner Rhoda Pickett To move the review of the December 4th meeting's minutes to the January meeting.

Second:

Made by Commissioner Michael Pruitt

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to move the review of the December 4th meeting's minutes to the January meeting.
an 8-0 vote.

BUILDING REPORT

Kevin Bates, Building Official, provided the Building Permit Report for November 2024.

PLANNING REPORT

The Planning Division staff gave a report.

CHAIR'S REPORT

The Chair did not have a report for the meeting.

INTRODUCTIONS

Commissioners and staff introduced themselves.

PUBLIC HEARING – Planning Commission

Item A: Pennie Allen, Property Owner and Applicant, and Estella Jones, Applicant, request approval for rezoning from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County).

Discussion and Vote:

The Planning Staff introduced the case. Estella Jones spoke on behalf of their case answered questions from the commissioners.

- Presented by:
 - o Estella Jones
- Proponents:
 - o None.
- Opponents:
 - o None.

Motion:

Made by Commissioner Rhoda Pickett to approve the request on the basis of neighborhood has changed substantially.

Second:

Made by Commissioner Michael Pruitt

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT

Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to recommend approval for the request passes with an 8-0 vote.

Item B: Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative, request a variance from Article 6, Section E, which states that qualifying historic structures may apply for a flood variance from the requirement to elevate or floodproof the structure, for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County).

Discussion and Vote:

The Planning Staff introduced the case. Nick Williams spoke on behalf of their case answered questions from the commissioners.

- Presented by:
 - o Nick Williams.
- Proponents:
 - o None.
- Opponents:
 - o Tom Eaves.
- Public Comment:
 - o David Shemper.

Motion:

Made by Commissioner Lee Anne Venable to reopen the public hearing.

Second:

Made by Commissioner Elayne Lockett

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		

Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to reopen the public hearing passes 8-0.

- Presented by:
 - o Nick Williams.
- Proponents:
 - o None.
- Opponents:
 - o Erik Eaves.
- Public Comment:
 - o None.

Motion:

Made by Commissioner Michael Pruitt to recommend approval for the request on the basis that it meets all criteria of the historic flood variance.

Second:

Made by Commissioner Elayne Lockett to

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton		X	
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray		X	
Lee Anne Venable	X		
Carlos Wilson		X	

Motion to recommend approval the request passes a 5-3 vote.

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**Item C:** A petition has been filed by the City of Hattiesburg for a Tax Increment Financing “Redevelopment Plan” as described in the following: This Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996, as Amended and Restated November 2024 (the “Redevelopment Plan”) is an amendment to and a restatement of that Tax



Increment Financing Redevelopment Plan, City of Hattiesburg, Mississippi, 1996, and is being adopted and implemented by the City of Hattiesburg, Mississippi (the “City”) pursuant to Section 21-45-1 et seq., Mississippi Code of 1972, as amended (the “TIF Act”). Projects implemented under this Redevelopment Plan may be undertaken in collaboration with Forrest County, Mississippi and Lamar County, Mississippi and/or other counties, cities and governing authorities pursuant to Section 17-13-1 et seq., Mississippi Code of 1972, as amended (the “Interlocal Act”), and/or the Regional Economic Development Act as authorized by Section 57-64-1 et seq., Mississippi Code of 1972, as amended and applicable (the “REDA Act”).

**Discussion and Vote:**

Staff introduced the case. Ann Jones, Chief Administrative Officer, presented on behalf of the application.

**Presented by:**

1. Ann Jones, Chief Administrative Officer

**Proponents:**

1. None

**Opponents:**

1. None

**Motion:**

Commissioner Carlos Wilson motioned to recommend approval of the request.

**Second:**

Made by Commissioner Lee Anne Venable

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to recommend approval of the request passes 8-0.

**OTHER BUSINESS:**

- Elections for HPC officers for 2025. Nominating committee report from Dr. Conville.
  - o 2025 Officer Nominations:
    - Amy Hinton, Chair
    - Rhoda A. Pickett, Vice-Chair
    - Rebekah Ray, Secretary
  - o Motion to name officers made by Commissioner Wilson and seconded by Commissioner Lockett
    - All in favor, motion passes 7-0.
  - o Commission authorize staff to correct scribes error in bylaws regarding the nominating committee.

**Adjournment:**

The meeting was adjourned at 2:56 p.m.

**Motion:**

Made by Commissioner Carlos Wilson

**Second:**

Made by Commissioner Rebekah Ray

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to adjourn the meeting passes **10-0**.

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Rebekah Ray, Secretary

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Cory Long, AICP, Planning Division Manager

Prepared by: City of Hattiesburg  
City Clerk's Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601)545-4550

Return to: City of Hattiesburg  
City Clerk's Office  
P.O. Box 1898  
Hattiesburg, MS 39403  
(601)545-4550

INDEXING INSTRUCTIONS:

**ORDINANCE NUMBER \_\_\_\_\_**  
**OF THE**  
**CITY OF HATTIESBURG, MISSISSIPPI**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF  
HATTIESBURG AMENDING THE  
COMPREHENSIVE PLAN 2008-2028 ADOPTED BY RESOLUTION DECEMBER 16,  
2008, AS AMENDED, TO ADOPT THE RIGHT DOWN BROADWAY MASTER PLAN.**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HATTIESBURG,  
MISSISSIPPI:

**WHEREAS**, the Statutes of the State of Mississippi, Section 17-1-1 to 17-1-27, inclusive, of the Mississippi Code of 1972, annotated, as amended, empower the City of Hattiesburg, Mississippi, to enact zoning ordinances and to provide for its administration, enforcement, and amendment thereof; and

**WHEREAS**, Section 17-1-9 of the Mississippi Code of 1972, annotated, as amended, states that "zoning regulations shall be made in accordance with a comprehensive plan, and designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

**WHEREAS**, Section 17-1-1 of the Mississippi Code of 1972, annotated, as amended, defines the term "comprehensive plan" as "a statement of public policy for the physical development of the entire municipality or county adopted by resolution of the governing body, consisting of the following elements at a minimum: (1) goals and objectives for the long-range (twenty to twenty-five years) development of the county or municipality; (2) a land use plan; (3) a transportation



plan; and (4) a community facilities plan"; and

**WHEREAS**, Section 17-1-11 of the Mississippi Code of 1972, annotated, as amended, states that "the governing authority of each municipality and county may provide for the preparation, adoption, amendment, extension and carrying out of a comprehensive plan and may create, independently or jointly, a local Planning/Zoning Commission with authority to prepare and propose (a) a comprehensive plan of physical development of the municipality or county; (b) a proposed zoning ordinance and map;" and

**WHEREAS**, pursuant to Section 17-1-11, the Mayor and City Council have established such a Planning Commission; and

**WHEREAS**, the Mayor and City Council have adopted by resolution a certain Special Area Plan as an addendum to the City of Hattiesburg Comprehensive Plan entitled the "Right Down Broadway Master Plan" which addresses goals and objectives, land use, and transportation among other community development components, as superseding prior planning recommendations for the area which it covers and as previously recommended by the City of Hattiesburg Planning Commission in accordance with required statutory procedure; and

**WHEREAS**, the Mayor and City Council having given due public notice of a hearing relating to said zoning amendments and have held a public hearing in accordance with the requirements of Section 17-1-15 of the Mississippi Code of 1972, annotated, as amended:

**NOW, THEREFORE, BE IT RESOLVED AND ORDAINED** by the Mayor and City Council of the City of Hattiesburg, Mississippi, that the zoning ordinance of the City of Hattiesburg is hereby amended subject area in accordance with that illustrated in the Right Down Broadway Mater Plan and illustrated as follows:

See attached "EXHIBIT A RIGHT DOWN BROADWAY MASTER PLAN"

**SECTION 1.** That the Right Down Broadway, adopted as part of the Comprehensive Plan 2008-2028, as amended, of the City of Hattiesburg, Mississippi, be and the same is hereby changed and amended. The Hattiesburg Planning Commission recommended to APPROVE said amendments.

**SECTION 2.** Except as hereby expressly changed and amended, the aforesaid Comprehensive Plan 2008-2028, as amended, of said City of Hattiesburg, Mississippi, shall be and remain in full force and form as adopted.

**SECTION 3.** That this Ordinance take effect and be in force thirty (30) days from and after passage as provided by law.

The foregoing Ordinance having been reduced to writing, the same was introduced by

Council member \_\_\_\_\_ seconded by Council member \_\_\_\_\_  
and was adopted by the following vote to-wit:

YEAS: NAYS:

THE President thereby declared the motion carried and the foregoing Ordinance adopted  
and approved, this the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

(S E A L)

ATTEST: ADOPTED:

\_\_\_\_\_  
CLERK OF COUNCIL PRESIDENT

THE above and foregoing Ordinance having been submitted to and approved by the Mayor,  
this the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

ATTEST: APPROVED:  
\_\_\_\_\_  
CITY CLERK MAYOR



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Wiley Quinn, Urban Development Director  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Adopt an Ordinance to approve a zoning change from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County). The Planning Commission recommended approval on December 11, 2024.  
File Number: 2025-5  
Minute Book #

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## Summary

### Recommendation Statement

The Planning Commission recommended approval on December 11th, 2024.

Please place this on the January 7, 2025 City Council meeting for consideration.

December 2024 HPC Item: A  
Pennie Allen, Property Owner/Applicant, Estella Jones, Applicant  
Request for: Request for Rezoning (A-1 to A2)



**Board of Adjustment  
Case Fact Sheet**

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**Name of Petitioners:** Pennie Allen, Property Owner/Applicant, Estella Jones, Applicant

|                             |                   |              |              |
|-----------------------------|-------------------|--------------|--------------|
| <b>Address of Property:</b> | <b>Tax Parcel</b> | <b>PPIN:</b> | <b>Ward:</b> |
| 34 South Hills Drive        | 2-042M-35-009.00  | 27754        | 5            |

---

**Request:** **Request for Rezoning — A-1 (General Agricultural) to A-2 (Agricultural Residential)**

**Purpose of Request:** Pennie Allen, Property Owner and Applicant, and Estella Jones, Applicant, requests approval for rezoning from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County).

**History / Background:** The applicant met with staff to discuss the residential use of their agriculturally zoned property. The property is currently zoned A-1, which requires a minimum lot size of 3 acres and does not permit subdivision below this threshold. The applicant's property contains an existing residence, and they wish to subdivide the lot to establish an additional legal parcel. The intended use is for a family member to construct a new home on the subdivided lot.

The proposed subdivision would create two 1-acre lots, which is smaller than the minimum lot size allowed under the current A-1 zoning. To establish this minor subdivision as part of their family estate planning, the applicant is seeking rezoning of the property to A-2 (Agricultural Residential). The



December 2024 HPC Item: A  
Pennie Allen, Property Owner/Applicant, Estella Jones, Applicant  
Request for: Request for Rezoning (A-1 to A2)

A-2 zoning designation could be considered the least impactful change, as the primary difference reduced lot size requirements while maintaining similar agricultural and residential uses.

The proposed subdivision is also considered infill development, and no roads will be created with this subdivision and utilities are already available along the street frontage. Infill development is considered to be an alternative to urban sprawl as it is the development of underused or vacant land in communities. The proximity to existing utilities can reduce the strain on development and can make development overall more efficient. It also reduces the travel distance for residents who work and shop in the City of Hattiesburg.

**Applicant Summary:** See Attached

**Applicable Regulations:**

**SECTION 4**

**Zoning Districts Established**

**A-1 General Agricultural District:** The purpose of the A-1 Agricultural District is to permit agricultural uses and low-density residential development. This district is consistent with the Rural Residential / Agricultural District in the Comprehensive Plan. The district is intended to encourage and protect rural uses from urbanization until such is warranted and the appropriate change in district classification is made.

**A-2 Agricultural Residential District:** The purpose of the A-2 Agricultural District is to permit low-density single-family residential development along with restrictive agricultural uses. This district is consistent with the Rural Residential / Agricultural District in the Comprehensive Plan. The district is intended to encourage and protect large lots, open space and low-density population.

**Present Zoning:** A-1 (General Agricultural)

**Present Use:** Residential Lot

December 2024 HPC Item: A  
Pennie Allen, Property Owner/Applicant, Estella Jones, Applicant  
Request for: Request for Rezoning (A-1 to A2)  
**Future Land Use:** Industrial/Corporate Office District

**Surrounding Zoning:  
and Land Use:** North: A-1 (General Agricultural) and I-1 (Light Industrial)  
South: R-1A (Single-Family Residential)  
East: A-1 (General Agricultural) and I-1 (Light Industrial)  
West: A-1 (General Agricultural)

**Letters or  
Concerns stated:** Staff have not received any letters or concerns regarding this project at the time of writing of this report.

**Options:** Recommend approval or denial of the request approval for rezoning from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County).

**Basis for approval (Zoning Change):**

- I. There was a mistake in the original zoning
- II. The character of the neighborhood has changed substantially so that rezoning is clearly justified and there is a public need for the rezoning
- III. Annexation

## SUBJECT PARCEL

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### 34 South Hills Drive— Zoning Change Request

Pennie Allen, Property Owner and Applicant, and Estella Jones, Applicant, request approval for rezoning from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County).







Zoning Map

- 34 South Hills Drive I-1
- A-1 I-2
- R-1A

Zoning Change Request

34 South Hills Drive  
PPIN: 27754  
Flood Zone: X, AE, SX  
Ward 5, Forrest County

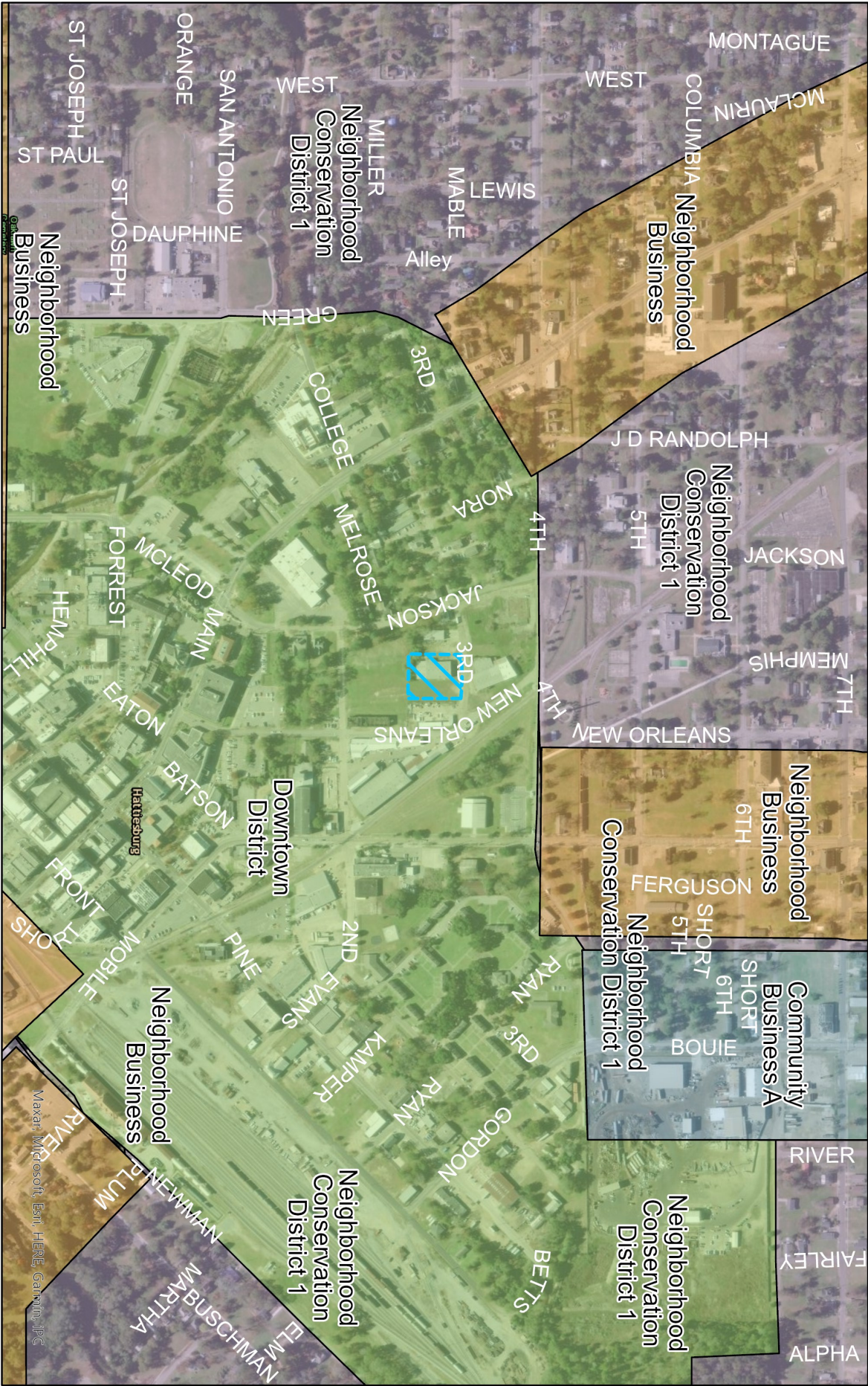
DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data.  
This information CANNOT be used as a substitute for legal, business, tax or other professional advice.  
Map Exported on: 11/25/2024 10:45 AM



**URBAN DEVELOPMENT**  
**PLANNING DIVISION**

Center: 89°16'38"W 31°15'51"N





Future Land Use Map

313 E 3rd

- Community Business A
- Downtown District
- Neighborhood Business
- Neighborhood Conservation District 1

Conditional Use Approval & Variance Request

313 E 3rd Street  
Ward 4, Forrest County  
PPIN 15708, Flood Zone SX 500

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data. This information CANNOT be used as a substitute for legal, business, tax or other professional advice. Map Exported on: 9/18/2024 9:20 AM



**URBAN DEVELOPMENT**  
PLANNING DIVISION

Center: 89°17'31"W 31°19'51"N



## Site Aerial





## Surrounding Area

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## Surrounding Area

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# URBAN DEVELOPMENT PLANNING DIVISION

## Public Hearing Application

P.O. BOX 1898 (200 Forrest Street/39401)

Hattiesburg, MS 39403-1898

Department of Urban Development

(601) 545-4599 or FAX (601) 545-1962

### APPLICANT:

Applicant Name: Pennie Allen

Project Name: Estella Jones

Proposed Use(s): Primary Residence

Project Street Address: 34 South Hill Drive

PPIN Number(s) (if unknown, can be found on tax receipt): \_\_\_\_\_

**\*PLEASE BE SURE TO FILL OUT PP. 1-5 AND SEE FEES ON P. 6\***

### Application for (check all appropriate types):

- |                                                                           |                                                      |
|---------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Variance (see below)                             | <input type="checkbox"/> Conditional Use (see below) |
| <input type="checkbox"/> Subdividing of Lot, Parcel, or Tract (see p. 12) | <input type="checkbox"/> Re-Zoning (see below)       |
| <input type="checkbox"/> Street or Alley Renaming (see pp. 13-14)         | <input type="checkbox"/> Overlay District            |
| <input type="checkbox"/> Vacating Street or Alley (see pp. 13-14)         | <input type="checkbox"/> Planned Mixed-Use District  |

### For Variance Only (check all appropriate variance types), see pp. 7 & 8:

- |                                       |                                                               |                                           |
|---------------------------------------|---------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Sign         | <input type="checkbox"/> Setback (front, side, or rear _____) | <input type="checkbox"/> Off-Site Parking |
| <input type="checkbox"/> Lot Width    | <input type="checkbox"/> Lot Coverage Area                    | <input type="checkbox"/> Buffer           |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Open Space                           |                                           |

### For Conditional Use Permit Only (check applicable type), see pp. 9 & 10:

- |                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Automotive Filling Station | <input type="checkbox"/> Telecommunications             |
| <input type="checkbox"/> Digital Billboard, New     | <input type="checkbox"/> Digital Billboard, Replacement |
| <input type="checkbox"/> Restaurant                 | <input type="checkbox"/> Solar Farm                     |
| <input type="checkbox"/> Other: _____               |                                                         |

### For Re-Zoning Only, see p. 11:

Existing Zoning: A1

Proposed Zoning: A2

### STAFF USE ONLY – Do Not Complete:

Pre-Application Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Historic District(s): \_\_\_\_\_

Flood Zone(s): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Project No.: \_\_\_\_\_

### Code Sections:

LDC Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

### RECEIVED DATE & INITIALS:

RECEIVED  
OCT 14 2024

BY: DP

**OWNER AFFIDAVIT PAGE**

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE OWNER(S) OF  
THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the OWNER(s) of the subject property located at  
34 South Hills Drive Hattiesburg MS  
Street Address City State  
on this the 14 day of 10, 2024

In the matter of this request, the property owner further authorizes the following named person(s)  
to represent them at the public hearing on this petition.

on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Pennie Allen  
Property Owner (print)

Pennie allen  
Property Owner (signature)

STATE OF MS

COUNTY OF Jones

Personally came and appeared before me, the within named

Pennie Allen  
who signed and delivered the above and foregoing instrument as and for their free act and deed on  
the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the  
subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 14th day of  
October, 2024.

Hazel Young  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_





### APPLICANT AFFIDAVIT PAGE

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE APPLICANT OF THIS PETITION, ONLY IF DIFFERENT FROM THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **APPLICANT(s)** of the subject property located  
at 706 N 30th Ave Hattiesburg MS,  
Street Address City State  
on this the 14 day of October, 2024.

Estella Jones  
Applicant (print)

[Signature]  
Applicant (signature)

STATE OF MS

COUNTY OF Jones

Personally came and appeared before me, the within named  
Estella Jones

who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 14th day of October, 2024.

Hazel Young  
NOTARY PUBLIC



My Commission Expires:  
\_\_\_\_\_

**FOR RE-ZONING APPLICANTS:**

As stated in Section 12.3 in the Land Development Code, one of the following conditions must be met before a rezoning can be recommended. Check the condition(s) most applicable to your request and explain in writing.

- ☐ There was a mistake in the original zoning.
- ☒ The character of the neighborhood has changed substantially so that rezoning is clearly justified and there is a public need for the rezoning.
- ☐ Annexation.

Detailed explanation of condition(s) most applicable to your request:

the zoning change allows for more homes to built. Helps with the public need for housing.



---

Document Prepared by and Return to:  
Jessica B. Vaughn (MSB #101893)  
Main Street Land Title, LLC  
317 N. Main St.  
Petal, MS 39465  
(601)-544-8550

STATE OF MISSISSIPPI  
COUNTY OF FORREST

INDEXING INSTRUCTIONS: Pt. SE ¼ of the NW ¼ of the SW ¼, Section 35, Township 4  
North, Range 13 West, Forrest County, MS.

**QUITCLAIM DEED**

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) cash in hand paid  
and other good and valuable consideration, the receipt and sufficiency of all of which are hereby  
acknowledged, the undersigned;

**Pennie Lee Allen, Grantor**  
34 South Hills Dr.  
Hattiesburg, MS 39401  
601-543-8661

does hereby grant, bargain, sell, remise, release, and forever quitclaim unto

**Estella Katherine Allen Jones, Grantee**  
706 N. 30<sup>th</sup> Ave.  
Hattiesburg, MS 39401  
601-606-8698

but subject to the exceptions, reservations, restrictions, covenants and conditions, if any, hereafter stated, in and to the following described land and property located in Forrest County, State of Mississippi, and more particularly described as follows, to-wit:

See Exhibit A attached hereto.

IT IS AGREED AND UNDERSTOOD that the taxes for the current year have been prorated as of this date on an estimated basis, and when said taxes are actually determined, if the proration as of this date is incorrect, the Parties hereto agree to pay on the basis of an actual proration.

Grantor acknowledges by signing this Quitclaim Deed and Grantee acknowledges by accepting it, that this Quitclaim Deed was prepared without the benefit of a title examination or a title opinion as to said real property, that neither Grantor nor Grantee requested or received same from the drafter of the Quitclaim Deed, and that the representations and warranties made herein are the express and implied representations and warranties of the Grantor and not of the drafter.

WITNESS THE SIGNATURE OF THE GRANTOR on the date herein acknowledged.

*Pennie Lee Allen*

Pennie Lee Allen

STATE OF MISSISSIPPI  
COUNTY OF LAMAR

Personally appeared before me, the undersigned authority in and for the said county and state, on this the 2nd day of October, 2024, within my said jurisdiction, the within named **Pennie Lee Allen** who acknowledged that he/she/they executed the above and foregoing instrument.

GIVEN MY HAND AND OFFICIAL SEAL OF OFFICE, this 2nd day of October, 2024.

*Briaunna Sanders*  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

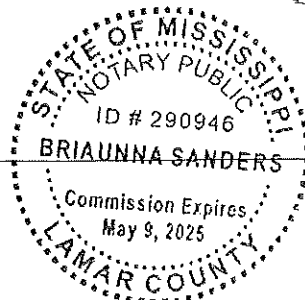


EXHIBIT A

Parcel 2:



\*\*\* CERTIFIED COPY PAGE \*\*\*

FORREST COUNTY, MS:  
I, LANCE C. REID, CHANCERY CLERK OF THE ABOVE NAMED  
COUNTY, AND STATE, DO CERTIFY THAT THE FOREGO IS A TRUE AND  
CORRECT COPY OF THE ORIGINAL AS APPEARS IN:  
DEED - 1400 AT PAGE - 60 IN SAID COURT.  
WITNESS MY HAND AND SEAL THIS Thursday, July 28, 2022

LANCE C. REID, CHANCERY CLERK



DEED

**Bk:1400 Page:60-62**

**RCD: 07/28/2022 @ 4:37:37:PM**

FORREST COUNTY, MS

LANCE C. REID CHANCERY CLERK

Prepared by:  
Bennett Tax Co., Inc.  
P.O. Box 3786  
Meridian, MS 39303

Index instructions:  
NW ¼ of the SW ¼  
S 35, T 4 N, R 13 W

Return to:  
Pennie Lee Allen  
204 Leeville Rd. Apt. # 4  
Petal, MS 39465

STATE OF MISSISSIPPI  
COUNTY OF FORREST

QUITCLAIM DEED

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good, legal and valuable considerations, the receipt and sufficiency of all of which is hereby acknowledged, BENNETT TAX CO., INC., Grantor,

P.O. Box 3786  
Meridian, MS 39303  
(601) 681-4535

does hereby sell, convey, and quitclaim unto:

**PENNIE LEE ALLEN**, Grantee,  
**204 Leeville Road, Apt. # 4**  
**Petal, MS 39465**  
**(601) 543-8661**

all its right, title, and interest in and to the following described real property situated, lying and being in the county of Forrest, Mississippi to-wit:

Beginning at the Northwest corner of the Southeast ¼ of the Northwest ¼ of the Southwest ¼ run South 330 ft., run East 264 ft., run North 330 ft., run West 264 ft. to beginning, Section 35, Township 4 North, Range 13 West, Forrest County, Mississippi. Also being Parcel # 2-042M-35-009.00 and PPIN # 27754.

It is the intent of the Grantor to Quitclaim that property described in the Tax Deed recorded in the office of the Chancery Clerk of Forrest County, Mississippi, in Book 1398 at Pages 691-693.

This instrument does not cover any rights of the Grantor arising out of tax sales subsequent to August 26, 2019.

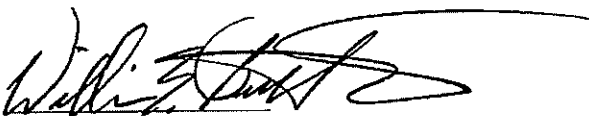


Grantee herein assumes any and all taxes due or to become due on the above described property.

This Quitclaim Deed supersedes all prior agreements between the parties, contains the entire and final agreement of the parties, and cannot be changed except by their written consent. Neither party has relied upon any statement or representation made by the other party not contained herein. Neither party shall be bound by any terms, conditions, oral statements, warranties, or representations not herein contained. Seller makes no warranties concerning the condition and/or status of the title to the property. Buyer acknowledges that the property described herein is sold "as is" and "where is". Buyer further acknowledges that the property described herein was purchased at a tax sale, and no confirmation suit to confirm and quiet title has been filed by the Seller. Buyer agrees that the Seller shall not be responsible for confirming title acquired via the tax deed and/or tax sale. It shall be Buyer's obligation and responsibility to make all arrangements and bear all costs, expenses, and/or attorney's fees to confirm and quiet title in and to the property. As such, Seller's and/or Buyer's interest in the property described herein is subject to being terminated and Buyer may be forced to vacate the property and acknowledges that no refunds will be given.

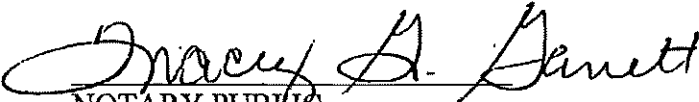
IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed on this the 25<sup>th</sup> day of July, 2022.

BENNETT TAX CO., INC.

By:   
President of Bennett Tax Co., Inc.

STATE OF MISSISSIPPI  
COUNTY OF LAUDERDALE

Personally appeared before me, the undersigned authority in and for the said county and state, on this 25 day of July, 2022, within my jurisdiction, the within named William E. Bennett, III, duly identified before me, who acknowledged that he is President of Bennett Tax Co., Inc., a Mississippi corporation, and that for and on behalf of the said corporation, and as its act and deed, he signed and delivered the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

  
NOTARY PUBLIC

My commission expires:

02/28/2025



**MINUTES OF THE  
REGULAR MEETING OF THE  
HATTIESBURG PLANNING COMMISSION  
December 11<sup>th</sup>, 2024**

**Board Members Roll Call:**

Members Present:

1. Richard Conville
2. Amy Hinton, Chair
3. Elayne Lockett
4. Rhoda Pickett, Vice Chair
5. Michael Pruitt
6. Rebekah Ray, Secretary
7. Lee Anne Venable (Was present for all items through Item C).
8. Carlos Wilson

Members Not Present:

1. Charles Dawe
2. Michael Dickerson
3. Vacant Seat

**Staff Present:**

1. Cory Long, Planning Manager
2. Nathan Satcher, Senior Planner
3. Kevin Bates, Building Official
4. David Miller, Esq.
5. Wiley Quinn, Director of Urban Development
6. Ann Jones, Chief Administrative Officer.
7. Meridian McDaniel, Planner I

Chair Hinton declared the Hattiesburg Planning Commission meeting open and in session at 1:21 p.m.

**AGENDA REVIEW**

**Motion:**

Made by Commissioner Lee Anne Venable to approve the agenda

**Second:**

Made by Commissioner Richard Conville

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to approve the Agenda for the December 11<sup>th</sup> Special Called Meeting by an 8-0 vote.

**MINUTES REVIEW**

**Motion:**

Made by Commissioner Rhoda Pickett To move the review of the December 4<sup>th</sup> meeting's minutes to the January meeting.

**Second:**

Made by Commissioner Michael Pruitt

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to move the review of the December 4<sup>th</sup> meeting's minutes to the January meeting.  
an 8-0 vote.



## **BUILDING REPORT**

Kevin Bates, Building Official, provided the Building Permit Report for November 2024.

## **PLANNING REPORT**

The Planning Division staff gave a report.

## **CHAIR'S REPORT**

The Chair did not have a report for the meeting.

## **INTRODUCTIONS**

Commissioners and staff introduced themselves.

## **PUBLIC HEARING – Planning Commission**

**Item A:** Pennie Allen, Property Owner and Applicant, and Estella Jones, Applicant, request approval for rezoning from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County).

### **Discussion and Vote:**

The Planning Staff introduced the case. Estella Jones spoke on behalf of their case answered questions from the commissioners.

- Presented by:
  - o Estella Jones
- Proponents:
  - o None.
- Opponents:
  - o None.

### **Motion:**

Made by Commissioner Rhoda Pickett to approve the request on the basis of neighborhood has changed substantially.

### **Second:**

Made by Commissioner Michael Pruitt

### **Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |

|                  |   |  |  |
|------------------|---|--|--|
| Amy Hinton       | X |  |  |
| Elayne Lockett   | X |  |  |
| Rhoda Pickett    | X |  |  |
| Michael Pruitt   | X |  |  |
| Rebekah Ray      | X |  |  |
| Lee Anne Venable | X |  |  |
| Carlos Wilson    | X |  |  |

Motion to recommend approval for the request passes with an 8-0 vote.

~~~~~  
Item B: Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative, request a variance from Article 6, Section E, which states that qualifying historic structures may apply for a flood variance from the requirement to elevate or floodproof the structure, for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County).

Discussion and Vote:

The Planning Staff introduced the case. Nick Williams spoke on behalf of their case answered questions from the commissioners.

- Presented by:
 - o Nick Williams.
- Proponents:
 - o None.
- Opponents:
 - o Tom Eaves.
- Public Comment:
 - o David Shemper.

Motion:

Made by Commissioner Lee Anne Venable to reopen the public hearing.

Second:

Made by Commissioner Elayne Lockett

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		

Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to reopen the public hearing passes 8-0.

- Presented by:
 - o Nick Williams.
- Proponents:
 - o None.
- Opponents:
 - o Erik Eaves.
- Public Comment:
 - o None.

Motion:

Made by Commissioner Michael Pruitt to recommend approval for the request on the basis that it meets all criteria of the historic flood variance.

Second:

Made by Commissioner Elayne Lockett to

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton		X	
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray		X	
Lee Anne Venable	X		
Carlos Wilson		X	

Motion to recommend approval the request passes a 5-3 vote.

~~~~~

**Item C:** A petition has been filed by the City of Hattiesburg for a Tax Increment Financing “Redevelopment Plan” as described in the following: This Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996, as Amended and Restated November 2024 (the “Redevelopment Plan”) is an amendment to and a restatement of that Tax

Increment Financing Redevelopment Plan, City of Hattiesburg, Mississippi, 1996, and is being adopted and implemented by the City of Hattiesburg, Mississippi (the “City”) pursuant to Section 21-45-1 et seq., Mississippi Code of 1972, as amended (the “TIF Act”). Projects implemented under this Redevelopment Plan may be undertaken in collaboration with Forrest County, Mississippi and Lamar County, Mississippi and/or other counties, cities and governing authorities pursuant to Section 17-13-1 et seq., Mississippi Code of 1972, as amended (the “Interlocal Act”), and/or the Regional Economic Development Act as authorized by Section 57-64-1 et seq., Mississippi Code of 1972, as amended and applicable (the “REDA Act”).

**Discussion and Vote:**

Staff introduced the case. Ann Jones, Chief Administrative Officer, presented on behalf of the application.

**Presented by:**

1. Ann Jones, Chief Administrative Officer

**Proponents:**

1. None

**Opponents:**

1. None

**Motion:**

Commissioner Carlos Wilson motioned to recommend approval of the request.

**Second:**

Made by Commissioner Lee Anne Venable

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to recommend approval of the request passes 8-0.

**OTHER BUSINESS:**



- Elections for HPC officers for 2025. Nominating committee report from Dr. Conville.
  - o 2025 Officer Nominations:
    - Amy Hinton, Chair
    - Rhoda A. Pickett, Vice-Chair
    - Rebekah Ray, Secretary
  - o Motion to name officers made by Commissioner Wilson and seconded by Commissioner Lockett
    - All in favor, motion passes 7-0.
  - o Commission authorize staff to correct scribes error in bylaws regarding the nominating committee.

**Adjournment:**

The meeting was adjourned at 2:56 p.m.

**Motion:**

Made by Commissioner Carlos Wilson

**Second:**

Made by Commissioner Rebekah Ray

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to adjourn the meeting passes **10-0**.

---

Rebekah Ray, Secretary

---

Cory Long, AICP, Planning Division Manager

Prepared by: City of Hattiesburg  
City Clerk's Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601)545-4550

Return to: City of Hattiesburg  
City Clerk's Office  
P.O. Box 1898  
Hattiesburg, MS 39403  
(601)545-4550

INDEXING INSTRUCTIONS:

**ORDINANCE NUMBER \_\_\_\_\_**  
**OF THE**  
**CITY OF HATTIESBURG, MISSISSIPPI**  
**AN ORDINANCE CHANGING AND AMENDING THE**  
**COMPREHENSIVE ZONING DISTRICT MAP, ADOPTED AS PART OF THE**  
**LAND DEVELOPMENT CODE ORDINANCE NO. 3209, AS AMENDED,**  
**OF THE CITY OF HATTIESBURG, MISSISSIPPI**  
**FOR A CERTAIN PROPERTY LOCATED AT 34 SOUTH HILLS DRIVE (PARCEL 2-**  
**042M-35-009.000, PPIN 27754, FORREST CO., WARD 5) FROM SECTION 4.5.1 A-1**  
**(AGRICULTURAL) DISTRICT TO SECTION 4.5.2, A-2 (AGRICULTURAL**  
**RESIDENTIAL) DISTRICT.**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HATTIESBURG,  
MISSISSIPPI:

SECTION 1. That the Comprehensive Zoning District Map, adopted as part of the Comprehensive Zoning Ordinance No. 3209, as amended, of the City of Hattiesburg, Mississippi, be and the same is hereby changed and amended. The Hattiesburg Planning Commission recommended to Approve said change in zoning for the following reasons:

The character of the neighborhood has changed substantially so that rezoning is clearly justified, and there is a public need for the rezoning.

Beginning at the Northwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  run South 330 ft., run East 264 ft., run North 330 ft., run West 264 ft. to beginning, Section 35 Township 4 North, Range 13 West, Forrest County, Mississippi. Also being Parcel # 2-042M-35009.00 and PPIN # 27754

SECTION 2. Except as hereby expressly changed and amended, the aforesaid Comprehensive Zoning District Map and the Land Development Code Ordinance No. 3209, as amended, of said City of Hattiesburg, Mississippi, shall be and remain in full force and form as adopted.

SECTION 3. That this Ordinance take effect and be in force thirty (30) days from and after passage as provided by law.

The foregoing Ordinance having been reduced to writing, the same was introduced by Council member \_\_\_\_\_ seconded by Council member \_\_\_\_\_ and was adopted by the following vote to-wit:

YEAS:

NAYS:

THE President thereby declared the motion carried and the foregoing Ordinance adopted and approved, this the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2025.

(S E A L)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

THE above and foregoing Ordinance having been submitted to and approved by the Mayor, this the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2025.

ATTEST:

APPROVED:

CITY CLERK

MAYOR





# Memorandum

**To:** Mayor Toby Barker and Members of City Council

**From:** Wiley Quinn, Urban Development Director

**cc:**

**Date:** Tuesday, January 7, 2025

**Re:** Approve a variance from the requirement of 10ft green space and tree requirement along a frontage to instead allow for 0ft of green space; a variance from the requirement of sidewalks along public streets to allow for no sidewalks along US Hwy 49 and Rawls Springs Rd.; a variance from the maximum requirement of 36ft for a three-way driveway entrance to instead allow for 41ft; and a variance from the minimum front setback requirement in a B-5 zone of 30ft to instead allow for 12.5ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County). The Board of Adjustment recommended approval on December 11, 2024.  
File Number: 2025-6  
Minute Book #

---

## Summary

### Recommendation Statement

The Board of Adjustment recommended approval on December 11th, 2024.

Please place this on the January 7, 2025 City Council meeting for consideration.



**URBAN  
DEVELOPMENT  
PLANNING DIVISION**

**Board of Adjustment  
Case Fact Sheet**

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**Names of Petitioner:** Keith Saucier, Property Owner/Applicant, John Anglin, Engineer, and Keith Connerly, Representative

|                             |                    |              |              |
|-----------------------------|--------------------|--------------|--------------|
| <b>Address of Property:</b> | <b>Tax Parcels</b> | <b>PPIN:</b> | <b>Ward:</b> |
| 6762 Hwy 49                 | 2-025H-25-025.00   | 27570        | 1            |

---

**Request:** Landscape Buffer, Setback, and Sidewalk variance

**Purpose of Request:** Keith Saucier, Applicant, and John Anglin, Engineer, request a variance from the requirement of 10ft green space and tree requirement along a frontage (LDC 7.10.11.1) to instead allow for 0ft of green space; a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 49 and Rawls Springs Rd.; a variance from the maximum requirement of 36ft for a three-way driveway entrance (LDC 7.5.3.4) to instead allow for 41ft; and a variance from the minimum front setback requirement in a B-5 zone of 30ft (LDC 6.1) to instead allow for 12.5ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).

**History / Background:** The applicants met with staff in a Pre-Application meeting in September to discuss the demolition of the current Shell station to expand the KeithCo station on Highway 49. During the pre-application meeting, staff noted that since the site was being completely redeveloped, it would need to come into compliance with the current Land Development Code. It was discussed that they would need to meet the standards of design in section 7 of the LDC— there would need to be sidewalks along all public roads (Highway 49 and Rawls Springs Road), curb cut requirements, landscaping requirements, and building façade/material requirements would have to be met. The applicants met with staff in another Pre-Application meeting in October, where they discussed the updated site plan for the project and the variances they knew they would be requesting and later submitted their application for the above variances.

**Applicant Summary:** See Attached

**Applicable Regulations:**

**SECTION 4 Zoning Districts**

**4.5.12 B-5 Regional Business District:** The purpose of the B-5 District is to provide for retail, personal and business services, offices, and financial services in locations with convenient access to the region's population consistent with comprehensive planning policies. This district is consistent with the Regional Business District in the Comprehensive Plan.

**SECTION 6 Table 6.1 Dimensional Standards**

| Table 6.1 Dimensional Standards |                                          |                     |                       |                  |            |           |           |                      |                                      |                |
|---------------------------------|------------------------------------------|---------------------|-----------------------|------------------|------------|-----------|-----------|----------------------|--------------------------------------|----------------|
| District                        | Minimum Lot Size in SF/ Width at Setback | Max. Dwelling Units | Max. Floor Area Ratio | Setbacks in feet |            |           |           | Max. Height*         | Max. Impervious Surface Lot Coverage | Buffer in Feet |
|                                 |                                          |                     |                       | Min. Front       | Max. Front | Min. Side | Min. Rear |                      |                                      |                |
| B-5                             | No minimum/ 100                          | -                   | 1.50                  | 30               | 150        | 0 or 10   | 0         | 72 feet or 6 stories | 90%                                  | 50             |

**SECTION 7 Table 7.1 Design Standards**

**7.5 Parking and Traffic Circulation**

**7.5.3.4** Three-way driveway entrances shall be a maximum of 36 feet wide.

**7.6 Circulation External to a Site**

**7.6.1.1** Sidewalks shall be provided along all public streets on the entire frontage of a development site and align with existing sidewalks on adjacent properties including both frontages on corner lots. Minimum sidewalk width is five feet. Additional width may be required as determined by Site and Design Review.

**7.10 Landscaping**

**7.10.11.1** A green strip 10 feet in width shall be planted with at least one large, deciduous tree per 60 feet of lineal frontage.

**Present Zoning:** B-5 Regional Business District

**Present Use:** Vacant Gas Station

**Future Land Use:** Regional Business Corridor

**Surrounding Zoning:**

**and Land Use:** North: B-5 Regional Business District/I-1 Light Industrial District  
South: I-1 Light Industrial District  
East: B-5 Regional Business District/I-1 Light Industrial District  
West: B-5 Regional Business District

**Letters or**

**Concerns stated:** The Planning Division Office has not received any letters or other written communications relative to this case as of finalizing this report.

**Options:**

A1- Recommend **approval or denial** of a variance from the requirement of 10ft green space and tree requirement along a frontage (LDC 7.10.11.1) to instead allow for 0ft of green space for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).

A2 - Recommend **approval or denial** of a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 49 and Rawls Springs Rd. for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).

*Options for approval—Can partially approve variance if sidewalk is deemed appropriate on one frontage but not the other.*

A3- Recommend **approval or denial** of a variance from the maximum requirement of 36ft for a three-way driveway entrance (LDC 7.5.3.4) to instead allow for 41ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).

A4- Recommend **approval or denial** of a variance from the minimum front setback requirement in a B-5 zone of 30ft (LDC 6.1) to instead allow for 12.5ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).



**Basis for Approval (12.4.1.1):**

Approval Criteria. A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria:

I. Hardship.

- The hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant.
- There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

II. Special Privilege. A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.

III. Literal Interpretation. The literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

IV. Reasonable Use. The applicant cannot make reasonable use of the property without the requested variance.

V. Minimum Required. The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

VI. Conformance with the Purposes of this Code. The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

## SUBJECT PARCEL

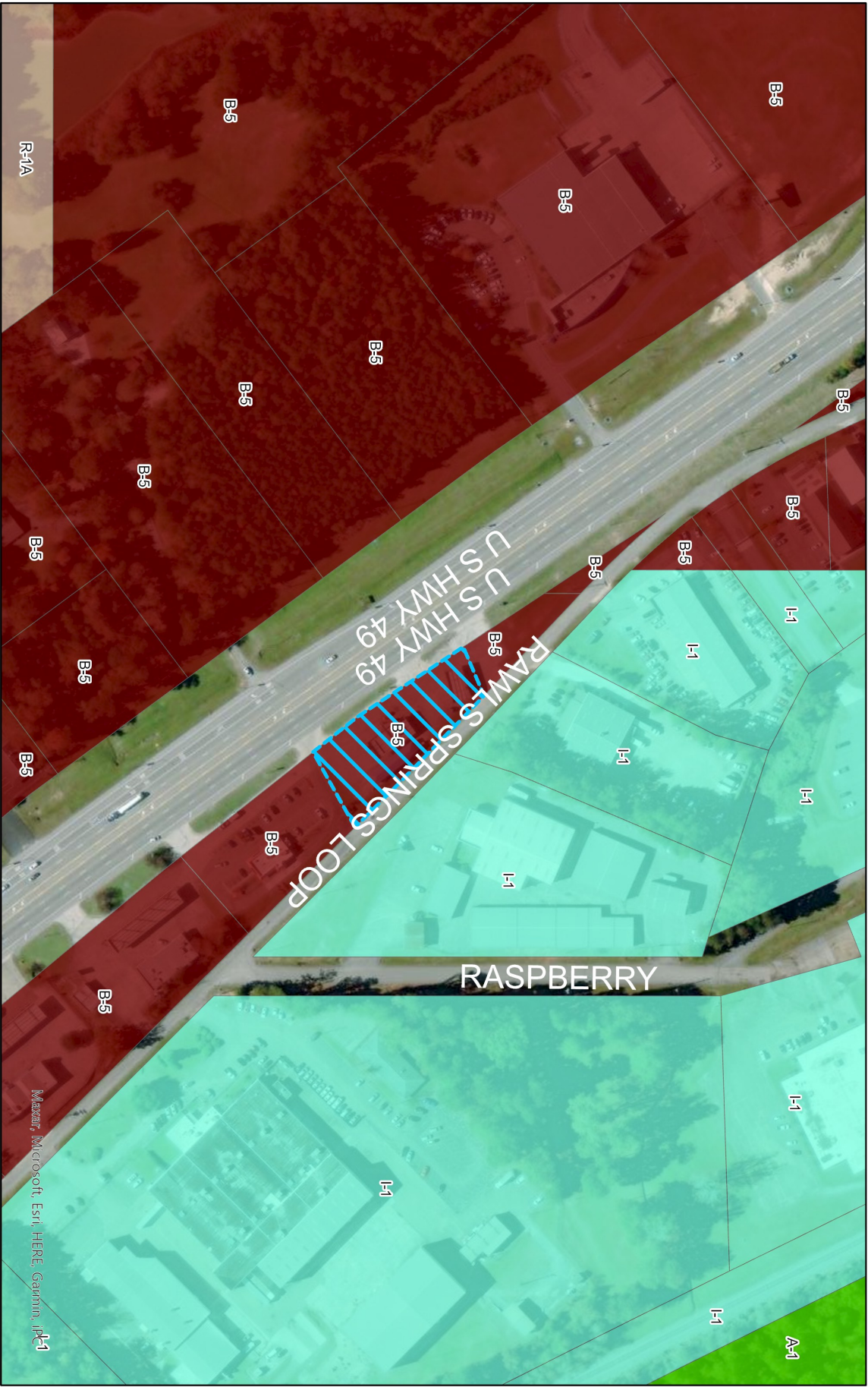
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### 6762 Hwy 49 — Variance Requests

Keith Saucier, Applicant, and John Anglin, Engineer, request a variance from the requirement of 10ft green space and tree requirement along a frontage (LDC 7.10.11.1) to instead allow for 0ft of green space; a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 49 and Rawls Springs Rd.; a variance from the maximum requirement of 36ft for a three-way driveway entrance (LDC 7.5.3.4) to instead allow for 41ft; and a variance from the minimum front setback requirement in a B-5 zone of 30ft (LDC 6.1) to instead allow for 12.5ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).







Zoning Map

- 6762 HWY 49 B-5
- A-1 I-1
- R-1A

Multiple Variance Requests for  
New Gas Station  
6762 HWY 49  
PPIN: 18460, Flood Zone: X  
Ward 1, Forrest County

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data.  
This information CANNOT be used as a substitute for legal, business, tax or other professional advice.  
Map Exported on: 11/25/2024 11:27 AM

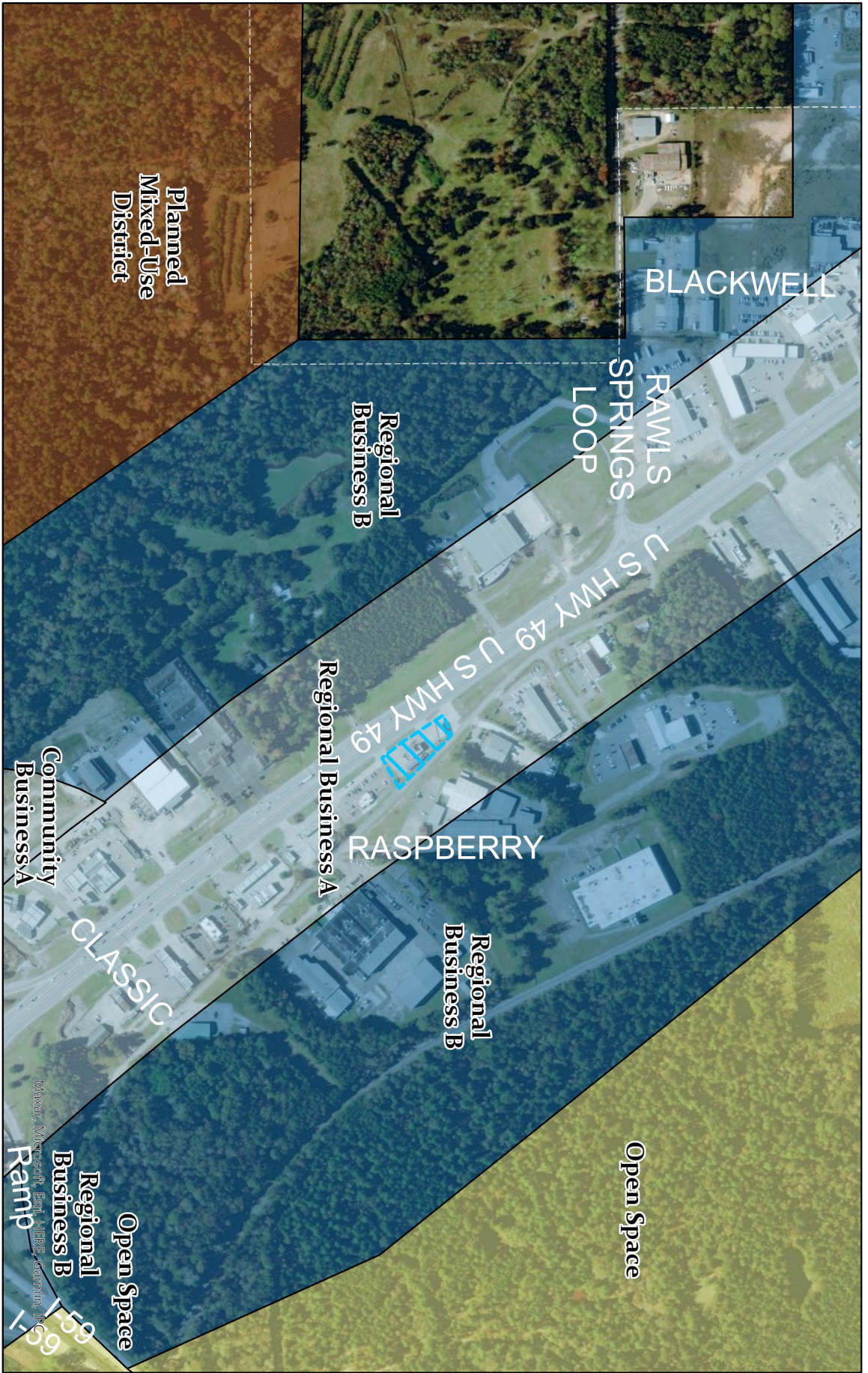
0600  
Feet

URBAN  
DEVELOPMENT

PLANNING DIVISION

Center: 89°21'6"W 31°21'46"N





- Future Land Use Map
- 6762 HWY 49
  - Community Business A
  - Open Space
  - Planned Mixed-Use District
  - Regional Business A
  - Regional Business B

Multiple Variance Requests for  
New Gas Station  
6762 HWY 49  
PPIN: 18460, Flood Zone: X  
Ward 1, Forrest County

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data.  
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Map Exported on: 11/25/2024 11:26 AM



**URBAN DEVELOPMENT**  
PLANNING DIVISION  
Center: 89°21'8"W 31°21'46"N





## Site Aerial





## Property Area

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## Surrounding Area

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RECEIVED  
OCT 14 2024



**URBAN  
DEVELOPMENT  
PLANNING DIVISION**

**Public Hearing Application**

P.O. BOX 1898 (200 Forrest Street/39401)  
Hattiesburg, MS 39403-1898  
Department of Urban Development  
(601) 545-4599 or FAX (601) 545-1962

**APPLICANT:**

Applicant Name: Keith Saucier  
Project Name: Keithco  
Proposed Use(s): Convenience Store  
Project Street Address: 6762 Hwy 49, Hattiesburg MS 39401  
PPIN Number(s) (if unknown, can be found on tax receipt): 27570

**Application for (check all appropriate types):**

- |                                                                           |                                                      |
|---------------------------------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Variance (see below)                  | <input type="checkbox"/> Conditional Use (see below) |
| <input type="checkbox"/> Subdividing of Lot, Parcel, or Tract (see p. 12) | <input type="checkbox"/> Re-Zoning (see below)       |
| <input type="checkbox"/> Street or Alley Renaming (see pp. 13-14)         | <input type="checkbox"/> Overlay District            |
| <input type="checkbox"/> Vacating Street or Alley (see pp. 13-14)         | <input type="checkbox"/> Planned Mixed-Use District  |

**For Variance Only (check all appropriate variance types), see pp. 7 & 8:**

- |                                    |                                                                          |                                           |
|------------------------------------|--------------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Sign      | <input checked="" type="checkbox"/> Setback (front, side, or rear _____) | <input type="checkbox"/> Off-Site Parking |
| <input type="checkbox"/> Lot Width | <input type="checkbox"/> Lot Coverage Area                               | <input type="checkbox"/> Buffer           |
|                                    |                                                                          | <input type="checkbox"/> Open Space       |

☒ Other: See Attached

**For Conditional Use Permit Only (check applicable type), see pp. 9 & 10:**

- |                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Automotive Filling Station | <input type="checkbox"/> Telecommunications             |
| <input type="checkbox"/> Digital Billboard, New     | <input type="checkbox"/> Digital Billboard, Replacement |
| <input type="checkbox"/> Restaurant                 | <input type="checkbox"/> Solar Farm                     |
| <input type="checkbox"/> Other: _____               |                                                         |

**For Re-Zoning Only, see p. 11:**

Existing Zoning: \_\_\_\_\_  
Proposed Zoning: \_\_\_\_\_

**\*PLEASE BE SURE TO FILL OUT PP. 1-5 AND SEE FEES ON P. 6\***

**STAFF USE ONLY – Do Not Complete:**

Pre-Application Date: \_\_\_\_\_ Planner: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Historic District(s): \_\_\_\_\_  
Flood Zone(s): \_\_\_\_\_ Zoning Districts(s): \_\_\_\_\_

Project No.: \_\_\_\_\_

**Code Sections:**

LDC Section No. \_\_\_\_\_  
Section No. \_\_\_\_\_  
Section No. \_\_\_\_\_  
Section No. \_\_\_\_\_  
Section No. \_\_\_\_\_

RECIVED DATE & INITIALS:



**OWNER AFFIDAVIT PAGE**

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **OWNER(s)** of the subject property located at  
6762 Hwy 49 Hattiesburg Mississippi,  
Street Address City State

on this the 14th day of October, 2024.

In the matter of this request, the property owner further authorizes the following named person(s) to represent them at the public hearing on this petition.

Keith Conerly & John Anglin

on this the 14th day of October, 2024.

Keith Sancer

Property Owner (print)

Keith Sancer

Property Owner (signature)

STATE OF

Mississippi

COUNTY OF

Forrest

Personally came and appeared before me, the within named

who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 14th day of Oct, 2024.

Loretta Williams

NOTARY PUBLIC

My Commission Expires:

Feb 23, 2026



**APPLICANT AFFIDAVIT PAGE**

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE **APPLICANT** OF THIS PETITION, **ONLY** IF DIFFERENT FROM THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **APPLICANT(s)** of the subject property located at

6762 Hwy 49 Hattiesburg Mississippi,  
Street Address City State

on this the 14th day of October, 2024.

Keith Sauer  
Applicant (print)

Keith Sauer  
Applicant (signature)

STATE OF Mississippi  
COUNTY OF Forrest

Personally came and appeared before me, the within named

who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 14th day of Oct, 2024.

Loretta Williams  
NOTARY PUBLIC

My Commission Expires:

Feb 23, 2026



## Variance #1: Variance for 10' Landscape Buffer

### **FOR VARIANCE APPLICANTS:**

The Board of Adjustment has the responsibility to hear and make recommendation on requests for variances to the requirements of this Code (per Section 11.4). **Section 12.4.1** Variances are departures from the standards of the Land Development Code, except land use, which will not be contrary to the public interest and where, owing to conditions peculiar to the property and not as a result of the action of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship.

The following conditions must be met before a variance can be recommended. Not all criteria must be met. However, a strong application will meet multiple criteria.

#### **Approval Criteria.**

A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria. Use this worksheet or format your own to demonstrate the following criteria.

1. **Hardship.** (a) the hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant. (b) There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

Due to peculiar shape of subject property a 10' landscape buffer would limit use of property and not allow room for traffic circulation

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2. **Special Privilege.** A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.
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-

3. **Literal Interpretation.** The literal interpretation of the provision of the regulation would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

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4. **Reasonable Use.** The applicant cannot make reasonable use of the property without the requested variance.

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5. **Minimum Required.** The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

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6. **Conformance with Purpose of this Code.** The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

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**12.4.1.2 Conditions of Approval.** In recommending the granting of a variance, the Board of Adjustment may require appropriate conditions and safeguards in conformity with this Code. Violation of such conditions and safeguards, when made a part of the terms under which a variance is granted, shall be deemed a violation of the Code. The recommendation of the Board Adjustment shall be presented to the City Council for final action.



## Variance #2: No Sidewalk along U.S. Hwy 49 and Rawls Springs Rd.

### **FOR VARIANCE APPLICANTS:**

The Board of Adjustment has the responsibility to hear and make recommendation on requests for variances to the requirements of this Code (per Section 11.4). **Section 12.4.1** Variances are departures from the standards of the Land Development Code, except land use, which will not be contrary to the public interest and where, owing to conditions peculiar to the property and not as a result of the action of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship.

The following conditions must be met before a variance can be recommended. Not all criteria must be met. However, a strong application will meet multiple criteria.

#### **Approval Criteria.**

A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria. Use this worksheet or format your own to demonstrate the following criteria.

1. **Hardship.** (a) the hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant. (b) There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

No other sidewalks in vicinity of subject property. U.S. Hwy 49 is not a pedestrian friendly road and walking along U.S. Hwy 49 should be discouraged.

Due to topography along Rawls Springs Road, a sidewalk cannot reasonably be constructed.

2. **Special Privilege.** A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.

3. **Literal Interpretation.** The literal interpretation of the provision of the regulation would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

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4. **Reasonable Use.** The applicant cannot make reasonable use of the property without the requested variance.

A sidewalk along Rawls Springs Road cannot be reasonably constructed

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5. **Minimum Required.** The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

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6. **Conformance with Purpose of this Code.** The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

No conflict with the land development code with granting this variance.

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**12.4.1.2 Conditions of Approval.** In recommending the granting of a variance, the Board of Adjustment may require appropriate conditions and safeguards in conformity with this Code. Violation of such conditions and safeguards, when made a part of the terms under which a variance is granted, shall be deemed a violation of the Code. The recommendation of the Board Adjustment shall be presented to the City Council for final action.

### Variance #3: Driveway width Variance - 36' to 41'

#### **FOR VARIANCE APPLICANTS:**

The Board of Adjustment has the responsibility to hear and make recommendation on requests for variances to the requirements of this Code (per Section 11.4). **Section 12.4.1** Variances are departures from the standards of the Land Development Code, except land use, which will not be contrary to the public interest and where, owing to conditions peculiar to the property and not as a result of the action of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship.

The following conditions must be met before a variance can be recommended. Not all criteria must be met. However, a strong application will meet multiple criteria.

#### **Approval Criteria.**

A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria. Use this worksheet or format your own to demonstrate the following criteria.

1. **Hardship.** (a) the hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant. (b) There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

The existing driveway to subject property is 41 feet. The variance requested is to use existing driveway of 41' and vary from 36'.

This request is for a 5' variance.

Driveway width is needed to allow large commercial vehicles to enter and exit property.

2. **Special Privilege.** A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.

3. **Literal Interpretation.** The literal interpretation of the provision of the regulation would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

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4. **Reasonable Use.** The applicant cannot make reasonable use of the property without the requested variance.

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5. **Minimum Required.** The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

Request is to use existing driveway width.

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6. **Conformance with Purpose of this Code.** The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

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**12.4.1.2 Conditions of Approval.** In recommending the granting of a variance, the Board of Adjustment may require appropriate conditions and safeguards in conformity with this Code. Violation of such conditions and safeguards, when made a part of the terms under which a variance is granted, shall be deemed a violation of the Code. The recommendation of the Board Adjustment shall be presented to the City Council for final action.



## Variance #4: Variance for canopy setback - 30' Req'd - 12.5' Proposed

### **FOR VARIANCE APPLICANTS:**

The Board of Adjustment has the responsibility to hear and make recommendation on requests for variances to the requirements of this Code (per Section 11.4). **Section 12.4.1** Variances are departures from the standards of the Land Development Code, except land use, which will not be contrary to the public interest and where, owing to conditions peculiar to the property and not as a result of the action of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship.

The following conditions must be met before a variance can be recommended. Not all criteria must be met. However, a strong application will meet multiple criteria.

#### **Approval Criteria.**

A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria. Use this worksheet or format your own to demonstrate the following criteria.

1. **Hardship.** (a) the hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant. (b) There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

Due to peculiar shape of subject property, a hardship will be created with the 30' required setback.

The canopy will line up with the adjacent canopy from the property to the south.

2. **Special Privilege.** A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.

3. **Literal Interpretation.** The literal interpretation of the provision of the regulation would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

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4. **Reasonable Use.** The applicant cannot make reasonable use of the property without the requested variance.

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5. **Minimum Required.** The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

The requested variance is the minimum dimension possible to line up the canopy with the property to the setback

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6. **Conformance with Purpose of this Code.** The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

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**12.4.1.2 Conditions of Approval.** In recommending the granting of a variance, the Board of Adjustment may require appropriate conditions and safeguards in conformity with this Code. Violation of such conditions and safeguards, when made a part of the terms under which a variance is granted, shall be deemed a violation of the Code. The recommendation of the Board Adjustment shall be presented to the City Council for final action.



DEED

**Bk:1425 Page:398-400**

**RCD: 07/17/2023 @ 9:22:35:AM**

**FORREST COUNTY, MS**

**LANCE C. REID CHANCERY CLERK**

**INDEXING INSTRUCTIONS: SE ¼ of SE ¼ Section 25, T-5-N, R-14-W, Forrest County, Mississippi**

Prepared by:

Tim Farris Law Firm PLLC  
6645 U.S. Hwy 98 W. Ste 3  
Hattiesburg, MS 39402  
(601)296-1082

Record and Return to:

Tim Farris Law Firm PLLC  
6645 U.S. Hwy 98 W. Ste 3  
Hattiesburg, MS 39402  
(601)296-1082

**STATE OF MISSISSIPPI  
COUNTY OF FORREST**

**WARRANTY DEED**

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, We the undersigned,

**BETH HOLDINGS, LLC  
457 Bozeman Rd.  
Madison, MS 39110  
(601)238-5918**

do hereby sell, convey, bargain and warrant to

**KS HATTIESBURG 2 REAL ESTATE, LLC  
A Mississippi Limited Liability Company  
325 T. Smith Road  
Hattiesburg, MS 39401  
(601)408-6747**

The following described real property situated and located in Forrest County, Mississippi, more particularly and certainly described as follows: **See Exhibit "A" attached hereto.**

The above Warranty and this conveyance is made subject to any and all valid and outstanding oil, gas and mineral leases, exceptions, reservations and conveyances affecting the subject property which may be of record in the office of the Chancery Clerk of Forrest County.

The above Warranty and this conveyance is made subject to any and all valid covenants, restrictions and easements affecting the subject property which may be of record in the office of the Chancery Clerk of Forrest County.

The above Warranty and this conveyance is made subject to any and all easements for public roads and public utilities as presently laid out, constructed or in use.

Subject to any environmental condition existing upon the subject property which would cause said property to be in violation of any State and/or Federal Environment Protection Act and subject to any such condition which may be in violation of such laws and is subject to any such condition which may affect the title to said property or lien placed against said property by any lender, individual corporation or otherwise.

The County and State ad valorem taxes for the current year shall be pro-rated between the parties from January 1, 2023, to the date of the execution of this conveyance. It is specifically agreed and understood that taxes for the current year are pro-rated based upon the previous year's taxes. The Grantee hereby takes full responsibility of paying the taxes for the year 2023 when same becomes due and payable.

WITNESS OUR signatures on this the 12<sup>th</sup> day of July, 2023.

**BETH HOLDINGS, LLC**  
**A MISSISSIPPI LIMITED LIABILITY COMPANY**

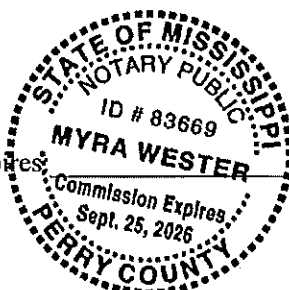
BY: 

**RAVINDER S. BEDI, MANAGER, GRANTOR**

STATE OF MISSISSIPPI  
COUNTY OF Lamar

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for said county and state, on this 12 day July, 2023, within my jurisdiction, the within named, BETH HOLDINGS, LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY by Ravinder S. Bedi, Manager, who acknowledged to me that he executed the above and foregoing instrument by resolution from members on the day and in the year therein stated as his official act after being given authority so to do.

My Commission Expires



  
Notary Public



EXHIBIT A  
LEGAL DESCRIPTION

Commencing at the Southeast corner of the SE $\frac{1}{4}$  of the SE $\frac{1}{4}$  of Section 25, Township 5 North, Range 14 West, in Forrest County, Mississippi, said point of commencement being also the Northeast corner of the NE $\frac{1}{4}$  of the NE $\frac{1}{4}$  of Section 36, Township 5 North, Range 14 West; and from said point of commencement, run thence West on and along the South line of said Section 25 and along the North line of Section 36, for a distance of 510.0 feet, to the Southwesterly boundary line of the Rawls Springs Road, as now surveyed and located; thence, run in a Northwesterly direction along Southwesterly Margin line of the said Rawls Springs Road, for 162.0 feet, to the point of beginning of the parcel of land.

Thence, from this point of beginning, run South 44 degrees 30 minutes West, for 141.0 feet; to the Northeast right of way line of the Mississippi U.S. Highway No. 49, as now surveyed and located; thence, run in a Northwesterly direction, following the curvature and the straight-away of said Northeast right of way line for 544.0 feet, more or less, to the centerline of a certain public road, as now located; thence, run North 46 degrees 13 minutes East for 64.5 feet, to the Southwesterly margin line of said Rawls Springs Road; thence, run in a Southeasterly direction, on and along the Southwesterly margin line of said Rawls Springs Road, for 517.6 feet, to the point of beginning.

LESS AND EXCEPT:

A part of the SE $\frac{1}{4}$  of the SE $\frac{1}{4}$  of Section 25, T-5-N, R-14-W, in the City of Hattiesburg, County of Forrest, State of Mississippi, and being more particularly described as commencing at the SE corner of the said SE $\frac{1}{4}$  of SE $\frac{1}{4}$  and thence run West along the South line of said Forty for 510 feet to the intersection with the Southwest margin line of the Hattiesburg-Rawls Springs Public Road, thence run North 44 degrees 30 minutes West along the Southwest margin line of said Road for 399.4 feet to and for the Point of Beginning, thence continue North 44 degrees 30 minutes West along the Southwest margin line of said Road for 284.6 feet, thence run South 53 degrees West for 94.7 feet to a point on the Northeast ROW Line of U. S. Highway No. 49, thence run Southeasterly along the Northeast ROW line of said Highway for 283.4 feet, thence run North 51 degrees 17 minutes East for 127.5 feet to the Point of Beginning and comprising 0.72 acres, more or less.

Together with all improvements and appurtenances thereon or thereunto belonging.

FORREST COUNTY, MS LANCE C. REID  
I CERTIFY THIS INSTRUMENT WAS FILED ON 7/17/2023 9:22:35 AM AND RECORDED IN DEED BOOK:1425 PAGE:398

Forrest County  
Filed/Recorded JANUARY 15 2010 09:14:00AM  
Witness my hand and seal  
Jimmy C. Havard  
Chancery Clerk

This document prepared by (and after  
recording mail to):  
Mitchell D. Weinstein  
30 South Wacker Drive, Suite 2600  
Chicago, Illinois 60606  
312-444-9300

**Quit Claim Deed**  
(Individual to LLC)

THE GRANTOR, Keith Saucier, whose address is 325 T Smith Rd, Hattiesburg, MS 39401, Phone Number: 601-268-2068, for and in consideration of One and No/100 (\$1.00) DOLLAR ONLY, CONVEYS AND QUITCLAIMS to Hattiesburg Store Real Estate, LLC, a Mississippi limited liability company, whose address is 325 T Smith Rd, Hattiesburg, MS 39401, Phone Number: 601-268-2068, all of the Grantor's right, title and interest in the following described real estate situated in the County of Forrest and State of Mississippi, to wit:

BEING SITUATED IN SECTIONS 25 AND 36, T5N, R14W, FORREST COUNTY, MISSISSIPPI, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCE AT THE SE CORNER OF SECTION 25, T5N, R14W, FORREST COUNTY, MISSISSIPPI, AND RUN THENCE S 89 DEGREES 55 MINUTES W, ALONG THE SOUTH BOUNDARY OF SAID SECTION 25, 489.63 FEET TO THE SOUTHERN R.O.W. LINE OF OLD RAWLS SPRING ROAD AND THE POINT OF BEGINNING FOR THE PROPERTY HEREIN DESCRIBED; RUN THENCE S 44 DEGREES 53 MINUTES E, ALONG THE SOUTHERN R.O.W. LINE OF OLD RAWLS SPRING ROAD, 108.00 FEET; RUN THENCE S 44 DEGREES 30 MINUTES W, 186.80 FEET TO THE NORTHERN R.O.W. LINE OF U.S. HIGHWAY 49; RUN THENCE NORTHWESTERLY, ALONG A CURVE IN THE NORTHERN R.O.W. LINE OF U.S. HIGHWAY 49, 269.3 FEET; SAID CURVE HAVING A RADIUS OF 16,988.8 FEET AND A CHORD BEARING AND DISTANCE OF N 39 DEGREES 10 MINUTES W, 269.17 FEET; RUN THENCE N 44 DEGREES 30 MINUTES E, 160.00 FEET TO THE SOUTHERN R.O.W. LINE OF OLD RAWLS SPRING ROAD; RUN THENCE S 44 DEGREES 53 MINUTES E, ALONG THE SOUTHERN R.O.W. LINE OF OLD RAWLS SPRING ROAD, 159.55 FEET TO THE POINT OF BEGINNING;

TOGETHER WITH ALL IMPROVEMENTS THEREON AND APPURTENANCES THEREUNTO BELONGING, AND SUBJECT TO ALL COVENANTS, RESTRICTIONS, EASEMENTS AND RESERVATIONS NOW OF RECORD AFFECTING THE USE OR ENJOYMENT OF THE PROPERTY CONVEYED HEREBY.

THE GRANTORS HEREBY ALSO WARRANT THAT THE PROPERTY HEREIN CONVEYED IS NOT ANY PART OF THEIR HOMESTEAD.

886475.1.14550.27752

**Inst. 651484**  
**Bk 1075 Pg 0018**

In Witness Whereof, the undersigned Grantor aforesaid has hereunto set his hand and seal  
this 1<sup>st</sup> day of December, 2009.

Keith Saucier  
Keith Saucier

State of Mississippi )  
                                          )SS.  
County of Forrest )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Keith Saucier, is personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and official seal, this 1<sup>st</sup> day of December, 2009.

Katie Rae Richardson  
NOTARY PUBLIC  
My commission expires MY COMMISSION EXPIRES ON SEPT 24, 2010

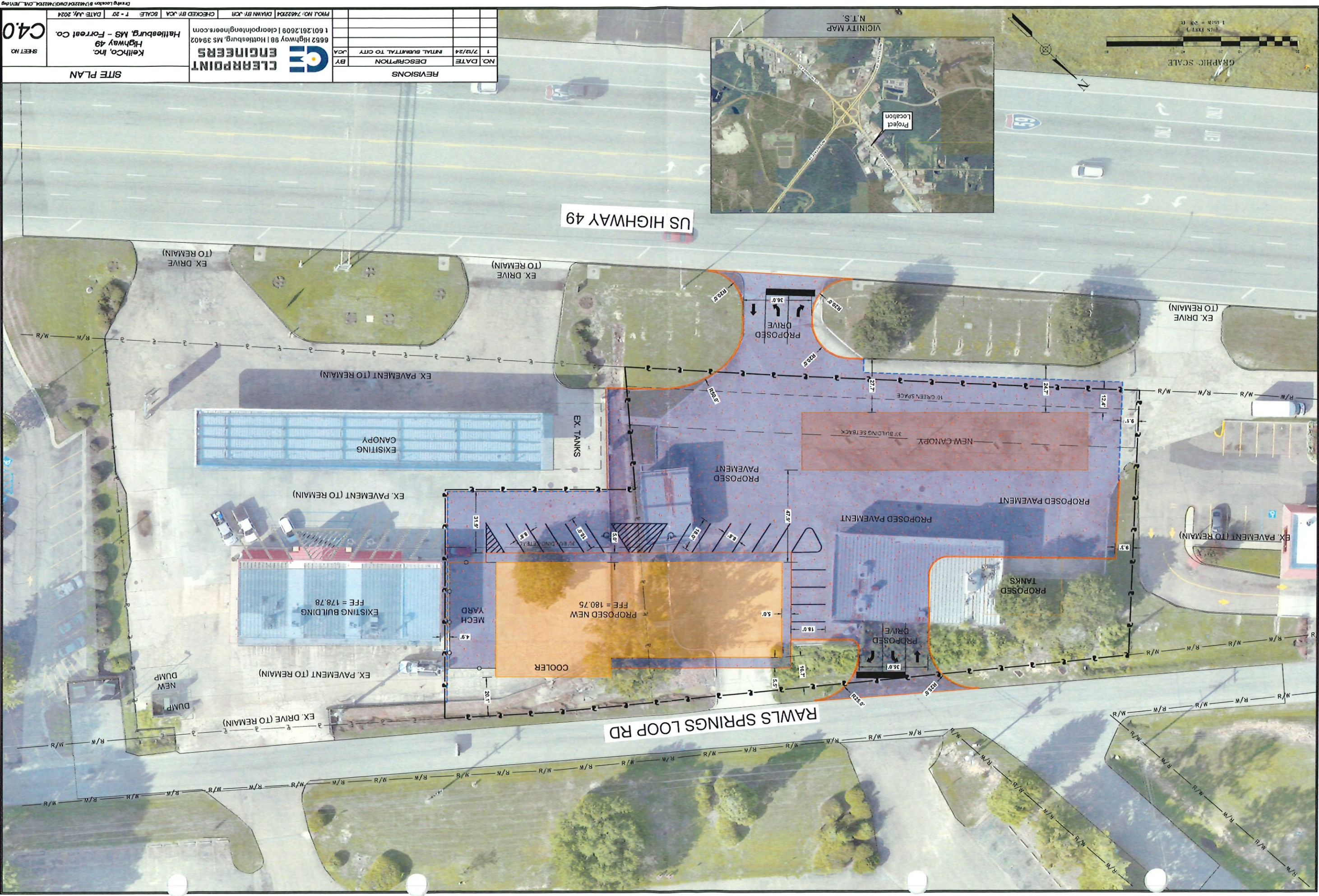
Send Subsequent Tax Bills to:

Hattiesburg Store Real Estate, LLC  
325 T Smith Rd  
Hattiesburg, Mississippi 39401

INDEXING INSTRUCTIONS:

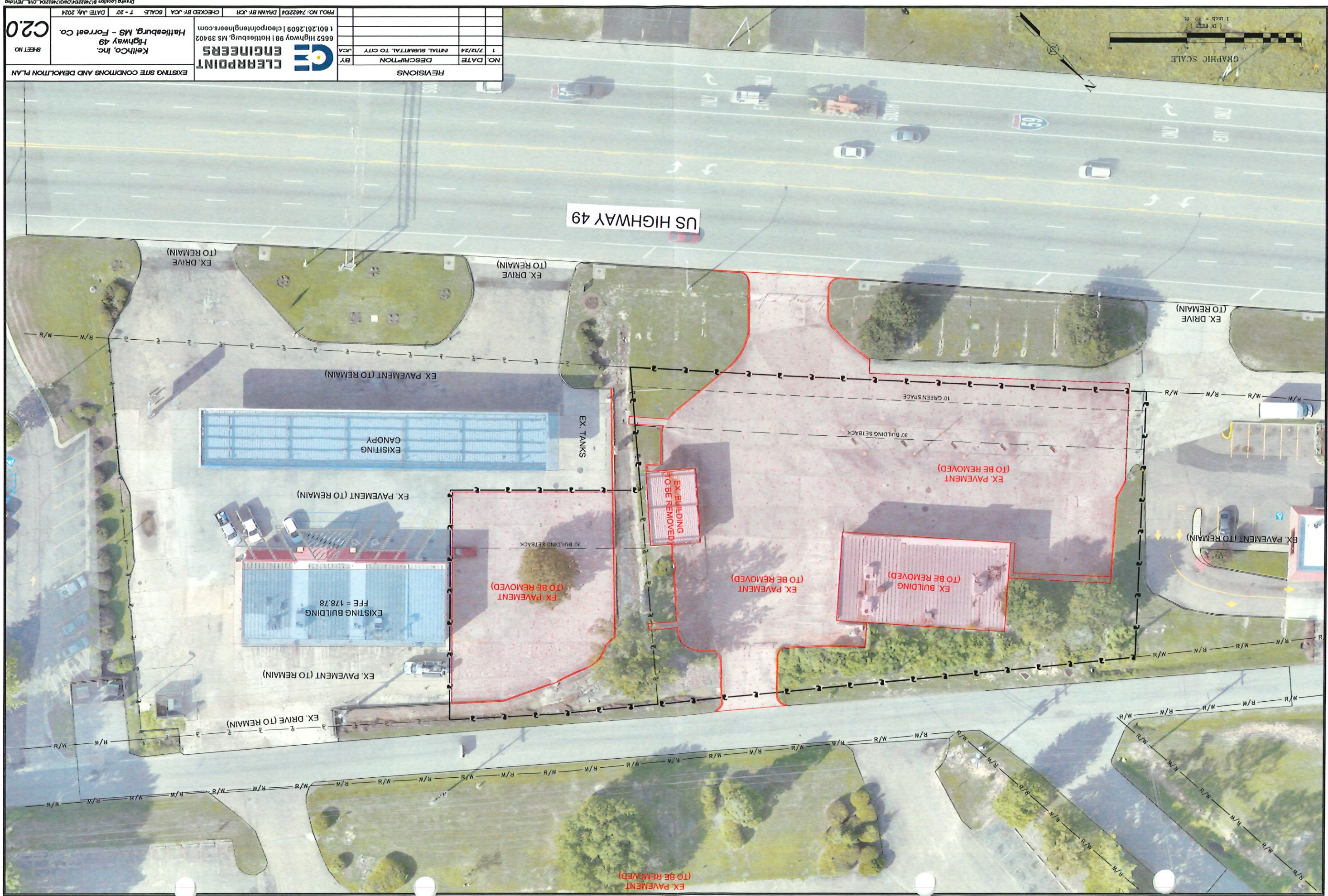
SECTIONS 25 AND 36, T5N, R14W, FORREST COUNTY, MISSISSIPPI.





|                    |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
|--------------------|---------|---------------------------|--|-----|-----------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------|
| NO. DATE           |         | DESCRIPTION               |  | BY  |  | CLEARPOINT ENGINEERS | 6662 Highway 98   Hattiesburg, MS 39402<br>1 601.261.2609   clearpointengineers.com | KellihCo, Inc.<br>Highway 49<br>Hattiesburg, MS - Forrest Co. | SHEET NO. C4.0 |
| 1                  | 7/12/24 | INITIAL SUBMITTAL TO CITY |  | JCA |                                                                                   |                      |                                                                                     |                                                               |                |
| REVISIONS          |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
| PROJ. NO. 74622104 |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
| DRAWN BY JCH       |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
| CHECKED BY JCA     |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
| SCALE: 1" = 20'    |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
| DATE: JULY, 2024   |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |
| SITE PLAN          |         |                           |  |     |                                                                                   |                      |                                                                                     |                                                               |                |







**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF ADJUSTMENT**

**December 11<sup>th</sup>, 2024**

**Board Members Roll Call:**

Members Present:

1. Bernard Green, Vice Chair
2. Jessica Cathey
3. Shawn Harris, Chair
4. Brandon E.J. Williams
5. Eric Boney
6. James Trussell
7. Stacey Ready
8. John Eye
9. Herman Dungan
10. Richard Conville

Members Absent:

1. James Trussell

**Staff Present:**

1. Cory Long, Planning Manager
2. Nathan Satcher, Senior Planner
3. David Miller, Esq.
4. Wiley Quinn, Director of Urban Development
5. Meridian McDaniel, Planner I

**Chair Harris** declared the Board of Adjustment meeting open and in session at **3:37p.m.**

**AGENDA REVIEW**

A motion was made to **accept** the agenda.

**Motion:**

Made by Brandon E.J. Williams to **approve the agenda**

**Second:**

Made by Bernard Green

**Vote:**

| Board Member     | Yea | Nay | Other  |
|------------------|-----|-----|--------|
| John Eye         | X   |     |        |
| Richard Conville | X   |     |        |
| Bernard Green    | X   |     |        |
| Shawn Harris     | X   |     |        |
| Brandon Williams | X   |     |        |
| Stacey Ready     |     |     | ABSENT |
| Eric Boney       | X   |     |        |
| Herman Dungan    | X   |     |        |
| James Trussell   | X   |     |        |
| Jessica Cathey   | X   |     |        |
| James Hughes     | X   |     |        |

**MINUTES REVIEW**

The minutes from November were discussed the board requested to edit: Name Dr. Conville as who requested to withdraw the motion. (pg 5) and to correct Jessica Cathey to “Cathey” throughout minutes. Motion by

**Motion:**

Made by Choose an item.

**Second:**

Made by Choose an item.

**Vote:**

| Board Member     | Yea | Nay | Other  |
|------------------|-----|-----|--------|
| John Eye         | X   |     |        |
| Richard Conville | X   |     |        |
| Bernard Green    | X   |     |        |
| Shawn Harris     | X   |     |        |
| Brandon Williams | X   |     |        |
| Stacey Ready     | X   |     |        |
| Eric Boney       | X   |     |        |
| Herman Dungan    | X   |     |        |
| James Trussell   |     |     | ABSENT |
| Jessica Cathey   | X   |     |        |

## **PLANNING REPORT**

The Planning Division staff gave a report.

## **CHAIR'S REPORT**

No report from the chair.

## **INTRODUCTIONS:**

Board of Adjustment members and Staff introduced themselves.

## **PUBLIC HEARING:**

**Item A:** Keith Saucier, Applicant, and John Anglin, Engineer, request a variance from the requirement of 10ft green space and tree requirement along a frontage (LDC 7.10.11.1) to instead allow for 0ft of green space; a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 49 and Rawls Springs Rd.; a variance from the maximum requirement of 36ft for a three-way driveway entrance (LDC 7.5.3.4) to instead allow for 41ft; and a variance from the minimum front setback requirement in a B-5 zone of 30ft (LDC 6.1) to instead allow for 12.5ft for a proposed automotive filling station located at 6762 Hwy 49 (PPIN 27570, Ward 1, Forrest County).

## **Discussion and Vote:**

Staff introduced the case. John Anglin, Engineer, Clearpoint Engineers, presented on behalf of the application.

## **Presented by:**

1. John Anglin, Engineer, Clearpoint Engineers
  - i. Exhibits brought: rendering images ([Ask John for PDF Version of these](#))
  - b. Brian Lee, Director of Operations for Keith Superstore

## **Proponents:**

1. None

## **Opponents:**

1. None

## **Motion:**

Bernard Green motioned to approve all of the requests with basis of hardship, special privilege, and reasonable use.

## **Second:**

Made by Richard Conville.

## **Vote:**



| Board Member     | Yea | Nay | Other   |
|------------------|-----|-----|---------|
| John Eye         |     | X   |         |
| Richard Conville | X   |     |         |
| Bernard Green    | X   |     |         |
| Shawn Harris     | X   |     |         |
| Brandon Williams | X   |     |         |
| Stacey Ready     |     |     | ABSENT  |
| Eric Boney       | X   |     |         |
| Herman Dungan    |     |     | ABSTAIN |
| James Trussell   |     |     | ABSENT  |
| Jessica Cathey   | X   |     |         |

**Item B:** David Dearman, Property Owner, Brew Crew MS, LLC, Applicant, and Brian Evans, Applicant, request a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 98 at a property located at 5032 Hardy Street (PPIN 18460, Lamar County, Ward 3).

**Discussion and Vote:**

Staff introduced the case. Sebastian Bedford presented on behalf of the application.

**Presented by:**

1. Sebastian Bedford, Regional Manager for 7 Brew Coffee
- 2.

**Proponents:**

1. None

**Opponents:**

1. None

**Motion:**

Bernard Green motioned to approve the request with basis of hardship, special privilege, and reasonable use.

**Second:**

Made by Herman Dungan.

**Vote:**

| Board Member     | Yea | Nay | Other |
|------------------|-----|-----|-------|
| John Eye         |     | X   |       |
| Richard Conville | X   |     |       |
| Bernard Green    | X   |     |       |
| Shawn Harris     | X   |     |       |
| Brandon Williams | X   |     |       |

|                |   |  |        |
|----------------|---|--|--------|
| Stacey Ready   |   |  | ABSENT |
| Eric Boney     | X |  |        |
| Herman Dungan  | X |  |        |
| James Trussell |   |  | ABSENT |
| Jessica Cathey | X |  |        |
| James Hughes   | X |  |        |

Motion to recommend approval of the variance passes 7-1.

~~~~~

OTHER BUSINESS:

Nominating Committee Report: Brandon Williams

Recommendation of renomination of:

Shawn Harris, Chair

Bernard Green, Vice-Chair

Stacey Ready, Secretary

Bernard Green motion to approve officers, seconded by John Eye. 8-0 in favor, motion passes.

Adjournment:

The meeting was adjourned at 4:47 p.m.

Motion:

Made by Brandon E.J. Williams

Second:

Made by Herman Dungan

Vote:

Board Member	Yea	Nay	Other
John Eye	X		
Richard Conville	X		
Bernard Green	X		
Shawn Harris	X		
Brandon Williams	X		
Stacey Ready			ABSENT
Eric Boney	X		
Herman Dungan	X		
James Trussell			ABSENT
Jessica Cathey	X		

Stacey Ready, Chair

Cory Long, AICP, Planning Division Manager



Memorandum

To: Mayor Toby Barker and Members of City Council
From: Wiley Quinn, Urban Development Director
cc:
Date: Tuesday, January 7, 2025
Re: Approve a variance request from the requirement of sidewalks along public streets to allow for no sidewalks along US Hwy 98 at a property located at 5032 Hardy Street (PPIN 18460, Lamar County, Ward 3). The Board of Adjustment recommended approval on December 11, 2024.
File Number: 2025-7
Minute Book #

Summary

Recommendation Statement

The Board of Adjustment recommended approval on December 11th, 2024.

Please place this on the January 7, 2025 City Council meeting for consideration.

December 2024 BOA Item: B

Sidewalk Variance

David Dearman, Property Owner, Brew Crew MS, LLC, Applicant, and Brian Evans, Applicant



**URBAN
DEVELOPMENT
PLANNING DIVISION**

**Board of Adjustment
Case Fact Sheet**

Names of Petitioner: David Dearman, Property Owner, Brew Crew MS, LLC, Applicant, and Brian Evans, Applicant

Address of Property:
5032 Hardy Street

Tax Parcels
051P-11-046.000

PPIN:
18460

Ward:
3

Request: **Sidewalk Variance**

Purpose of Request: David Dearman, Property Owner, Brew Crew MS, LLC, Applicant, and Brian Evans, Applicant, request a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 98 at a property located at 5032 Hardy Street (PPIN 18460, Lamar County, Ward 3).

History / Background: The applicants met with staff in August of 2024 in a Pre-Application meeting to discuss the demolition of the existing Speedee Oil Change and the construction of a new 7 Brew Coffee at 5032 Hardy Street. Staff went over the design standards required by the Land Development Code, including sidewalk requirements for the site.

The applicants then returned for a Pre-Application meeting in October of 2024 to discuss design changes. They explained that they had been in contact with MDOT, seeking a sidewalk permit as the right of way in front of 5032 Hardy Street is MDOT right of way. MDOT told them that MDOT did not want a sidewalk installed on their right of way in that section of Hardy Street. Staff then advised the applicants that the sidewalk should go on their property if MDOT would not issue the permit. Following this, the applicants decided to seek the variance for relief from the sidewalk requirement.

Applicant Summary: See Attached

Applicable Regulations:

SECTION 7

Table 7.1 Design Standards

7.6 Circulation External to a Site

7.6.1.1 Sidewalks shall be provided along all public streets on the entire frontage of a development site and align with existing sidewalks on adjacent properties including both frontages on corner lots. Minimum sidewalk width is five feet. Additional width may be required as determined by Site and Design Review.

Present Zoning: B-5 Regional Business District

Present Use: Vacant Oil Change Station

Future Land Use: Regional Business Corridor

Surrounding Zoning and Land Use:

North: B-5 Regional Business District
South: B-5 Regional Business District
East: B-5 Regional Business District
West: B-5 Regional Business District

Letters or Concerns stated:

The Planning Division Office has not received any letters or other written communications regarding this case as of finalizing this report.

Option:

Recommend **approval or denial** of the variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 98 at a property located at 5032 Hardy Street (PPIN 18460, Lamar County, Ward 3).

Basis for Approval (12.4.1.1):

Approval Criteria. A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria:

I. Hardship.

- The hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant.
- There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

II. Special Privilege. A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.

III. Literal Interpretation. The literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

IV. Reasonable Use. The applicant cannot make reasonable use of the property without the requested variance.

V. Minimum Required. The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

VI. Conformance with the Purposes of this Code. The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

SUBJECT PARCEL

5032 Hardy Street — Sidewalk Variance Request

David Dearman, Property Owner, Brew Crew MS, LLC, Applicant, and Brian Evans, Applicant, request a variance from the requirement of sidewalks along public streets (LDC 7.6.1.1) to allow for no sidewalks along US Hwy 98 at a property located at 5032 Hardy Street (PPIN 18460, Lamar County, Ward 3).





Zoning Map

 5032 Hardy Street

 B-5

Sidewalk Variance Request

QSR Restaurant

5032 Hardy Street

PPIN: 18460, Flood Zone: X

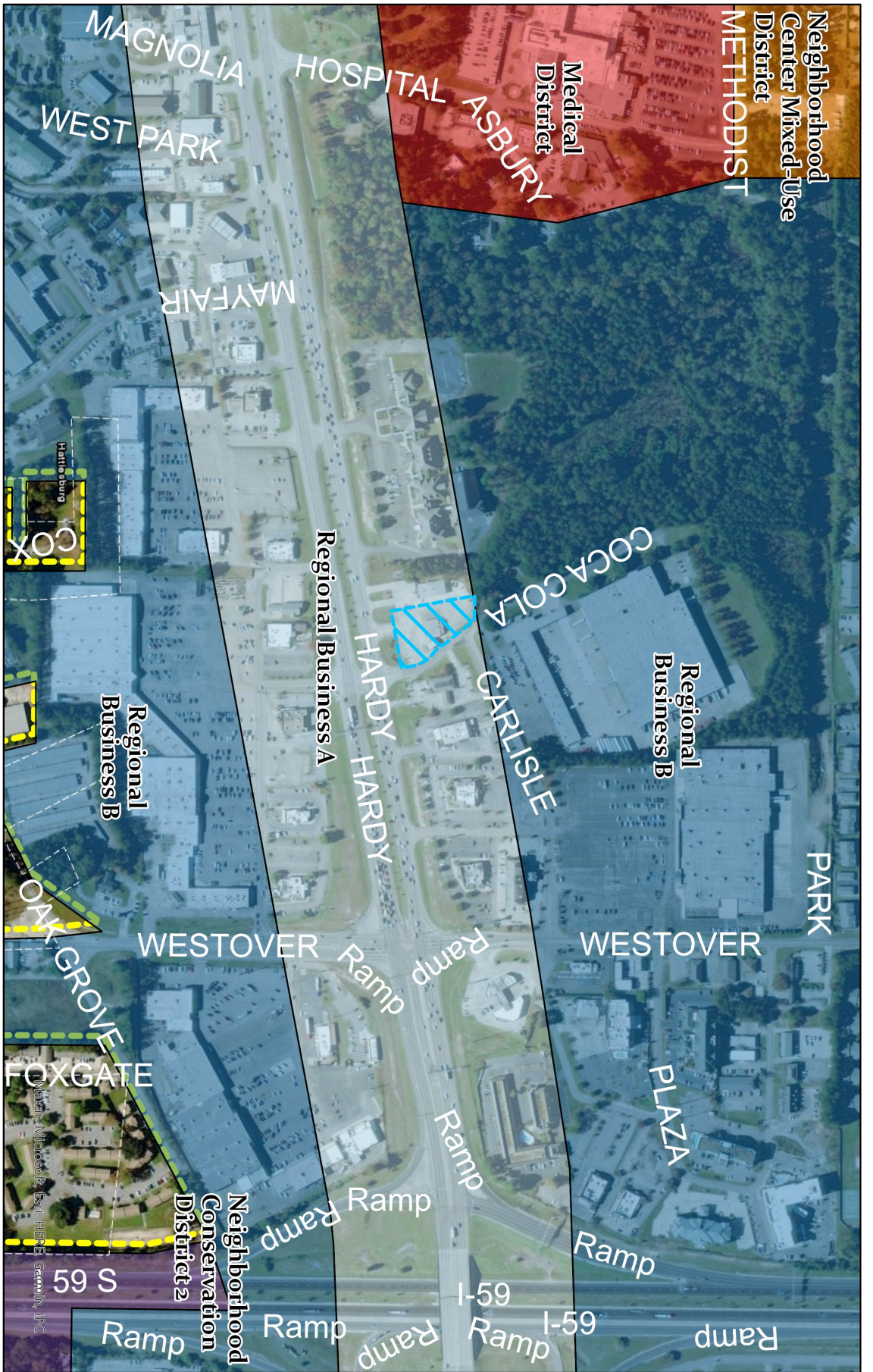
Ward 3, Forrest County

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data.
This information CANNOT be used as a substitute for legal, business, tax or other professional advice.
Map Exported on: 11/25/2024 11:31 AM



**URBAN
DEVELOPMENT**
PLANNING DIVISION

Center: 89°22'16"W 31°19'21"N



- Future Land Use Map
- Subject Property
 - Medical District
 - Neighborhood Center Mixed-Use District
 - Neighborhood Conservation District 2
 - Regional Business A
 - Regional Business B
- Landscaping Variances
4607 Hardy Street
PPIN: 21451
Flood Zone: X
Ward 3, Lamar County

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data. This information CANNOT be used as a substitute for legal, business, tax or other professional advice. Map Exported on: 10/15/2024 1:20 PM

0 0.25 Miles

 N

 **URBAN DEVELOPMENT**
PLANNING DIVISION

Center: 89°21'33"W 31°19'29"N

Site Aerial



Property Area



Surrounding Area



VARI-1024-0010



**URBAN
DEVELOPMENT
PLANNING DIVISION**

Public Hearing Application

P.O. BOX 1898 (200 Forrest Street/39401)

Hattiesburg, MS 39403-1898

Department of Urban Development

(601) 545-4599 or FAX (601) 545-1962

APPLICANT:

Applicant Name: Brew Crew MS, LLC

Project Name: 7 Brew Coffee

Proposed Use(s): Coffee Shop

Project Street Address: 5032 Hardy Street (MS-98)

PPIN Number(s) (if unknown, can be found on tax receipt): 18460

PLEASE BE SURE TO FILL OUT PP. 1-5 AND SEE FEES ON P. 6

Application for (check all appropriate types):

☒ Variance (see below)

☐ Conditional Use (see below)

☐ Subdividing of Lot, Parcel, or Tract (see p. 12)

☐ Re-Zoning (see below)

☐ Street or Alley Renaming (see pp. 13-14)

☐ Overlay District

☐ Vacating Street or Alley (see pp. 13-14)

☐ Planned Mixed-Use District

For Variance Only (check all appropriate variance types), see pp. 7 & 8:

☐ Sign

☐ Setback (front, side, or rear _____)

☐ Off-Site Parking

☐ Lot Width

☐ Lot Coverage Area

☐ Buffer

☐ Open Space

☒ Other: Sidewalk

For Conditional Use Permit Only (check applicable type), see pp. 9 & 10:

☐ Automotive Filling Station

☐ Telecommunications

☐ Digital Billboard, New

☐ Digital Billboard, Replacement

☐ Restaurant

☐ Solar Farm

☐ Other: _____

For Re-Zoning Only, see p. 11:

Existing Zoning: _____

Proposed Zoning: _____

STAFF USE ONLY – Do Not Complete:

Pre-Application Date: _____

Planner: _____

Parcel Number(s): _____

Historic District(s): _____

Flood Zone(s): _____

Zoning District(s): _____

Project No.: _____

Code Sections:

LDC Section No. _____

Section No. _____

Section No. _____

Section No. _____

Section No. _____

RECEIVED DATE & INITIALS:

OWNER AFFIDAVIT PAGE

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE OWNER(S) OF
THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the OWNER(s) of the subject property located at
5032 Hardy Street (MS-98) Hattiesburg MS
Street Address City State
on this the 16th day of Oct, 2024.

In the matter of this request, the property owner further authorizes the following named person(s)
to represent them at the public hearing on this petition.

Brian Evans, Mason Simmons, Sebastian Bedord

on this the 16th day of Oct, 2024.

David Dearman
Property Owner (print)

[Signature]
Property Owner (signature)

STATE OF Mississippi
COUNTY OF Forrest

Personally came and appeared before me, the within named

David Dearman
who signed and delivered the above and foregoing instrument as and for their free act and deed on
the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the
subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 16th day of
October, 2024.

Cynthia Ann Grant
NOTARY PUBLIC

My Commission Expires:

July 21, 2025

Last updated 5/31/2024



APPLICANT AFFIDAVIT PAGE

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE **APPLICANT** OF THIS PETITION, **ONLY** IF DIFFERENT FROM THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **APPLICANT(s)** of the subject property located at
5032 Hardy Street (MS-98) Hattiesburg MS
Street Address City State
on this the 25TH day of OCTOBER, 2024.

Brian Evans

Applicant (print)



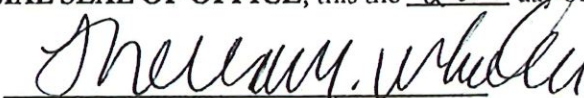
Applicant (signature)

STATE OF Kentucky
COUNTY OF Oldham

Personally came and appeared before me, the within named

Brian Evans,
who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 25th day of October, 2024.


NOTARY PUBLIC

My Commission Expires:

August 27, 2026

Theresa M. Whalen
NOTARY PUBLIC ID KYNP57202
State at Large Kentucky
My Commission Exp. August 27, 2026

PLANNING COMMISSION & BOARD OF ADJUSTMENT – PETITIONER
REQUIRED SUBMITTAL INFORMATION

Deadline for applicant to file petition: _____ 5:00pm (End of business day)
Hattiesburg Planning Commission Meeting Date: _____ Time: 1:00pm
Hattiesburg Board of Adjustment Meeting Date: _____ Time: 3:30pm

There is a 10-day appeal period, required by State Law, between the Planning Commission Meeting and/or Board of Adjustment Meeting and the City Council Meeting – appeals must be filed within this 10-day period.

City Council Agenda Review Date – (you or your representative should attend): _____ Time: 4:00pm
City Council Meeting (Vote) Date – (you or your representative may attend): _____ Time: 5:00pm

There is an additional 10-day appeal period, required by State Law, after City Council Meeting, for all Variances and Conditional Use Permit which ends _____ and a 30-day wait period for Zoning or Street closing/re-naming, PMUs, PRDs, PUDs which ends _____. So, if approved by the City, no final site plan review approvals or building permits could be issued prior to these dates.

****Dates and times are subject to change****

If an appeal is filed or the petition is tabled for any reason at any stage, the above listed dates would need to be revised.

The following paperwork MUST be attached to this application:

☒ Site Diagram (11" x 17" preferred size): Drawing to scale prepared by professional engineer/surveyor showing lot dimensions, existing/proposed building, signs, parking areas, etc. (Different standard may be accepted only per approval from staff)

☐ Site & Design Review Committee, if needed.

☒ Copy of entire Warranty Deed (filed and recorded at courthouse) with legal description granting title to current owner. (If the Warranty Deed covers a larger piece of property than the current project, a legal description for this project site only may also be required)

☒ Electronic/Digital copy of legal description REQUIRED for all public notices, saved as Word or text document OR emailed to planning@hattiesburgms.com

☒ An affidavit (pages 3 & 4) attesting that the applicant or representing party (if other than the owner) is acting on behalf of the owner(s) of record. The affidavit must be sworn to before a notary public or other appropriate official. (Included in owners signature page, or may be a separate document)

WIP ☐ Variance application only: A letter of approval/denial from all adjoining property owners must be obtained and submitted with application.

☐ Other documents needed (per Planning Division):

☐ Maps of digital billboard removal sites ☐ Maps of digital billboard replacement sites
☐ Documentation on measurements ☐ Other: _____

IN MAIL ☐ Payment to the City of Hattiesburg for filing application in the amount of \$ 175.00.

**You may be responsible for posting a sign (prepared by Planning Division staff)
a minimum of fifteen (15) days prior to the hearing date.**

You will be responsible for maintaining the sign for the duration of the public hearing process.

FOR VARIANCE APPLICANTS:

The Board of Adjustment has the responsibility to hear and make recommendation on requests for variances to the requirements of this Code (per Section 11.4). Section 12.4.1 Variances are departures from the standards of the Land Development Code, except land use, which will not be contrary to the public interest and where, owing to conditions peculiar to the property and not as a result of the action of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship.

The following conditions must be met before a variance can be recommended.

Approval Criteria.

A variance is not a right, but a privilege that property owners meeting the following criteria may request. These criteria are to be used to consider all variance requests. It shall be the burden of the applicant to prove that the request meets these criteria. Use this worksheet or format your own to demonstrate the following criteria.

1. **Hardship.** (a) the hardship is unique to the property and is not or will not be caused by the actions or inactions of the applicant. (b) There are exceptional conditions creating an undue hardship applicable only to the property involved or the intended use which do not apply generally to the other land areas or uses within the same zoning district.

The District Engineer for the Mississippi Department of Transportation (MDOT) District 6 does not want a sidewalk along this section of Hardy Street (MS98) and would request a variance to not require it's inclusion with the 7 Brew proposal.

2. **Special Privilege.** A variance shall not confer any special privilege that is denied to other lands or structures in the same zoning district.

There are no existing sidewalks along this section of Hardy Street (MS98).

3. **Literal Interpretation.** The literal interpretation of the provision of the regulation would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would cause unnecessary and undue hardship on the applicant.

No other properties along this section of Hardy Street (MS98) have sidewalks. Requiring
this property to provide them would deprive the applicant the opportunity to redevelop
the property as MDOT will not issue an encroachment permit for the installation
of the sidewalk.

4. **Reasonable Use.** The applicant cannot make reasonable use of the property without the requested variance.

Requiring a sidewalk that MDOT will not issue a permit for would deprive the property owner
of investing in the redevelopment of the property.

5. **Minimum Required.** The granting of a variance is the minimum variance that will make possible the reasonable use of the land or structure.

A variance to not require the construction of the sidewalk within the MDOT right of
way is the minimum variance necessary to allow redevelopment of the property.

6. **Conformance with Purpose of this Code.** The granting of a variance will not conflict with the purposes and intent expressed or implied in the Land Development Code.

Granting the variance will allow the applicant to redevelop this property promoting
economic development within the City.

12.4.1.2 Conditions of Approval. In recommending the granting of a variance, the Board of Adjustment may require appropriate conditions and safeguards in conformity with this Code. Violation of such conditions and safeguards, when made a part of the terms under which a variance is granted, shall be deemed a violation of the Code. The recommendation of the Board Adjustment shall be presented to the City Council for final action.

Prepared by:

Robert T. Jackson, Jr.
Jackson, Tullos & Rogers, PLLC
Post Office Box 15517
Hattiesburg, MS 39404-5517
(601) 264-3309

Return to:

Robert T. Jackson, Jr.
Jackson, Tullos & Rogers, PLLC
Post Office Box 15517
Hattiesburg, MS 39404-5517
(601) 264-3309

STATE OF MISSISSIPPI
COUNTY OF LAMAR

WARRANTY DEED

FOR AND IN CONSIDERATION of the sum of Ten and No/100 Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt, adequacy and sufficiency of all of which is hereby irrevocably acknowledged and confessed,

G&M HOLDING, LLC, a Louisiana limited liability company
(being the successor in interest to G&M Holding, Inc. dba Speedee Oil Change & Tune Up)

1118 Clifton Dr
Slidell LA 70458
Telephone: 985-788-5329

"Grantor," does hereby grant, bargain, sell, convey and warrant unto

DEARMAN 98, LLC, a Mississippi limited liability company

5234 US Hwy 11
Purvis MS 39475
Telephone: 601-270-6688

"Grantee," the following described real property lying and being situated in Lamar County, Mississippi, and being more particularly described as follows, to-wit:

SEE EXHIBIT "A" WHICH IS ATTACHED HERETO AND MADE A PART HEREOF AS IF FULLY COPIED AND SET OUT AT LENGTH IN WORDS AND FIGURES HEREIN.

INDEXING INSTRUCTIONS: NW ¼ SE ¼, Section 11, T4N, R14W

This conveyance and the warranty hereof is subject to any and all prior and outstanding leases, exceptions, reservation and/or conveyances of oil, gas and/or other minerals and any geothermal energy resources lying in, on and under the above described real property.

This conveyance and the warranty hereof is subject to any environmental condition existing upon the subject property which would cause said property to be in violation of any State and/or Federal Environmental Protection Act.

This conveyance and the warranty hereof is subject to any and all Covenants and Restrictions of record, including, but not limited to that certain Declaration of Easements, Covenants and Restrictions filed in Book 10F at Page 503; those certain Restrictive Covenants filed in Book 8Q at Page 310; that certain Agreement with Kemp Co., Inc. filed in Book 10F at Page 517; that certain Reservation by York-Kemp Partners and York Real Estate in Warranty Deed filed in Book 14V at Page 45 to convey easements to governing entities; any and all easements of record and of use affecting the property, including but not limited to that certain Right of Way Easement to Pearl River Valley Electric Power Association filed in Book 13N at Page 99 and Book 13R at Page 36; that certain Easement for Sign & Maintenance to Kemp-York Outdoor, Inc., filed in Book 11I at Page 513; that certain Right of Way Easement to Arnold Line Water Association filed in Book 5Q at Page 188; that certain Right of Way to Lamar Park Water & Sewer filed in Book 7-O at Page 330 and in Book 10E at Page 621; that certain Temporary Right of Way Easement to the State Highway Commission of Mississippi filed in Book 9O at Page 213.

For the same consideration recited hereinabove, Grantor does hereby quitclaim unto Grantee that certain real property lying and being situated in Lamar County, Mississippi, described in Exhibit "B" attached hereto and made a part hereof as if fully copied and set out at length in words and figures herein, said property being a surveyed description of the real property described in Exhibit "A."

For the same consideration recited hereinabove, Grantor does hereby grant, bargain, sell, convey, and warrant unto Grantee a perpetual, non-exclusive easement for ingress and egress on, over and across certain property situated in Lamar County, Mississippi, described in Exhibit "C" attached hereto and made a part hereof as if fully copied and set out at length in words and figures herein.

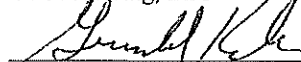
All County and State ad valorem taxes for the current year shall be prorated between Grantor and Grantee and paid by Grantee.

By way of explanation, as shown via the various documents attached hereto collectively as Exhibit "D," Grantor was incorporated as "G&M Holding, Inc." with the Louisiana Secretary of State on or about April 21, 1999. On or about September 10, 2010, G&M Holding, Inc. filed a conversion application with the Louisiana Secretary of State converting the entity into a limited liability company under and in accordance with the Louisiana Corporation Law. Thus, G&M Holding, LLC, which, as of the date of this deed is in good standing with the State of Louisiana and authorized to do business in the State of Mississippi, is the proper grantor herein.

WITNESS THE SIGNATURE of the Grantor on this, the ____ day of September, A.D., 2018.

GRANTOR:

G&M Holding, LLC



By: Gerald Kelso, member

STATE OF _____
COUNTY OF _____

Personally appeared before me, the undersigned authority in and for the said county and state, on this ____ day of September, 2018, within my jurisdiction, the within named Gerald Kelso, who acknowledged that he is a member of G&M Holding, LLC, a Louisiana limited liability company authorized to do business in the State of Mississippi, and that for and on behalf of the said company, and as its act and deed he executed the above and foregoing instrument, after first having been duly authorized by said company to do so.

NOTARY PUBLIC

My Commission Expires:

EXHIBIT "A"

Parcel 1:

A part of the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, in the County of Lamar, State of Mississippi being more particularly described as commencing at the SE Corner of said Forty, thence run North along the East line of said Forty for 474 feet to the Southern ROW line of U. S. Highway 98, thence run South 83°37'23" West along said southern ROW line for 380 feet to the Point of Beginning, thence run South 00°58'46" East for 190 feet, thence run South 89°01'14" West for 120 feet, thence run North 00°58'46" West for 178.66 feet to the said southern ROW line, thence run North 83°37'23" East along said Southern ROW line for 120.53 feet to the Point of Beginning, containing 0.508 acres, more or less.

Together with all improvements thereon situated and appurtenances thereunto belonging.

Parcel 2:

Commence at the Southeast corner of the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County, Mississippi, and run North and along the East boundary of the NW1/4 of the SE1/4 of Section 11 a distance of 474.00 feet to a point on the South right of way boundary of Highway 98; thence run South 83 degrees, 37 minutes, 23 seconds West and along the South right of way boundary of Highway 98 a distance of 380.00 feet; thence run South 00 degrees, 58 minutes, 46 seconds East a distance of 190.00 feet to the point of beginning; thence continue South 00 degrees, 58 minutes, 46 seconds East a distance of 12.00 feet; thence run South 89 degrees, 1 minute, 14 seconds West a distance of 120.00 feet; thence run North 00 degrees, 58 minutes, 46 seconds West a distance of 12.00 feet; thence run North 89 degrees, 1 minute, 14 seconds East a distance of 120.00 feet back to the point of beginning; being situated in the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar county Mississippi, and containing 1,440.00 square feet (0.03 acres).

EXHIBIT "B"

- 1) COMMENCE AT THE SOUTHEAST CORNER OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 4 NORTH, RANGE 14 WEST, LAMAR COUNTY, MISSISSIPPI, AND RUN NORTH AND ALONG THE EAST BOUNDARY OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 11 FOR 474.00 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY BOUNDARY OF HIGHWAY 98;
 - 2) THENCE RUN SOUTH EIGHTY-THREE (83) DEGREES, THIRTY-SEVEN (37) MINUTES, TWENTY-THREE (23) SECONDS WEST AND ALONG THE SOUTH RIGHT-OF-WAY BOUNDARY OF HIGHWAY 98 FOR 380.00 FEET TO THE POINT OF BEGINNING;
 - 3) THENCE RUN SOUTH ZERO (00) DEGREES, FIFTY-EIGHT (58) MINUTES, FORTY-SIX (46) SECONDS EAST FOR 202.00 FEET;
 - 4) THENCE RUN SOUTH EIGHTY-NINE (89) DEGREES, ONE (01) MINUTE, FOURTEEN (14) SECONDS WEST FOR 120.00 FEET;
 - 5) THENCE RUN NORTH ZERO (00) DEGREES, FIFTY-EIGHT (58) MINUTES, FORTY-SIX (46) SECONDS WEST FOR 190.66 FEET;
 - 6) THENCE RUN NORTH EIGHTY-THREE (83) DEGREES, THIRTY-SEVEN (37) MINUTES, TWENTY-THREE (23) SECONDS EAST FOR 120.53 FEET BACK TO THE POINT OF BEGINNING;
 - 7) THE ABOVE DESCRIBED PARCEL LIES ENTIRELY WITHIN AND IS A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 4 NORTH, RANGE 14 WEST, LAMAR COUNTY, MISSISSIPPI, AND CONTAINS 23,560 SQUARE FEET (0.54 ACRES).
-

EXHIBIT "C"

Commence at the Southeast corner of the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County, Mississippi, and run North and along the East boundary of the NW1/4 of the SE1/4 of Section 11 a distance of 474.00 feet to a point on the South right of way boundary of Highway 98, thence run South 83 degrees, 37 minutes, 23 seconds West and along the South right of way boundary of Highway 98 a distance of 500.53 feet to the point of beginning; thence run South 00 degrees, 58 minutes, 46 seconds East a distance of 200.66 feet, thence run South 89 degrees, 1 minute, 14 seconds West a distance of 50.00 feet; thence run North 00 degrees, 58 minutes, 46 seconds West a distance of 195.00 feet to a point on the South right of way boundary of Highway 98; thence run North 83 degrees, 37 minutes, 23 seconds East and along the South right of way boundary of Highway 98 a distance of 50.22 feet back to the point of beginning; being situated in the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County Mississippi; and containing 0.23 acres.

ALSO, Commence at the Southeast corner of the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County, Mississippi, and run North and along the East boundary of the NW1/4 of the SE1/4 of Section 11 a distance of 474.00 feet to a point on the South right of way boundary of Highway 98; thence run South 83 degrees, 37 minutes, 23 seconds West and along the South right of way boundary of Highway 98 a distance of 500.53 feet; thence run South 00 degrees, 58 minutes, 46 seconds East a distance of 200.66 feet to the point of beginning; Thence run North 89 degrees, 1 minute, 14 seconds East a distance of 80.00 feet; thence run North 00 degrees, 58 minutes, 51 seconds West a distance of 10.00 feet; thence run North 89 degrees, 1 minute, 14 seconds East a distance of 40.00 feet; thence run South 00 degrees, 58 minutes, 46 seconds East a distance of 50.00 feet; thence run South 89 degrees, 1 minute, 14 seconds West a distance of 170.00 feet; thence run North 00 degrees, 58 minutes, 46 seconds West a distance of 40.00 feet; thence run North 89 degrees, 1 minute, 14 seconds East a distance of 50.00 feet back to the point of beginning; being situated in the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County, Mississippi, and containing 0.17 acres.

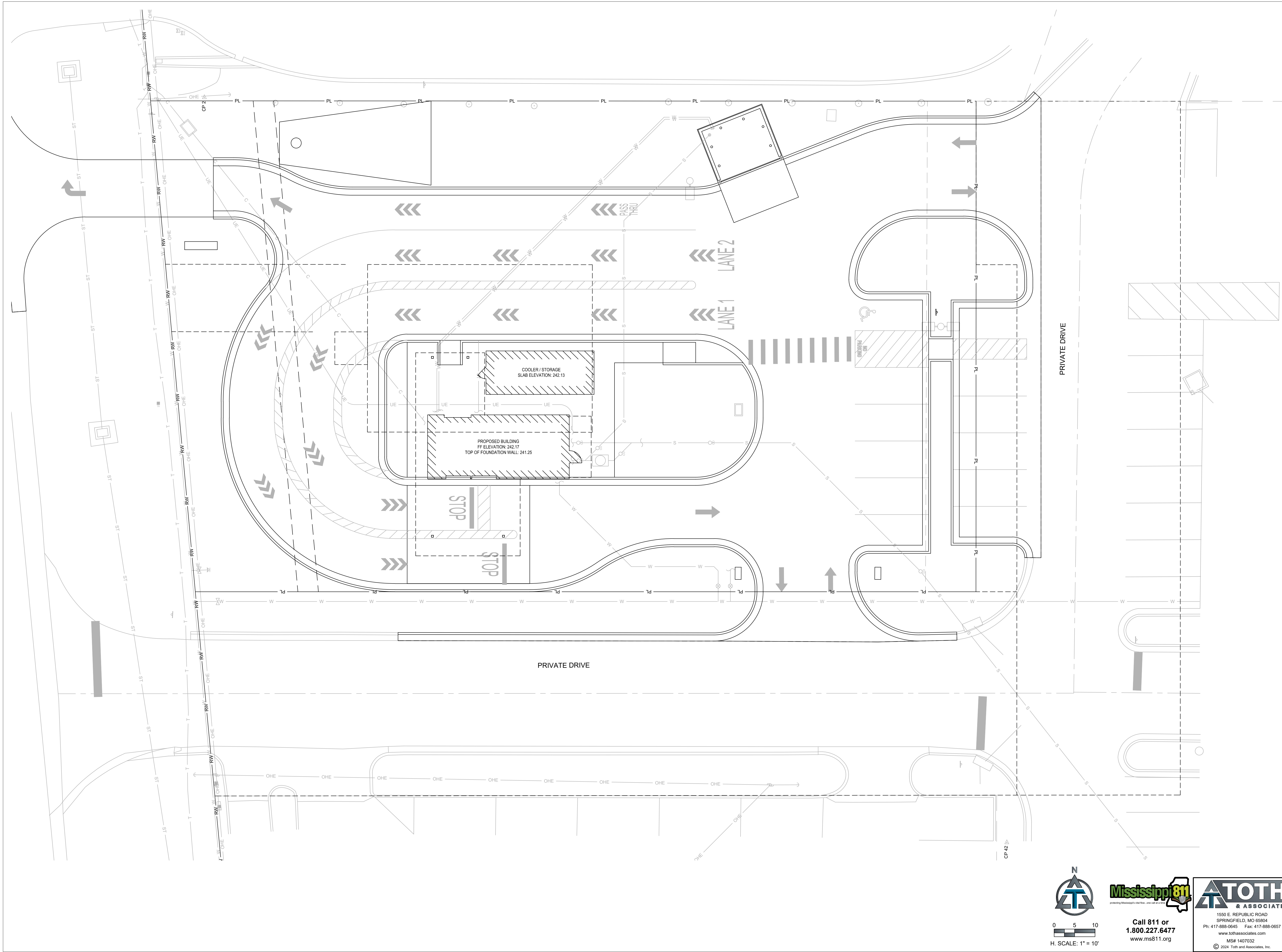
7 Brew
5032 Hardy Street
Legal Description

Parcel 1

A part of the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, in the County of Lamar, State of Mississippi being more particularly described as commencing at the SE Corner of said Forty, thence run North along the East line of said Forty for 474 feet to the Southern ROW line of U. S. Highway 98, thence run South 83°37'23" West along said southern ROW line for 380 feet to the Point of Beginning, thence run South 00°58'46" East for 190 feet, thence run South 89°01'14" West for 120 feet, thence run North 00°58'46" West for 178.66 feet to said southern ROW line, thence run North 83°37'23" East along said southern ROW line for 120.53 feet to the Point of Beginning, containing 0.508 acres, more or less.

Parcel 2

Commence at the Southeast corner of the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County, Mississippi, and run North and along the East boundary of the NW1/4 of the SE1/4 of Section 11 a distance of 474.00 feet to a point on the South right of way boundary of Highway 98; then run South 83 degrees, 37 minutes, 23 seconds West and along the South right of way boundary of Highway 98 a distance of 380.00 feet; then run South 00 degrees, 58 minutes, 46 seconds East a distance of 190.00 feet to the point of beginning; thence continue South 00 degrees, 58 minutes, 46 seconds East a distance of 12.00 feet; thence run South 89 degrees, 1 minute, 14 seconds West a distance of 120.00 feet; thence run North 00 degrees, 58 minutes, 46 seconds West a distance of 12.00'; thence run North 89 degrees, 1 minute, 14 seconds East a distance of 120.00 feet back to the point of beginning; being situated in the NW1/4 of the SE1/4 of Section 11, Township 4 North, Range 14 West, Lamar County, Mississippi, and containing 1,4404.00 square feet (0.03 acres)



0 5 10
H. SCALE: 1" = 10'



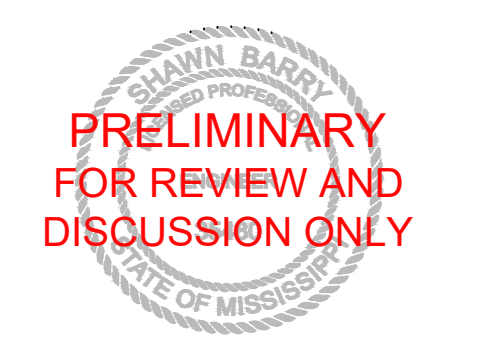
Call 811 or
1.800.227.6477
www.ms811.org



1550 E. REPUBLIC ROAD
SPRINGFIELD, MO 65804
Ph: 417-888-0645 Fax: 417-888-0657
www.kothassociates.com
MS# 1407032
© 2024 Toth and Associates, Inc.

7 BREW COFFEE
HATTIESBURG, MS 01
5032 HARDY ST.
HATTIESBURG, MS 39402

C 2.1
SITE PLAN
DATE: OCTOBER 24, 2024



ENGINEER OF RECORD:
NAME: SHAWN BARRY
LICENSE NO. MS #PE - 35480

PROJECT NUMBER:
85 092
REVISION:



**MINUTES OF THE
REGULAR MEETING OF THE
HATTIESBURG PLANNING COMMISSION
December 11th, 2024**

Board Members Roll Call:

Members Present:

1. Richard Conville
2. Amy Hinton, Chair
3. Elayne Lockett
4. Rhoda Pickett, Vice Chair
5. Michael Pruitt
6. Rebekah Ray, Secretary
7. Lee Anne Venable (Was present for all items through Item C).
8. Carlos Wilson

Members Not Present:

1. Charles Dawe
2. Michael Dickerson
3. Vacant Seat

Staff Present:

1. Cory Long, Planning Manager
2. Nathan Satcher, Senior Planner
3. Kevin Bates, Building Official
4. David Miller, Esq.
5. Wiley Quinn, Director of Urban Development
6. Ann Jones, Chief Administrative Officer.
7. Meridian McDaniel, Planner I

Chair Hinton declared the Hattiesburg Planning Commission meeting open and in session at 1:21 p.m.

AGENDA REVIEW

Motion:

Made by Commissioner Lee Anne Venable to approve the agenda

Second:

Made by Commissioner Richard Conville

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to approve the Agenda for the December 11th Special Called Meeting by an 8-0 vote.

MINUTES REVIEW

Motion:

Made by Commissioner Rhoda Pickett To move the review of the December 4th meeting's minutes to the January meeting.

Second:

Made by Commissioner Michael Pruitt

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to move the review of the December 4th meeting's minutes to the January meeting.
an 8-0 vote.

BUILDING REPORT

Kevin Bates, Building Official, provided the Building Permit Report for November 2024.

PLANNING REPORT

The Planning Division staff gave a report.

CHAIR'S REPORT

The Chair did not have a report for the meeting.

INTRODUCTIONS

Commissioners and staff introduced themselves.

PUBLIC HEARING – Planning Commission

Item A: Pennie Allen, Property Owner and Applicant, and Estella Jones, Applicant, request approval for rezoning from A-1 (General Agricultural) to A-2 (Agricultural Residential) for a property located at 34 South Hills Drive (PPIN 27754, Ward 5, Forrest County).

Discussion and Vote:

The Planning Staff introduced the case. Estella Jones spoke on behalf of their case answered questions from the commissioners.

- Presented by:
 - o Estella Jones
- Proponents:
 - o None.
- Opponents:
 - o None.

Motion:

Made by Commissioner Rhoda Pickett to approve the request on the basis of neighborhood has changed substantially.

Second:

Made by Commissioner Michael Pruitt

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT

Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to recommend approval for the request passes with an 8-0 vote.

Item B: Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative, request a variance from Article 6, Section E, which states that qualifying historic structures may apply for a flood variance from the requirement to elevate or floodproof the structure, for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County).

Discussion and Vote:

The Planning Staff introduced the case. Nick Williams spoke on behalf of their case answered questions from the commissioners.

- Presented by:
 - o Nick Williams.
- Proponents:
 - o None.
- Opponents:
 - o Tom Eaves.
- Public Comment:
 - o David Shemper.

Motion:

Made by Commissioner Lee Anne Venable to reopen the public hearing.

Second:

Made by Commissioner Elayne Lockett

Vote:

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton	X		
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		

Rebekah Ray	X		
Lee Anne Venable	X		
Carlos Wilson	X		

Motion to reopen the public hearing passes 8-0.

- Presented by:
 - o Nick Williams.
- Proponents:
 - o None.
- Opponents:
 - o Erik Eaves.
- Public Comment:
 - o None.

Motion:

Made by Commissioner Michael Pruitt to recommend approval for the request on the basis that it meets all criteria of the historic flood variance.

Second:

Made by Commissioner Elayne Lockett to

Board Member	Yea	Nay	Other
Richard Conville	X		
Charles Dawe			ABSENT
Michael Dickerson			ABSENT
Amy Hinton		X	
Elayne Lockett	X		
Rhoda Pickett	X		
Michael Pruitt	X		
Rebekah Ray		X	
Lee Anne Venable	X		
Carlos Wilson		X	

Motion to recommend approval the request passes a 5-3 vote.

~~~~~

**Item C:** A petition has been filed by the City of Hattiesburg for a Tax Increment Financing “Redevelopment Plan” as described in the following: This Tax Increment Financing Redevelopment Plan for the City of Hattiesburg, Mississippi, 1996, as Amended and Restated November 2024 (the “Redevelopment Plan”) is an amendment to and a restatement of that Tax

Increment Financing Redevelopment Plan, City of Hattiesburg, Mississippi, 1996, and is being adopted and implemented by the City of Hattiesburg, Mississippi (the “City”) pursuant to Section 21-45-1 et seq., Mississippi Code of 1972, as amended (the “TIF Act”). Projects implemented under this Redevelopment Plan may be undertaken in collaboration with Forrest County, Mississippi and Lamar County, Mississippi and/or other counties, cities and governing authorities pursuant to Section 17-13-1 et seq., Mississippi Code of 1972, as amended (the “Interlocal Act”), and/or the Regional Economic Development Act as authorized by Section 57-64-1 et seq., Mississippi Code of 1972, as amended and applicable (the “REDA Act”).

**Discussion and Vote:**

Staff introduced the case. Ann Jones, Chief Administrative Officer, presented on behalf of the application.

**Presented by:**

1. Ann Jones, Chief Administrative Officer

**Proponents:**

1. None

**Opponents:**

1. None

**Motion:**

Commissioner Carlos Wilson motioned to recommend approval of the request.

**Second:**

Made by Commissioner Lee Anne Venable

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to recommend approval of the request passes 8-0.

**OTHER BUSINESS:**



- Elections for HPC officers for 2025. Nominating committee report from Dr. Conville.
  - o 2025 Officer Nominations:
    - Amy Hinton, Chair
    - Rhoda A. Pickett, Vice-Chair
    - Rebekah Ray, Secretary
  - o Motion to name officers made by Commissioner Wilson and seconded by Commissioner Lockett
    - All in favor, motion passes 7-0.
  - o Commission authorize staff to correct scribes error in bylaws regarding the nominating committee.

**Adjournment:**

The meeting was adjourned at 2:56 p.m.

**Motion:**

Made by Commissioner Carlos Wilson

**Second:**

Made by Commissioner Rebekah Ray

**Vote:**

| Board Member      | Yea | Nay | Other  |
|-------------------|-----|-----|--------|
| Richard Conville  | X   |     |        |
| Charles Dawe      |     |     | ABSENT |
| Michael Dickerson |     |     | ABSENT |
| Amy Hinton        | X   |     |        |
| Elayne Lockett    | X   |     |        |
| Rhoda Pickett     | X   |     |        |
| Michael Pruitt    | X   |     |        |
| Rebekah Ray       | X   |     |        |
| Lee Anne Venable  | X   |     |        |
| Carlos Wilson     | X   |     |        |

Motion to adjourn the meeting passes **10-0**.

---

Rebekah Ray, Secretary

---

Cory Long, AICP, Planning Division Manager



# Memorandum

**To:** Mayor Toby Barker and Members of City Council

**From:**

**cc:**

**Date:** Tuesday, January 7, 2025

**Re:** Acknowledge receipt of proposals for services related to the Comprehensive Plan Update and approve an agreement with Clarion Services, LLC, and authorize the Mayor to execute the same.  
File Number: 2025-8  
Minute Book #

---

## Summary

## Recommendation Statement

Please place this on the January 7, 2025 City Council meeting for consideration.



Request for Proposals

# Hattiesburg Comprehensive Plan

Hattiesburg, MS

**CLARION**



# CLARION

101 Market Street, Ste. D  
Chapel Hill, NC 27516  
[www.clarionassociates.com](http://www.clarionassociates.com)

## CONTENTS

|                                                |           |
|------------------------------------------------|-----------|
| LETTER OF INTENT                               | 3         |
| EXECUTIVE SUMMARY                              | 4         |
| <b>OUR TEAM</b>                                | <b>5</b>  |
| Firm Profiles                                  | 5         |
| Team Organization chart                        | 8         |
| Team Resumes                                   | 9         |
| <b>RELATED EXPERIENCE AND REFERENCES</b>       | <b>17</b> |
| <b>PROJECT UNDERSTANDING</b>                   | <b>40</b> |
| <b>PROJECT SCOPE AND SCHEDULE</b>              | <b>42</b> |
| PHASE 1: LAUNCH PROJECT                        | 43        |
| PHASE 2: IDENTIFY NEW ISSUES AND OPPORTUNITIES | 45        |
| PHASE 3: EVALUATE PLANNING INFLUENCES          | 47        |
| PHASE 4: DEVELOP PLAN                          | 49        |
| PHASE 5: ADOPT PLAN                            | 51        |
| <b>ESTIMATED PROJECT COST</b>                  | <b>52</b> |

## LETTER OF INTENT

March 5, 2024

Office of the City Clerk – 2nd Floor City Hall  
City of Hattiesburg  
Hattiesburg, MS 39401  
200 Forrest Street

**CLARION**

101 Market Street, Ste. D  
Chapel Hill, NC 27516  
919-967-9188  
[www.clarionassociates.com](http://www.clarionassociates.com)

### Re: Hattiesburg Comprehensive Plan Request for Proposal

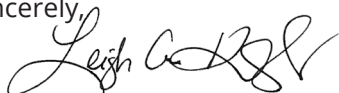
Dear Members of the Evaluation Committee:

On behalf of the Clarion Associates team, I am pleased to submit this response to your request for proposals. Clarion Associates is a national planning and zoning consulting firm with offices in Chapel Hill, NC and Denver, CO and affiliate offices in Cincinnati, OH and Philadelphia, PA. Firm principals have decades of experience in assisting local governments to prepare comprehensive and small area plans, growth management strategies, sustainability assessments, design approaches, and development codes for communities throughout the Southeast and across the nation. All of these efforts have required a strong focus on community engagement, and a commitment to building support among diverse stakeholder groups on a wide range of issues.

To provide the City of Hattiesburg with a complete array of planning services, Clarion Associates is joined by **Neel-Schaffer** and **Randall Gross Development Economics**. Additionally, should the City choose to expand the scope of the project to include a design component, **Canizaro Cawthon Davis** is available as an additional partner. These partners will bring to the project decades of expertise in comprehensive planning that meets the needs of this project: transportation and facilities planning; economic development analysis; hazard mitigation planning strategies; regional and intergovernmental coordination, and innovative public engagement methodologies using an equity lens. Our team blends market and economic development analysis specialization, Mississippi planning and engineering experience, and national land use planning expertise.

The Clarion team excels in the practice areas required for this effort and we have received awards for several of our projects. We are known for generating comprehensive plans driven by responses to community needs, legal frameworks, fiscal considerations, and infrastructure impacts; conducting highly successful public engagement processes; and crafting plans that are designed to inform budgetary and capital investment decisions to ensure implementation. We are excited about the prospect of working with the City of Hattiesburg on this important initiative and welcome an opportunity to discuss our proposal with you in person.

Sincerely,



Leigh Anne King, AICP, Director

[laking@clarionassociates.com](mailto:laking@clarionassociates.com) | 919-391-6856



Planning | Zoning & Land Use | Sustainability & Resiliency

## EXECUTIVE SUMMARY

The following is our team's response to the City of Hattiesburg's Request for Proposals for Comprehensive Planning Services. We offer here an approach that leverages our experience planning communities nationally, in the Greater Southeast, in Mississippi, and in Hattiesburg, specifically to provide the City with a policy document that genuinely reflects the goals of the community and adequately prepares the community for the next two decades.

The response contains:

- **Firm Profiles**, which detail the three firms' extensive history of consulting communities on land use, economic development, transportation, and other governmental policy;
- **Profiles of the Members of the Team**, alongside a **Team Organization Chart**, which shows our teammembers' individual experiences and areas of expertise, as well as who will be performing what role within the comprehensive planning process;
- **Related Projects and References**, where we summarize 32 of the projects we have seen to completion that are either similar to Hattiesburg's new comprehensive plan or show how our team has had the opportunity to innovate in other communities in a way that reflects the interests of those communities' residents;
- A brief description of our **understanding of the project** and of Hattiesburg itself, both in terms of the vibrant amenities the city offers its residents and the laudable policy goals decisionmakers have expressed over the past few years that have gotten our teammembers excited about the project;
- The nuts-and-bolts of the **Project Scope and Schedule**, where we walk through, phase by phase, how we envision creating a robust community plan to deliver to City Council within 11 months; and,
- The **Estimated Project Cost**, along with some "add-ons" that could expand the plan's ability to better reach disadvantaged members of the community and provide a stronger framework for post-adoption implementation.

The team welcomes the opportunity to work (or, work again, in some cases) in Hattiesburg and support development of a bold, innovative, and equitable plan for the future.

# OUR TEAM

## FIRM PROFILES

Clarion Associates is a national land-use consulting firm with offices in Denver, Colorado and Chapel Hill, North Carolina, and affiliate offices in Cincinnati and Philadelphia. Since our founding in 1992, Clarion has become particularly known for its expertise in comprehensive planning, development regulations, and plan implementation. We have developed expertise in a broad range of services, including:

- Community and regional plans;
- Community and stakeholder engagement;
- Sustainable plans and codes;
- Zoning codes and development regulations;
- Growth management; and
- Plan implementation strategies.

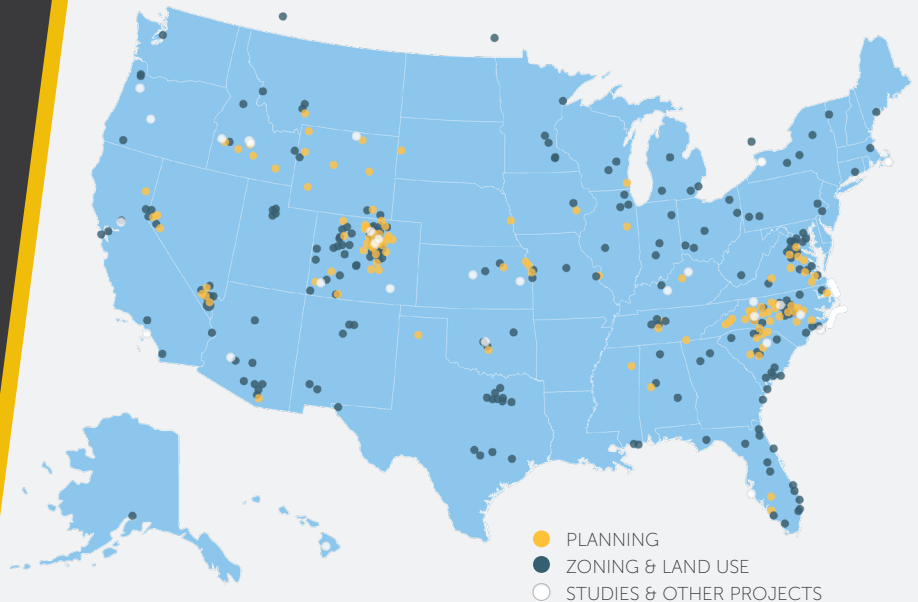
# CLARION



919-967-9188



[www.clarionassociates.com](http://www.clarionassociates.com)



**32**

years of  
effective land  
use solutions



**20**

staff to meet the  
needs of our client  
communities



**600+**

diverse community  
partnerships



**132**

adopted  
community plans



**244**

adopted  
development codes

## EXPERIENCE

Public sector plans and codes have been Clarion's core focus for more than 20 years. Many of our staff members have experience working on both plans and codes. This "cross-training" enables us to not only provide effective plan and policy direction, but to also build in recommendations regarding future code updates that may be needed to implement the plan. We are often hired to implement those recommendations following the adoption of the plan—either through targeted code amendments as an extension of the plan process or as a standalone code rewrite. Clarion has a reputation for preparing plans and codes that are accessible to stakeholders and the community while still being very strong on substance to ensure that they meet the needs of plan administrators and decision-makers. We accomplish this by focusing on organizational structure, the development of clear and concise policy language, legibility of key plan concepts, and use of illustrative graphics and images. We are highly experienced at translating complex concepts and technical data into user-friendly language and graphics.

## WHY US

Clarion takes a hands-on approach with all of its projects. Our ability to do this is supported by our emphasis on maintaining a relatively small, but highly skilled and efficient staff. We establish strong working relationships with our clients that extend from the first set of meetings through adoption.



## FIRM PROFILE & SERVICE AREAS

Randall Gross is a specialist in community development economics. He has worked for 36 years on nearly 700 projects worldwide, providing market & financial analysis, land use economics, and strategic planning services for the redevelopment and revitalization of communities.

He works directly with public agencies, private developers, and communities to understand needs, assess economic assets and potential, and create targeted implementation plans to meet objectives. Specifically, he forecasts the market demand and financial feasibility of projects, determines highest and best use for buildings and land, designs creative strategies that better integrate housing and employment, and creates mechanisms to maximize community benefits including job creation and fiscal stability.

Mr. Gross has particular experience providing input on market potential, financial feasibility, fiscal impacts, and community benefits as part of **Comprehensive Planning** efforts. He has particular experience in determining the fiscal impacts of various land uses on municipal budgets, which provides invaluable input to land use, zoning, economic development, and other components of the comprehensive plan. He has worked on a broad range of commercial, industrial, and housing market assessments, to inform the planning process, better integrate uses, manage growth, and to help preserve natural heritage or build exciting urban communities. His experience working with both private developers and local governments, and as part of teams with planning consultants, has provided him with well-rounded perspectives on planning issues and growth management.

Typical Inputs to Comprehensive Plans provided by Randall Gross / Development Economics including the following:

- **Economic Base Overview**
- **Economic Development Strategies** (*Target Industry Analysis, Neighborhood and/or Downtown Revitalization components, etc.*)
- **Market Analysis** (*e.g., housing, retail, industrial, office, etc.*)
- **Community Facilities Needs Assessment** (*e.g., parks and recreation facilities, civic or community centers, cultural arts centers, etc.*)
- **Land Use Demand Forecasting** (*long-range market-based projections*)
- **Housing / CD Plans** (*for HUD application*)
- **Municipal Fiscal Trends Analysis**
- **Land Use Fiscal Impacts Assessment** (*fiscal cost-benefits of different land uses or zoning districts*) as well as *Economic Impacts Analysis & ROI*
- **Infrastructure ROI and Financing Strategies**
- **Other Strategic Planning**



**Neel-Schaffer** is a multi-disciplined engineering, planning and construction management firm that was founded in 1983 and today is one of the largest private, employee-owned engineering firms in the South, operating 37 offices across nine states. Based in **Jackson**, they have **17 other Mississippi offices**, blanketing the state from the Gulf Coast to the Golden Triangle. They also have operations in Alabama, Arkansas, Florida, Georgia, Louisiana, South Carolina, Tennessee and Texas.

***Neel-Schaffer's mission is to provide high-quality, cost-effective solutions that reflect responsiveness, innovation, technical excellence, and professional integrity. Through service to the many and diverse communities where their employees live and work, Neel-Schaffer endeavors to improve each community's quality of life.***

Neel-Schaffer brings a unique blend of technical knowledge, broad “real world” experience and “birth-to-completion” project management expertise to this team. They provide comprehensive master planning services for long- and short-range plans to identify future needs and prioritize improvement strategies.

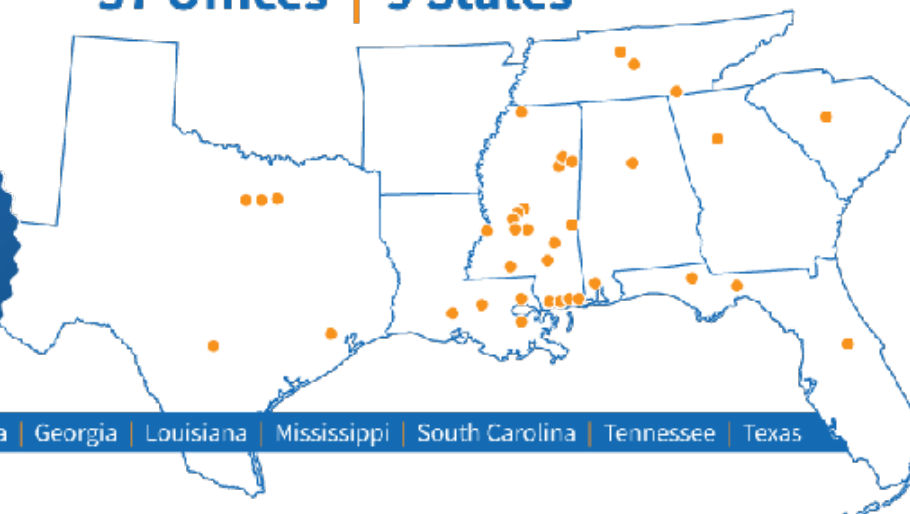
Neel-Schaffer has an extensive pool of talented landscape architects, traffic engineers/planners, bike/pedestrian planners, electrical engineers, and civil engineers across the company. The strength behind this firm lies in its ability to draw on the experience of thier personnel with demonstrated and trusted experience on similar projects.

Company founders Hibbett Neel and Gorman Schaffer were committed to building a successful firm with a philosophy of improving the quality of life through service to the community. This belief, coupled with a desire to provide the finest engineering expertise, has helped to set Neel-Schaffer apart and is the underlying strength of the company today.

The firm's corporate structure emphasizes local service, allowing our employees to maintain deeply local connections with clients in the communities we serve, while having the resources of a much larger regional firm at their fingertips. This allows us to provide a full-service approach to program development, design, planning, and construction management.



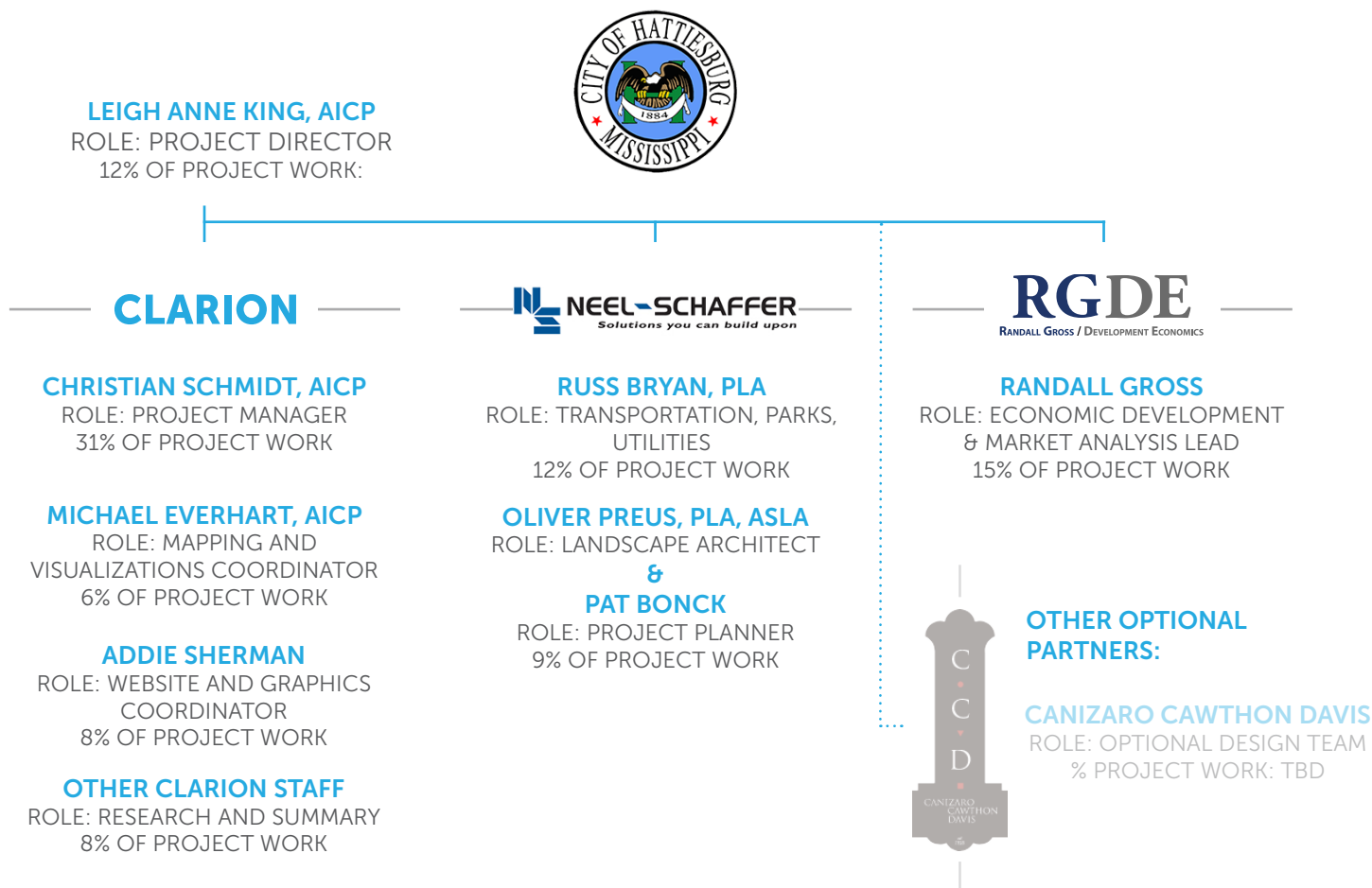
**37 Offices | 9 States**



Alabama | Arkansas | Florida | Georgia | Louisiana | Mississippi | South Carolina | Tennessee | Texas

## TEAM ORGANIZATION CHART

This section provides an overview of each team member's role, qualifications, and experience. Our team brings a range of technical and project management experience to the Comprehensive Plan project. A bio for each team member is provided on the following pages.



## TEAM RESUMES



**CLARION**

# Leigh Anne King, AICP, LEED AP

## DIRECTOR

Leigh Anne King is a Director in Clarion's Chapel Hill office and leads the east coast planning practice. She has worked with local governments for more than 20 years to develop sustainable community plans, comprehensive plans, affordable housing studies, growth management strategies, and open space planning initiatives. She was the lead author or core contributor of ten award winning plans, including the APA Daniel Burnham Award winning Charlotte Future 2040. Leigh Anne speaks regularly at national and state conferences on the topics of comprehensive and strategic planning, affordable workforce housing, and other planning topics. She serves as a co-chair for the APA-NC's Affordable Housing Task Force. Before joining Clarion, Leigh Anne worked for a national land conservation nonprofit.

### EDUCATION

Master of City and Regional Planning  
Univ. of North Carolina, Chapel Hill, NC

Bachelor of Arts  
Univ. of Tennessee, Knoxville

### AFFILIATIONS

American Institute of Certified Planners  
Member

American Planning Association  
North Carolina Chapter

Leadership in Energy & Environmental  
Design Accredited Professional

### EXPERIENCE

Clarion Associates, LLC  
2005 - Present

Research Assistant  
Center for Urban and Regional Studies  
2004-2005

Land Use Programs Coordinator  
The Conservation Fund  
2000 - 2003

Project Manager  
American Secure Care  
1998 - 2000

## REPRESENTATIVE PROJECTS

### Comprehensive and Strategic Community Plans

- **Buncombe County, NC** | 2043 Comprehensive Plan
- **Camden County, NC** | 2035 Comprehensive Plan
- **Cary, NC** | Cary Community Plan and Special Planning Areas
- **Charlotte, NC** | Charlotte Future 2040
- **Clemmons, NC** | Comprehensive Plan
- **Columbia, SC** | Housing Element of the Comprehensive Plan
- **Davidson, NC** | What's Next Davidson Comprehensive Plan
- **Fredericksburg, VA** | Comprehensive Plan
- **Greenville, NC** | Comprehensive Plan and Special Area Plans
- **Henrico County, VA** | HenricoNext Comprehensive Plan
- **Iredell County, NC** | Horizons Comprehensive Plan 2030 and 2045
- **James City County, VA** | 2035 Strategic & 2045 Comprehensive Plans
- **Kannapolis, NC** | Comprehensive Plan
- **Lexington County, SC** | Grow with Us Comprehensive Plan
- **Mooreville, NC** | OneMooreville Comprehensive Plan
- **Orange County, NC** | 2050 Land Use & 2035 Comprehensive Plans
- **Overland Park, KS** | Framework OP Comprehensive Plan
- **Portsmouth, VA** | Build One Portsmouth Comprehensive Plan
- **Richland County, SC** | Comprehensive Plan
- **Statesville, NC** | Statesville 2045 Land Development Plan
- **Wake County, NC** | PlanWake Comprehensive Plan
- **Wilson, NC** | 2030 and 2045 Comprehensive Plans



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# Christian Schmidt, AICP

ASSOCIATE

Christian Schmidt, AICP, is an Associate in Clarion's Chapel Hill Office. He joined Clarion in 2023 after completing his master's in urban planning program at Harvard Graduate School of Design (GSD), with a focus in Housing, Community, and Economic Development. While at Harvard, Christian co-founded the GSD's rural advocacy organization and specialized in small town and indigenous planning, as well as participatory spatial and process design. Christian hopes to use his experiences to shape strong, citizen-focused communities that inspire generosity, neighborliness, and joy.

EDUCATION

Master in Urban Planning  
Harvard Graduate School of Design,  
Cambridge, MA

Bachelor of Arts, Politics  
Princeton University, Princeton, NJ

AFFILIATIONS

American Institute of Certified Planners  
Member

American Planning Association  
North Carolina Chapter

PREVIOUS EXPERIENCE

Legislative Analyst  
Michigan Senate Fiscal Agency  
2021

Planning Aide  
City of Unalaska  
2018-2019

Democracy Renovation Lab Researcher  
Safera Center for Ethics  
2022-2023

PROJECT SKILLS

Meeting Facilitation  
Deliberative System Design  
Strategy Consulting  
Neighborhood and Participatory Planning  
Site Development Programming  
Spanish

COMMUNITY AND  
PROFESSIONAL  
INVOLVEMENT

Planning Board Member  
Hillsborough, NC (2023-Present)

REPRESENTATIVE PROJECTS

Christian has been involved in numerous projects across the United States and internationally at many levels of government.

Development Codes

- Cobb County, GA | Unified Development Code
- Charleston, SC | Zoning Ordinance Rewrite
- Maury County, TN | Zoning and Subdivision Regulations Update

Comprehensive Plans

- Henrico County, VA | 2045 Comprehensive Plan
- Orange County, NC | 2050 Land Use Plan
- Alderney, Guernsey, United Kingdom | 2023 Land Use Plan\*
- Unalaska, AK | 2030 Comprehensive Plan\*

Small Area Plans

- Ipswich, MA | Downtown Redevelopment Plan\*
- Lowell, MA | Centralville Neighborhood Plan\*
- Unalaska, AK | 2018 Island Transit Study\*

Other Projects

- Navajo Nation | Accounts Payable Efficiency Study, Dineh Chamber\*
- State of Hawaii | Hawaii Zoning Atlas\*
- State of Michigan | Analysis of the Dark Store Property Tax Loophole\*
- Fairfield County, CT | Attaining County Equivalency for Regional Councils of Government\*

*\*work with previous employers*



Planning | Zoning & Land Use | Sustainability & Resiliency



## Michael Everhart, AICP

### MAPPING AND VISUALIZATION PLANNER

Michael Everhart, AICP, serves as a Mapping and Visualization Planner in the Chapel Hill office. Much of his work occurs behind the scenes where he supports comprehensive community planning projects, building and maintaining many of our maps and geodatabases, contributing to plan research and document drafting. On the code development side, Michael applies his site planning and design interests to create dimensional SketchUp models and graphics that feature in our regulatory code work. Prior to formal employment, Michael was an intern at Clarion while attending planning school at UNC. He is active in the community in various ways, including serving on the Chapel Hill Planning Commission for the past 4 years.

#### EDUCATION

Master of City and Regional Planning  
Univ. of North Carolina, Chapel Hill, NC

B.S., Environmental Science  
Univ. of North Carolina, Chapel Hill, NC

#### AFFILIATIONS

American Institute of Certified Planners  
Member

Chapel Hill Planning Commission  
2017-2022

#### COMMUNITY

Friends of Chapel Hill Parks, Recreation  
and Greenways  
Board Member  
2019-2022

Hope Gardens  
Board Member

#### PROJECT SKILLS

ArcGIS  
SketchUp  
Adobe

#### REPRESENTATIVE PROJECTS

Michael has been involved in many of Clarion's projects throughout the southeast including:

##### Comprehensive Plans

- **Buncombe County, NC** | Comprehensive Plan
- **Iredell County, NC** | Horizon Plan 2045
- **Lexington County, SC** | Comprehensive Plan
- **Overland Park, KS** | Comprehensive Plan
- **Wake County, NC** | PLANWake Comprehensive Plan
- **Wilson, NC** | Comprehensive Plan Update

##### Development Codes

- **Decatur, FL** | Unified Development Code
- **Estero, FL** | Land Development Code
- **Maitland, FL** | Land Development Code
- **Maury County, TN** | Unified Development Code
- **Montgomery, AL** | Zoning and Subdivision Regulations
- **Mooreville, NC** | Unified Development Code
- **New Hanover County, NC** | Unified Development Code
- **Richland County, SC** | Land Development Code



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**CLARION**

## Addie Sherman

### GRAPHICS & MARKETING COORDINATOR

Addie is the Graphics and Marketing Coordinator in Clarion's Chapel Hill office. At Clarion, Addie helps fashion creative tools for public engagement and works with project leads to produce effective graphics for plans, development codes, and other work products. Her current work involves website design, graphic design, 3D renderings, document design, and GIS mapping. Prior to joining Clarion, Addie worked for a consulting firm in Cincinnati, where she provided critical planning and design recommendations based on site analysis, feasibility studies, and zoning and land use evaluations. She received her bachelor's degree in urban planning from the University of Cincinnati.

### KEY PROJECTS

#### Code Graphics

- **Henrico County, VA** | Zoning and Subdivision Ordinance Update
- **Kannapolis, NC** | Unified Development Ordinance
- **Maury County, TN** | Unified Development Ordinance
- **Montgomery, AL** | Unified Development Ordinance
- **Mooresville, NC** | Unified Development Ordinance
- **Tuscaloosa, AL** | Zoning and Subdivision Ordinance Update

#### Branding & Websites

- **Chatham County, NC** | Unified Development Ordinance Branding and Website
- **Henrico County, VA** | Comprehensive Plan Website
- **Iredell County, NC** | Comprehensive Plan Branding and Website
- **Maury County, TN** | Unified Development Ordinance Website
- **Orange County, NC** | Comprehensive Plan Branding and Website
- **Statesville, NC** | Land Development Plan Branding

#### Document Design

- **Buncombe County, NC** | Comprehensive Plan
- **Charlotte, NC** | Community Benefits Lookbook
- **Davidson, NC** | Implementation Guidebook
- **Iredell County, NC** | Comprehensive Plan
- **James City County, VA** | Public Engagement Reports
- **Lexington County, SC** | Comprehensive Plan
- **Overland Park, KS** | Comprehensive Plan

### EDUCATION

Bachelor of Urban Planning  
University of Cincinnati, Cincinnati, OH

Graphic Design Continuing Education  
Rhode Island School of Design

### EXPERIENCE

Graphics & Marketing Coordinator  
Clarion Associates  
2019 - Present

Planning Associate  
Urban Fast Forward  
2018 - 2019

### PROJECT SKILLS

Graphic Design  
Web Design  
3D Modeling  
Public Engagement Strategies  
Print and Digital Publication  
Document Design and Formatting



Planning | Zoning & Land Use | Sustainability & Resiliency

## **RANDALL B. GROSS**

**Profession:** **Economic, Strategic Planning, & Development Consultant**

**Offices:** Nashville, TN; Washington, DC; London; & Johannesburg

**Contacts:** Tel (202)427-3027 Fax (202)332-7433 e-mail: rangross@aol.com

Randall Gross has more than 36 years' experience providing strategic economic, real estate, and development consulting services for local, regional and national governments; private companies; and non-profit agencies. He has worked on nearly **700 projects** to enhance their capacity for sustainable community and economic development, citizen participation, asset management, and policy formation.

Mr. Gross brings particular expertise in market and development feasibility analysis to test the economic viability of projects; fiscal and economic impact analysis to gauge the public costs and benefits of projects; and public policy analysis to evaluate and monitor policy decisions. He also provides comprehensive implementation strategies that form the basis for industrial & economic development, tourism, and community revitalization.

Mr. Gross has consulted on projects in 35 US states and 8 foreign countries. Since forming his own company in 1997, Mr. Gross has worked on diverse projects ranging from neighborhood industrial redevelopment in Baltimore to airport expansion in South Africa. Increasingly, he is working with communities to determine the best ways to manage growth and maximize the economic and fiscal return from development.

Mr. Gross is a former Division Chair for the American Planning Association (APA) and subsequently served on the National Capital Area APA Board and on the Board of the Georgetown Public Policy Institute. He has worked in local government, deciding real estate tax appeals cases for the world's largest tax appeals agency. He also worked for state and federal government and in the non-profit sector, before entering consulting. Based in Nashville, he has a presence in Washington D.C., London, and Johannesburg.

### **Education**

*Master of Public Policy, Georgetown University: Graduate School of Government*

*Bachelor of Arts & Sciences, Northwestern University: Poli. Sci. & Urban Studies (Honors)*

*Certification in Urban Politics, Northwestern University*

### **Professional Leadership**

- *Division Chair, American Planning Association (APA), 1998-2003*
- *Elected Board Member, Georgetown Public Policy Institute, 2005-*
- *At-Large Board Member, APA National Capital Area Chapter, 2004-2006*
- *Committee Member & Editor, Intl Economic Development Council (IECD), 1996-98*
- *Alumni Board of Visitors, University School of Nashville (USN), 2008-2016*
- *Panelist/Member: Urban Land Institute (ULI) & American Economic Association (AEA)*

### **Selected Positions Held**

- *Director, Randall Gross / Development Economics (RGDE), 1997-Present*
- *Director, African Development Economic Consultants (ADEC), 2003-Present*
- *Senior Consultant, Hammer, Siler George Associates, 1988-97*
- *Research Editor, The Independent Sector, 1987-88*
- *Research Assistant, U.S. National Endowment for the Arts, 1986-87*
- *Case Analyst & Assistant to Comm., Cook County (Chicago) Board of Appeals, 1984-86*

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**NASHVILLE, TN:** 4416 Harding Place, Belle Meade 37205. Tel 202-427-3027 / [Rangross@aol.com](mailto:Rangross@aol.com)

**WASHINGTON DC:** 2311 Connecticut Ave, Ste 206 20008. Tel 202-332-7430 / Fax 332-7433 / [Rangross@aol.com](mailto:Rangross@aol.com)

**S AFRICA:** ADEC-103 Algernon Road, Norwood 2117 Johannesburg. Tel 27-(0)11-728-1965 / [Randall@ADECI.com](mailto:Randall@ADECI.com)

**EUROPE:** 118 Hampstead House, 176 Finchley Road, London NW3 6BT, UK Tel +44-(0)-79-0831-6890



## Russ Bryan, PLA



### Registrations

Registered Landscape Architect No. 518  
Mississippi State Board of Architecture,  
Louisiana No.699, Alabama No.768, Texas  
No. 3064, South Carolina LAS 1361

### Education

Bachelor of Landscape Architecture,  
Mississippi State University, 2002

### Professional History

Mr. Bryan joined Neel-Schaffer in 2007 and has 20 years of experience in planning, design and construction projects for public and private clients.

He is a Vice President with the firm and serves as discipline leader for Landscape Architectural services. His experience includes planning and placemaking for urban corridors, streetscapes, bike/pedestrian networks, event spaces, and parks. Mr. Bryan also has experience in creating plans for office parks, residential subdivisions, and detailed site analysis and assessment. These projects created spaces that are functional, attractive, compatible with the natural environment, and safe for all modes of transportation including bicycle, pedestrian, and vehicular.

Mr. Bryan has also served as an advocate for downtown redevelopment, cycling, hiking and blueways through his involvement with the Hattiesburg Downtown Association and Piney Woods Conservation Group.

### Related Experience

#### **Downtown Traffic Study and Master Plan, Hattiesburg, MS:**

Created master streetscape plan for downtown area. Proposed improvements consist of conversion of one-way streets to two-way, street trees, decorative paving, crosswalk, traffic calming, intersection bulb-outs and landscape improvements.

**Hernando (MS) Bicycle and Pedestrian Master Plan:** Project Manager. Led the team to create a citywide Bicycle and Pedestrian Master Plan. Previous studies and planning efforts were analyzed and documented within the plan. Community input was gathered through the formation of a Stakeholder Group. This input, along with a thorough investigation of the existing nodes of activity, opportunities, constraints and bicycle and pedestrian infrastructure, provided the inventory and analysis portion of the plan. A comprehensive bicycle and pedestrian network plan was developed with visual exhibits to provide graphical support. Phasing and budget plans were developed to provide a guide for the City's implementation of the plan.

#### **City of Tuscaloosa (AL) Riverwalk Masterplan Update:**

Project Landscape Architect. Neel-Schaffer was contracted to update the approved 2003 Riverwalk Master Plan for

approximately 13 miles of riverwalk/greenway along the Black Warrior River. The Riverwalk consists of a pedestrian/bicycle corridor that will parallel the Black Warrior River and connect the major features that are either existing and/or proposed in this Plan. The Riverwalk will be located on both the north and south side of the Black Warrior River. The master Plan will be updated to denote the phases of the Riverwalk that have been constructed on the south side of the Black Warrior River since the approval of the 2003 Master Plan. The update includes an executive summary of the study and findings, detailed field analysis of the corridor, stakeholder meetings and public input sessions along with coordination meetings with the City and the Consultant Design Team.

#### **University of Southern Mississippi Front Landscape Restoration, Hattiesburg, MS:**

Provided conceptual design, construction plans and construction administration for the rehabilitation of the area of campus damaged by a tornado on February 10, 2013. Also provided support materials for administration review and approval, as well as material to support the private fundraising effort. Improvements included the development of multiple plaza spaces, honor wall, pedestrian bridge replacement, landscape and irrigation design.

#### **Old Trace Park Urban Stormwater Demonstration Project For Water Quality Improvements, Ridgeland, MS:**

Created plans and specs to retrofit storm water quality improvements to the parking lot at Old Trace Park. Best management practices included recessed parking lot islands and rain gardens to capture and treat storm water prior to entering Ross Barnett Reservoir.

#### **Campus Pedestrian & Bicycle Master Plans, University of Southern Mississippi, Hattiesburg Main Campus and Gulfpark Long Beach Campus:**

Created a master plan for the development of additional bicycle and pedestrian improvements throughout campus and within the adjacent land uses. The process included documentation of input from various members of the campus community, review of prior related planning documents, conceptual design of bicycle and pedestrian improvements, a phasing plan, and cost estimates.

**Gordons Creek Master Plan, Hattiesburg, MS:** Provided preliminary engineering, feasibility analysis, cost estimating, and a landscape maintenance schedule for the Gordon's Creek Linear Park Master Plan.

**Highway 49 Landscape Improvements:** Project Landscape Architect. Project funded by MDOT that included design and preparation of construction plans and specifications and construction engineering & inspection. Project consisted of landscaping from the Convention Center to William Carey along Highway 49.

**Longleaf Village in the Avenues Master Plan, Hattiesburg, MS:** Assisted with project administration, inventory/analysis of existing conditions, design charrette with graphics and recommendations, and final plan development.

# Oliver Preus, PLA, ASLA



## Registrations

Professional Landscape Architect:  
Mississippi 653

## Education

Master of Community Planning - Auburn  
University, 2012

Bachelor of Landscape Architecture -  
Mississippi State University, 2010

## Professional History

Oliver Preus is a registered landscape architect with extensive experience in nearly all facets of design within the profession. With a range of projects across Mississippi and Alabama, Oliver has provided a perspective to clients that brings their vision to life. From small residential design to community master plans, he is able to carry an idea all the way to construction with an ever-growing arsenal of skills and passion for creative problem solving.

## Related Experience

**City Park Playground, Lucedale, MS:** Landscape Architect. Performed site design and construction detailing for the unique terraced playground located in Lucedale's popular City Park. Construction is currently scheduled to begin in November 2023.

**Gateway Sign Locations and Concepts, D'Iberville, MS:** Landscape Architect. Currently in the process of detailed design and site planning of monument gateway signs for the City of D'Iberville to display at key entrances to the community.

**The Pine Hills Development, Harrison County, MS:** Planner. Developed the preliminary master plan for a 600+ acre community, outlining land use and circulation networks integrating Smart Growth design principles to conserve wetlands and allow for greater walkability.

**East Mississippi Community College, Mayhew Campus:** Landscape Architect. Developed Pedestrian and Vehicular Circulation Master Plan.

**Wayfinding project, Richland, MS:** Landscape Architect. Currently developing wayfinding signage concepts and locations.

**Hwy 49 Landscape plan, Richland, MS:** Landscape Architect. Currently developing landscape solutions for the Highway 49 corridor through the city.

**C & G (Columbus & Greenville) Rail Trail:** Landscape Architect. Assisted with data analysis and property mapping for a project that converts 92 miles of inactive C&G rail line between Greenwood and West Point into Mississippi's longest rails-to-trails. The proposed C&G Rail Trail would be a multi-purpose recreation trail along the lines of our state's other major trails; Longleaf Trace and Tanglefoot Trail.

**Summit (MS) Town Park:** Landscape Architect. Project included Master Plan Development for a new Park.

**USM Gulf Coast Research Lab (GCRL) Halstead Rd, Ocean Springs, MS:** Landscape Architect. Master Plan Development for Bicycle, Pedestrian, and Vehicular Circulation.

**Trotter Convention Center, Columbus, MS:** Landscape Architect. Developed a Master Plan for the Courtyard development.

## Prior to Neel-Schaffer

**Christian Preus Landscape Architecture (CPLA):** Director of Design. Throughout this tenure at CPLA, Oliver has assisted with the development of long-range plans for numerous neighborhoods and institutional campuses. Other projects such as high-end residential work and parks also make up a significant portion of his experience.

- Mississippi Aquarium Gulfport, MS 2014 - 2020
- Wayfinding and Walkability Plan Fairhope, AL 2017
- Dudy Noble Field Mississippi State, MS 2015 - 2019
- GRAMMY Museum Cleveland, MS 2013 - 2015

**Goodwyn Mills Cawood:** Landscape Architect Intern. Oliver gained experience at the multi-disciplinary firm in Birmingham, Alabama. Working on a plethora of projects, he developed many of the skills he now possesses while working with other design professionals on high-impact public projects.

- Rotary Trail Birmingham, AL 2012 - 2014
- Jones Valley Trail System Birmingham, AL 2012 - 2013
- Downtown Master Plan Brewton, AL 2013
- Downtown Master Plan Arab, AL 2012 - 2013



## Education

Master of Public Administration, University of South Alabama, 1998

Bachelor of General Studies, University of New Orleans, 1992

## Professional History

Mr. Bonck joined Neel-Schaffer in 2022 and has over 24 years of experience in the planning field. He served more than 20 years as the Zoning Administrator for Harrison County.

Building the Zoning Department from scratch and utilizing previously adopted Comprehensive Plans, Zoning Ordinance, and Zoning Maps, Mr. Bonck integrated newly adopted rules with the County's Building Code and Engineering Departments.

In the years following Hurricane Katrina which occurred in August 2005, Patrick contracted with Ohio State University and Jackson State University to update Harrison County's 1998 original Comprehensive Plan. Harrison County's 2008 Comprehensive Plan incorporated a New Urbanist Sector Map as a Future Land Use Map which more precisely identified future Industrial, Commercial, Residential and Agricultural areas based on proximity to existing and proposed water and sewer infrastructure, FEMA Flood Zones, and federally regulated wetlands.

His experience also includes zoning, developing and implementing zoning building codes, land use studies, commercial and residential developments, and holding planning commission meetings.

After Katrina, Mr. Bonck lead the Zoning Office's effort to assist thousands of displaced residents with temporary and permanent housing. During his tenure with Harrison County, Mr. Bonck served as a committee member with neighboring cities in their comprehensive planning efforts as well as on committees for Gulfport's US Navy Seabee Base 2022 JLUS Plan and Biloxi's Keesler US Air Force Base 2022 JLUS Plan.

## Related Experience

### **Application Assistance for State Funding, Biloxi, MS:**

**Planner:** Provided general support services to the City of Biloxi under this contract. The tasks included assisting the City in gathering statistical data, preliminary planning and design services, determining existing and future utility needs, preparing maps, and cost estimates in accordance with MDEQ's checklist for American Rescue Plan Act grant applications. The City successfully submitted four projects into the portal in the first round of selection.

### **Application Assistance for State Funding, D'Iberville, MS:**

**Planner:** Provided general support services to the City of D'Iberville under this contract. The tasks included assisting the City in gathering statistical data, preliminary planning and design services, determining existing and future utility needs, preparing maps, and cost estimates in accordance with MDEQ's checklist for American Rescue Plan Act grant applications. The City successfully submitted three projects into the portal in the first round of selection.

### **LBC Class II Rubbish Facility, Harrison County, MS: Planner.**

Developed and submitted a permit application for a 15-Acre Class II Rubbish Facility located along Highway 67 in Harrison County. Assisted the client with the zoning application, modification of the Solid Waste Master Plan, and the MDEQ Permit.

### **Laurel (MS) Comprehensive Plan Amendment for Newly**

**Annexed Area: Planner.** Provided amendments in concurrence with the adopted Comprehensive plan. The main focus was to develop new zoning districts for the newly annexed area.

### **Laurel Land Use Elements & Smart Growth Strategies,**

**Laurel, MS: Planner.** Neel-Schaffer was chosen to help the City of Laurel to Plan for this growth by identifying and characterizing existing land use elements and identify areas for future conservation and growth as it relates to Land Use Planning and its Transportation System. The project included form-based zoning text amendments integrated into the city's existing Zoning Ordinance for downtown and smart growth initiatives and recommendations for four overlay zoning districts including the Medical District, which is a mixed-use development surrounding their regional hospital. These four areas were chosen by the city to encourage mixed use development facilitating new business and residential development for both young professionals and baby boomer retirees.

## RELATED EXPERIENCE AND REFERENCES



### DAVIDSON, NC COMPREHENSIVE PLAN AND IMPLEMENTATION GUIDEBOOK

#### [View the Plan](#)

The Town of Davidson is known nationally for its progressive planning, urban placemaking, and small college-town character. Home to the historic Davidson College and located in northern Mecklenburg County, Davidson has worked carefully over the last two decades to manage growth and enhance community design.

Building on several recent planning efforts, including the Davidson Rural Area Plan, the Davidson Mobility Plan, and the Town's Strategic Plan, Town leaders initiated a process to create a renewed community vision. The Town hired Clarion Associates in the fall of 2018 to lead the process to update the Comprehensive Plan – What's Next Davidson. The project scope included development and facilitation of the public engagement process, analysis of conditions and trends, and drafting the Comprehensive Plan.

Recent community discussions raised ideas about how past plans had been implemented. To address these ideas and honor prior planning efforts, the process began with a decentralized public engagement strategy focused on high-level planning principles. The second phase of the engagement process included a Conversation on What's Next community forum that offered small group opportunities to discuss three critical questions for the Town's future, and the Shaping What's Next multi-day workshop that resulted in a growth framework and visual preferences for community placemaking.

With that guidance, the Clarion team worked with the Plan Advisory Group over a series of meetings to share the draft plan and refine for public review and comment. Several important new tools were included in this draft, including a new Growth Management Tiers Map and related Utility Service and Annexation Criteria, and the Conservation and Growth Framework that identifies character areas to guide development in the Town's planning area and priority areas for public or private conservation efforts.

The final version of the comprehensive plan was adopted by commissioners in January 2020. Clarion is currently working with Davidson in preparing an Implementation Guidebook for the plan. The plan won a special recognition award by the North Carolina Chapter of the American Planning Association.



#### Reference Information

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## CHARLOTTE, NC

### 2040 COMPREHENSIVE PLAN AND IMPLEMENTATION PROJECTS

<https://cltfuture2040.com/home/>

In 2018, Charlotte, North Carolina, embarked upon a monumental effort to lead the south in developing the most robust, equitable and inclusive comprehensive planning effort. Focused not only on including people of color and marginalized residents as part of planning engagement, the Charlotte Future 2040 Comprehensive Plan is designed to take an equitable lens in evaluating all components of the plan framework. This effort began by fully embracing the legacy of racial injustice and how past policies led to inequities.

Joining a team led by MIG, Inc., Clarion Associates was the project lead for developing a policy synthesis and analysis of over 50 community plans – setting the foundation for the new comprehensive plan. Clarion then led development of a multi-departmental and city partner effort to develop the Plan Framework. Guided by ten visionary goals, this plan framework sets the stage for implementing several “big ideas” for Charlotte including eliminating exclusionary zoning policies for neighborhoods, creating a culture of developer-community collaboration, creating a robust program of reparations and restorative justice, prioritizing equitable TOD (E-TOD) along trail and trail corridors, and implementing the City’s Strategic Energy Action plan through development of Resilient Innovation Districts. The Charlotte Future 2040 Plan was adopted in June 2021. The plan won a special recognition award by the North Carolina Chapter of the American Planning Association in 2022. In the fall of 2023, the plan was awarded the Daniel Burnham Award for a Comprehensive Plan from the national American Planning Association. The Plan identified the advancement of methods for securing community benefits as a critical focus

for plan implementation efforts. To move this effort forward, City staff were instructed to establish a Community Benefits Task Force to continue these discussions. The outcome focused upon defining community benefits, evaluating the current processes in place to secure them, and developing a plan to assist Charlotteans in future community benefits endeavors while expanding current processes to support these efforts. Clarion helped lead this effort that culminated into the Community Benefits Lookbook. The Lookbook included a Toolbox, comprised of resources to help those in the community and development field work toward equitable community benefits, and an Action Plan, aimed to highlight ideas that can be operationalized

to improve equity regarding benefits.



#### Reference Information

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## GREENVILLE, NC

### Horizons 2026 Plan Update

#### [View the Plan](#)

Where will the next 40,000 residents of Greenville live, work, and play? That is the critical question that sparked the Horizons 2026 Plan update. In 2015, the City of Greenville hired the Clarion Associates team to help shape the update to the city's comprehensive plan. Taking a new tailored approach, the Horizons 2026 planning process melded traditional land use planning with best practices for urban design and place making to develop a future growth framework for Greenville.

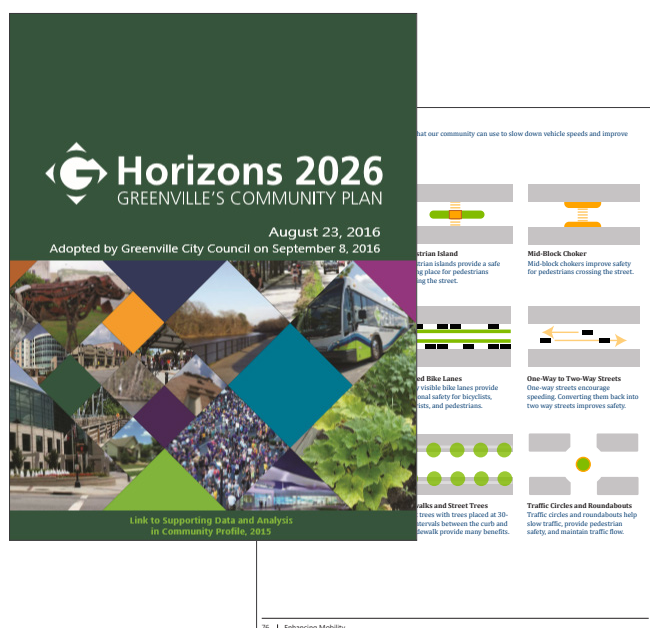
The thematically based plan was designed to streamline the policy framework to make the plan more user-friendly and to create a strategic implementation approach that allows the plan to guide future city actions and investments, such as stewarding a vibrant Uptown neighborhood through redevelopment and focusing on special areas projected to have an outsized influence on the city's future. This framework is now used to frame the city's annually updated strategic planning process.

Citizens, stakeholders, business and civic leadership, and the Comprehensive Plan Committee were active partners in the development of the plan. Community members participated in various public engagement opportunities such as the Workshop for Our Future kickoff event, an online survey on community interests and values, a leadership roundtable breakfast meeting, the How Will We Grow? public workshop series, and nine Comprehensive Plan Committee meetings.

Horizons 2026 also included four special area plans. These area plans set out the planning influences, community aspirations, land use planning guidance, and design and capital planning strategies for these key locations in the city. The Southwest Bypass

Area Plan was unique in embracing a potential future planning effort for the corridor including all regional partners, and set out aspirations for a multijurisdictional effort that has since continued at the county level.

Horizons 2026 and the special area plans were unanimously adopted without any public dissenting opinions by the City Council in the fall of 2016. The plan won a special recognition award by the North Carolina Chapter of the American Planning Association at the 2017 state conference.



#### Reference Information

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# CLARION



## MOORESVILLE, NC Comprehensive Plan

With a focus on creating a community plan that would generate a unifying vision for a community divided by a major interstate, the OneMooreville comprehensive plan established a new community vision for an enduring, connected, inclusive, and innovative Mooresville. This planning effort resulted in a new character-based approach for guiding land use decisions, a framework for guiding utility and annexation decisions, and an update to the town's Transportation Master Plan that guides design of streets and multi-modal improvements to align with character areas in town.

Undertaking the most robust public engagement process in the Town's history, this plan turned the public's "big ideas" into implementation actions: expanding quality of life through green spaces and greenways, leveraging utility and transportation investments to support economic and housing development, providing opportunities for developing new housing choices, focusing on regional and internal mobility connections, fostering development of walkable multi-use centers, and gaining public access to Lake Norman.

The plan was unanimously adopted in the fall of 2019.



### Reference Information

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## KANNAPOLIS, NC

### Move Kannapolis Forward Comprehensive Plan and UDO

#### [Move Kannapolis Forward](#)

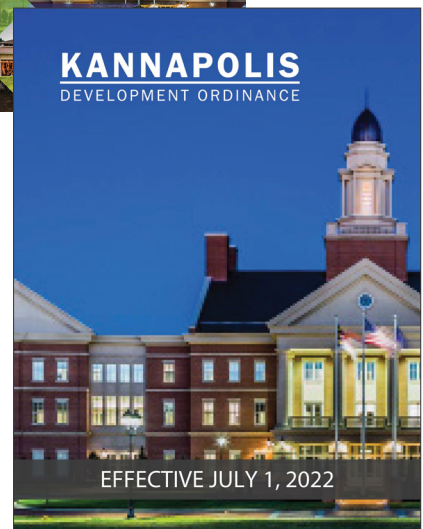
#### [View the KDO](#)

The Move Kannapolis Forward 2030 Comprehensive Plan builds on investments that are transforming the former mill town. The plan harnesses the strength of its historic heritage, growing connections to Charlotte, and burgeoning industries for economic and environmental resilience in a way that is inclusive of all community members.

Outreach was a critical component of the planning process and public engagement took place through public intercept events at multiple community gatherings, discussions at local businesses, feedback at large public meetings, and online using social media and surveys. The plan established new direction for creating mixed use urban centers, revitalizing corridors, preserving the historic mill village neighborhood, prioritizing infrastructure in distressed areas, growing smart on the edges, and integrating high quality green space. A key phase of the planning process included evaluating relationships between the draft Conceptual Growth Framework and Future Land Use and Character maps. These maps correspond with policies for form, design, and use to enhance the character and walkability of existing and future development. The plan was unanimously adopted in March 2018.

In 2018, after completing an update to its comprehensive plan, the City of Kannapolis retained Clarion Associates to undertake a rewrite of its 19-year-old Unified Development Ordinance. A primary goal of the update was to retool the UDO to implement the plan's policies, in particular supporting walkable, mixed-use development in the downtown area and in identified activity centers, supporting infill and redevelopment in commercial corridors, and ensuring that residential neighborhoods are well-connected and have a variety of housing options. Clarion completed a draft of the new UDO in mid-2021. In June 2022,

the Kannapolis City Council unanimously adopted the Kannapolis Development Ordinance. It became effective July 1, 2022.



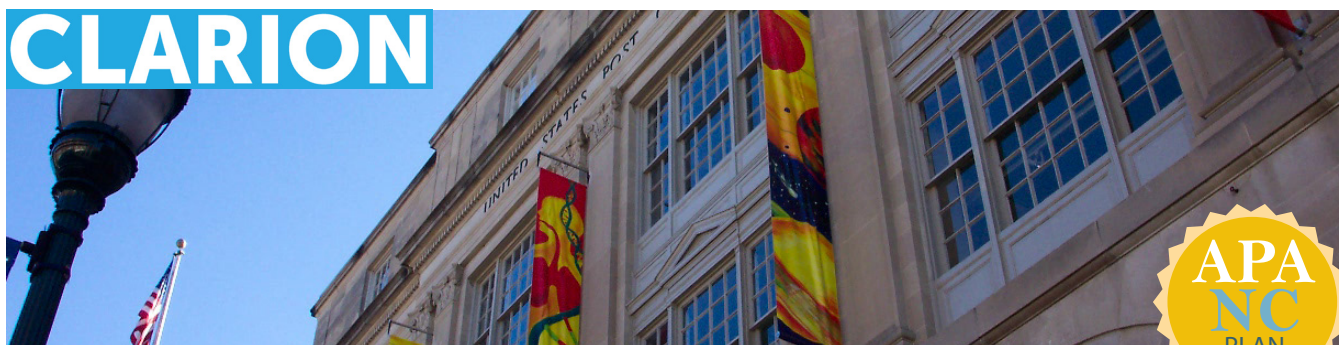
#### Reference Information

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## WILSON, NC Comprehensive Plan

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Clarion Associates worked with Wilson, North Carolina, in 2008 to develop the city's first comprehensive plan. Building off a county-wide Wilson 20/20 Vision initiative, Clarion worked with the city to develop a new comprehensive plan that focuses on "One Wilson, Growing Together." Key outcomes of the planning process include a focus on using sustainable development principles to promote compact growth and focused reinvestment in downtown, coordination with the county to develop a tiered development fee system to focus growth to the center city, establishment of a neighborhood planning process, targeted capital improvements to declining areas, and sustainable performance standards for city operations. The plan was adopted in the spring of 2010 and was given an outstanding planning award from APA-NC.

At the time of Wilson's 2010 Comprehensive Plan, it was a community in the midst of a great recession that was struggling to reinvent itself after the tobacco and textiles industries left. The community had bold ideas to bring about change and followed through with implementing their vision that was captured in that Plan. The City's leadership trusted planners throughout the process and they have made giant leaps forward, including the building of Whirligig Park in the center of town and jump starting the redevelopment of the tobacco warehouse district.

In 2022, Clarion had the opportunity to work in Wilson again, defining the new conditions and opportunities that they face today through an updated comprehensive plan. To develop a renewed vision for Wilson, the update involved in person workshops and online opportunities to share feedback. The updated plan addresses land use, development, transportation, public investments, and other priorities for the community. A first of its kind in Wilson, the 2043 Comprehensive Plan was created as an ArcGIS Story Map, including visual elements such as infographics and interactive maps. The Public Review Draft of the 2043 Comprehensive Plan was completed in fall 2023 and is pending adoption.

### Reference Information

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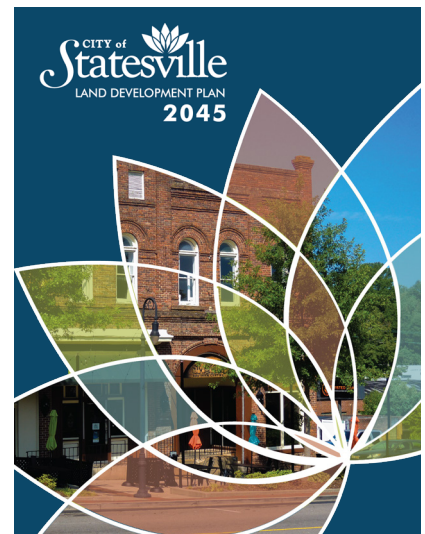
## STATESVILLE, NC

### Land Development Plan 2045

#### Statesville Land Development Plan 2045

Clarion Associates, in partnership with Rose and Associates, was hired by Statesville, North Carolina, in early 2020 to develop the 2045 Statesville Land Development Plan. The plan was last updated in 2004. As the City has matured and new opportunities have emerged from growth of three surrounding regions (Charlotte, Hickory, and Winston-Salem), City leaders identified the need to take a more strategic approach to plan for its future. Focused on identifying both new greenfield development areas and important areas for revitalization and reinvestment, the Plan identifies several Strategic Focus Areas for future capital investment and additional planning efforts. The Land Development Plan provides a vision for the City and the updated Plan has been tailored for the City's long-term opportunities and regional economic and market advantages. The Plan is designed to strategically prioritize opportunities for Statesville, and to better position the City to meet the expectation of community amenities inherent in modern economic development and recruitment. This approach was supported by a public-driven process that included two rounds of public engagement and numerous meetings with the Land Development Team – the steering committee for the project. The first round of engagement, conducted in September 2020, focused on identifying the critical issues and prioritizing areas for focus. The second round included a Public Open House for the community to provide feedback on the Draft Land Development Plan in August 2021. Community input was used to prepare a final public hearing draft to share with the City's leaders. Following adoption of the new plan, the goals and strategies will be incorporated into current City codes and ordinances.

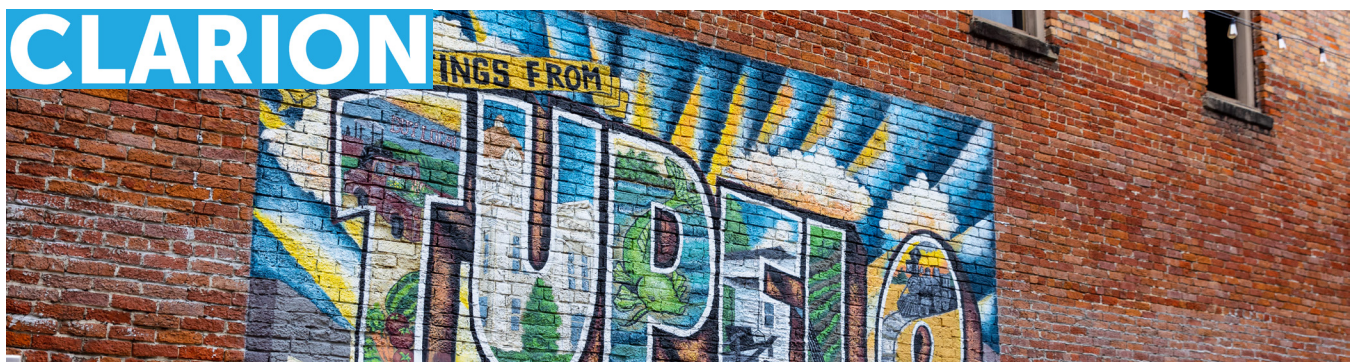
The plan was formally adopted in June 2022.



#### Reference Information

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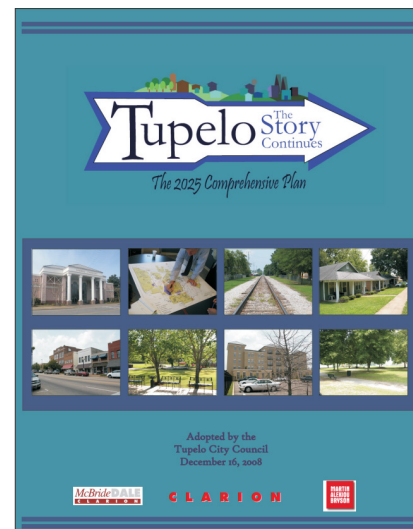
## TUPELO, MS

### Comprehensive Plan

Clarion Associates teamed with VHB (formerly M/A/B) and prepared an update to the Comprehensive Plan for the City of Tupelo. In 2007, Toyota announced that it would be opening a major new manufacturing facility 10 miles northeast of the city, creating new employment opportunities and spin-off development in the region. Regional forecasts showed that the communities surrounding the new plant should plan for significant growth over the next 20 years.

Community issues driving the planning effort focused on how to accommodate the new development—identifying a preferred land use pattern, initiatives to build upon established downtown revitalization efforts, capitalizing on access to the nationally renowned Natchez Trace trail, strengthening older in-town neighborhoods, providing new trails and paths for pedestrians and cyclists, and coordination with the school system to coordinate policies and projects of mutual benefit.

The Clarion team worked with a multi-disciplinary steering committee to diagnose the key community issues. This resulted in an overall change in the current planning philosophy for the city; the new philosophy creates a more compact urban form that is pedestrian-friendly, more energy efficient, and lays the framework for a more sustainable development pattern. The community engaged in a dialogue on scenarios for future growth and development in the city, design preferences for residential and commercial development, and the vision and goals for the community. This input was the basis for generating the preferred land use pattern for the city and the policies to guide future decision-making. Over 100 implementation strategies were identified and priorities were set to guide future work plans. The city formally adopted the plan in 2008.



***SAMPLE RELEVANT PROJECTS***

**Comp Plan Economic Development Strategy, Starkville, MS.** Randall Gross / Development Economics completed work as part of a planning team led by The Walker Collaborative on the Comprehensive Plan for Starkville, MS. Starkville is a university town (home to Mississippi State University) with its own unique perspective, employment base, and community preferences. As such, the regional industrial development efforts in the three-county “Golden Triangle” have not addressed some of the local issues pertaining to Starkville’s quality of life and competitive advantages for attracting certain types of businesses. The Economic Development strategy established for the plan addressed these issues based on stakeholder visioning, target industry analysis and baseline opportunities assessments.

**Aloe Bay Harbor Town Center Redevelopment, Dauphin Island, AL.** RGDE worked as part of a team led by Goodwyn Mills Cawood (GMC) on a master redevelopment plan and implementation for the town center area of Dauphin Island, Alabama. The small town of Dauphin Island received a RESTORE grant as a result of the Deepwater Horizon Oil Spill to plan for economic revitalization and has focused attention on revitalization of its small harbor and on strengthening its amenity base including a development of a mixed-use town center. Mr. Gross completed residential, retail, hotel, and working waterfront industrial market analyses to determine development potential of the town. He identified specific concepts for redevelopment. He also provided a financial feasibility analysis of development alternatives and strategic implementation planning for marketing, phasing, development, financing, and structuring of the proposed concepts and helped with the transition to implementation.

**Comp Plan Housing Market Analysis & Strategic Inputs, Oxford, MS.** Mr. Gross completed an assessment of real estate trends and a housing market analysis for Oxford, Mississippi as part of the city’s comprehensive planning process. He provided strategic input on economic development and on specific issues relating to affordable and student housing in the city. He completed this work as part of a planning consulting team led by Orion Planning Group, working for the City of Oxford.

**Gulf Port Potentials, Port Bienville (Hancock County), MS.** Randall Gross / Development Economics (RGDE) determined the market potentials for expansion of an existing port on the Gulf of Mexico. He examined niche freight opportunities and forecasting tonnage, which HNTB translated into facility requirements. He also recommended economic development and marketing strategies to maximise port potential. Unfortunately, Port Bienville was destroyed not long after by Hurricane Katrina, whose eye passed over Hancock County.



**Comp Plan Target Industry & Housing Market Analysis, Decatur, AL.** Randall Gross / Development Economics worked as part of a planning team led by Planning Next on the comprehensive plan for Decatur, Alabama. Mr. Gross assessed the city's economic base and competitive positioning, and recommended target industries as well as broader economic development strategies and programs as part of the comp plan process. He also completed a housing market analysis and providing strategic recommendations focused on enhancing high-quality workforce housing opportunities in the city.

**Downtown Rebuilding Comprehensive Master Plan, Henderson Point, MS.** According to the Mississippi Chapter of the American Planning Association (APA): "In the aftermath of Hurricane Katrina on August 29, 2005, Harrison County, one of Mississippi's three devastated coastal counties, was eager to rebuild but had not prepared nor adopted long-range comprehensive plans for any of its unincorporated communities. Rebuilding and recovery would require zoning changes and capital improvements, pursuant to comprehensive community plans. Harrison County, however, did not have the funds or staff to complete the long-range comprehensive planning process in a timely manner. The Mississippi Chapter of the American Planning Association identified potential projects to help Mississippi's ravaged coastal communities rebuild and recommended that Henderson Point-Christian Isles in Harrison County be the first to receive assistance from the Planning Assistance Team program. This project would not have been possible without the chapter's initiative and efforts. The APA-AICP Planning Assistance Team was asked to create three alternatives to redevelop the town center Henderson Point-Christian Isles, a small unincorporated community in Harrison County, Mississippi, that was obliterated by Hurricane Katrina. As requested by Harrison County, each of the recommended alternatives was designed to be buildable, insurable, and functional. The team was led by Willard Tim Chow, AICP; and included David Boyd, FAICP; Angela Brooks, AICP; Fleming El-Amin, AICP; and Randall Gross / Development Economics."

**West 30s Neighborhood Strategic Revitalization Plan, Covington, LA.** Mr. Gross worked as part of a planning team led by the Walker Collaborative on a Strategic Plan for revitalization of the West 30's neighborhood of Covington, located in St. Tammany Parish, Louisiana. This community has a concentration of poverty, entrenched economic stagnation, and poor housing conditions; but it also offers an attractive, historic setting and residents willing to make a change. Mr. Gross provided market analysis and strategic economic development planning as part of the master planning team. He designed a resident survey and trained local community stakeholders to conduct the survey. He integrated the results into his analyses to help define key strategies for development and empowerment. His strategic plan included recommendations for creation of an artisan industrial district where there are currently older industrial buildings and warehouses in the middle of the residential

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**Randall Gross / Development Economics**

community. He also focused on strategies for maintaining, improving and protecting affordable housing conditions while also diversifying the housing mix, to encourage more diversity and support economic activities within the community.

**Comprehensive Plan Economic Inputs and Retail Market Analysis, Hernando, MS.**

RGDE contributed several economic inputs to the Hernando, Mississippi comprehensive plan, as part of a team led by The Walker Collaborative. Mr. Gross assessed existing economic and real estate market conditions and forecasted retail potentials through a retail market analysis. Hernando is part of the Memphis Metropolitan Area but offers its own unique small-town feel, which is a key aspect of the city's identity and something which residents and stakeholders wish to retain. RGDE's retail strategies and economic development recommendations focused on the strengths of maintaining that identity within a large metro area.

**Martin Luther King Boulevard Revitalization Strategy, Starkville, MS.**

Randall Gross / Development Economics (RGDE) completed work on a market analysis and strategic recommendations for revitalization of the Route 182 Corridor (Rev. Dr. MLK, Jr. Boulevard) through Starkville, Mississippi. The Corridor stretches through a predominately African-American neighborhood near Downtown Starkville and served as the primary commercial district for the black community during decades of segregation. Mr. Gross examined the market potentials for redevelopment and revitalization that would celebrate the historic character of the corridor including highway-oriented motels that once served the traveling public. Johnny Cash was famously arrested at one of those motels and sent to prison, which became the subject of his hit single, "Starkville City Jail." Mr. Gross completed this work as part of a planning team led by Farmer-Morgan.

**Citywide Comprehensive Plan Economic Inputs, Anniston, AL.**

RGDE worked as a sub-consultant to The Walker Collaborative on the Comprehensive Plan for the City of Anniston. Anniston faces multiple challenges stemming in part from the loss of military and industrial jobs over many years. Competition for fiscal base and school enrollment from adjacent cities like Oxford has further reduced Anniston's economic competitiveness in the regional market. RGDE completed a Housing Market Analysis that identified opportunities for multi-family and mixed-use housing development as well as single-family homes targeted to key demographics. He also worked on the city's Economic Development Strategy, which drew on the city's inherent strengths including its location between Atlanta and Birmingham, unique DoD operations, and a large medical services hub. Ultimately, another objective was to help diversify the City's economy away from its dependence on retail sales tax revenues, which constitute nearly 80% of the City's general fund budget, through alternative development and revenue scenarios.

**Comprehensive Plan Economic and Fiscal Inputs, Fairhope, AL.** RGDE is working as part of a planning team led by Need-Schaffer on the Comprehensive Plan for the city of Fairhope, Alabama. Fairhope is a relatively affluent and highly desirable community located on Mobile Bay, not far from the Gulf Coast. The community is known for its vibrant and eclectic downtown, high-quality housing, and good schools. Yet rapid growth has presented challenges to the community, including a loss of affordable workforce housing to accommodate many of the people who work in Fairhope. As part of his work on this plan, Mr. Gross is completing a Housing Market Analysis that will examine the opportunities for mixed-income and workforce housing. He is also completing a Retail/commercial Market Analysis, specifically focused on market-based approaches for protecting the town's independent retail businesses from encroachment by national chains. He is also providing input on the Economic Development element of the plan, and providing a Fiscal Impacts Analysis of land use and development in Fairhope, as an input to long-range growth management planning, fiscal balance, and zoning policy.

**Natchez Downtown Market Analysis & Strategic Planning, Natchez, MS.** As part of a team led by The Walker Collaborative, Randall Gross / Development Economics completed work on retail and housing market analyses as part of a Downtown Plan for Natchez, Mississippi. Natchez is the quintessential "riverboat town" along the Mississippi River, with all of the inherent challenges (e.g., flooding) and opportunities (tourism) associated with a location on America's River Road. Natchez is an historic, 300-year old community that offers exceptional assets for visitors including antebellum plantation homes, African-American heritage, and an architecturally-rich downtown area. Still, the community suffers from a lack of investment, long-term decline in its demographic base, and poor transportation accessibility (no interstate highway, no airport service). Overcoming these obstacles has been a primary motivation for the downtown plan, and the market analysis focused on the development of key "drivers" such as new tourism products and recruitment of "location-independent businesses" (LIBs) to leverage the market for housing and retail. RGDE recommended various marketing, development, business recruitment, downtown management, and financing strategies as part of this effort.

**Olde Towne Retail Market Analysis & Strategic Planning, Slidell, LA.** RGDE worked as a sub-consultant to the Walker Collaborative on a master plan for revitalization of Olde Towne Slidell, Louisiana. His work included a retail market analysis to determine the potential for retail businesses and development in the area, along with strategic recommendations for marketing, development, financing, leveraging, and community building in Olde Towne. Ultimately, RGDE determined that the area, while seeing some business growth, was not capturing destination tourism and other inflow markets that would help leverage overall business development and revitalization. He developed strategies to capture more of New Orleans' regional tourism flow

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**Randall Gross / Development Economics**

through creation of a series of destinations focused on the region's eco-heritage as well as on entertainment.

**Lauderdale County Court and Offices Relocation Impacts, Meridian, MS.** Randall Gross / Development Economics worked as part of a team led by Belinda Stewart Architects on an impact assessment of relocating the Lauderdale County Courthouse and offices from downtown to a former shopping mall and other sites outside of the downtown area. Mr. Gross determined the relocation would have deleterious impacts on downtown but could generate substantial fiscal benefits to the County if commercial development could be spurred alongside County offices at the mall site (located at a major highway interchange). The caveat would be whether there is market potential to support such commercial development.



## ‘Adelaide - A Traditional Neighborhood Development’

As the Engineer of Record, Neel-Schaffer is providing a wide variety of engineering design and consulting services for The Adelaide, a 500-acre planned, traditional neighborhood development in Starkville, MS.

Adelaide is being uniquely designed to look and feel as if it naturally evolved among the rolling hills of Southeast Starkville. It blends residential, commercial, and public spaces with a focus on walkability, beauty, tradition, and a sense of community.

In 2013, after CPLA designed a master plan for the community, Neel-Schaffer provided infrastructure assistance that included general site planning, topographic survey, and utility services. In 2014, Neel-Schaffer helped develop the Claiborne at Adelaide retirement village by serving as the site designer, ensuring that all streetscape, structures, and roads followed traditional neighborhood guidelines.

In 2015, Neel-Schaffer designed Phase 1 of the Adelaide traditional neighborhood development, following guidelines of the master plan. Phase 1 included 18 residential lots, a neighborhood open space, and a neighborhood post office. Services were provided for site layout, roadways, sidewalks, utilities, and storm water, utilizing context-sensitive features to provide for walkability, narrow pedestrian crossings, and low vehicle speeds.

Phase 2 construction, with 33 lots and additional common space, was completed in January 2019.

Construction in Phase 3 began in August 2021. Phase 3 was completed and will add 67 more homes. Multiple new phases are planned for the neighborhood, which will be home to just under 900 houses when completely built out.

### Live Adelaide, LLC Starkville, MS

**Role**  
Prime

**Completion Date**  
2023



## Renaissance at Colony Park

Neel-Schaffer provided design and construction phase engineering services for the \$70 million Renaissance at Colony Park, Mississippi's premier shopping destination. What started as a 53-acre lifestyle center is located at the intersection of Old Agency Road and Highland Colony Parkway in Ridgeland, a suburb of the capital city of Jackson. The lifestyle center is a retail development that is also a multi-purpose, leisure time destination that includes shopping, restaurants, and entertainment with design ambience and amenities and continues to expand.

Engineering services provided by Neel-Schaffer included a site planning, traffic study, the design for a perimeter roadway system, traffic signals and related traffic improvements, grading and drainage (including two box culverts), utility infrastructure design, on-site roadways, parking areas and pavements, permitting, a geotechnical investigation, and erosion control.

The center includes more than 500,000 square feet of retail space with such tenants as P. F. Chang's China Bistro, Ruth's Chris Steakhouse, Another Broken Egg, Five Guys Burgers and Fries, Biaggi's Ristorante, Seafood R'volution, Brooks Brothers, Orvis, Ethan Allen Custom Color Center, Sand Dollar Lifestyles, White House/Black Market, Barnes & Noble, Ann Taylor Loft, Talbot's, and Chico's. The development also has a six-story, 110-room Hyatt Place hotel.

In 2019, the project was expanded, adding 125,000 square feet of retail space, including provisions for a Malco Theatre and Zea Rotisserie & Bar. Neel-Schaffer provided all aspects of civil site design for the expansion, including utility infrastructure, pavement design and pedestrian circulation.

A development of the Mattiace Company, this project includes the approximately 48 acres located south of the original Renaissance at Colony Park. When built out, the new development will have 350,000 square feet of retail space, anchored by a Costco Wholesale that opened in March 2020. The development also includes a Costco Fuel Center that opened in February 2020, a Wendy's Restaurant (Fall 2020), an Xfinity service center (Summer 2021), Walk-On's Sports Bistreaux restaurant and sports bar (Fall 2021) and a Chick-fil-A restaurant (January 2022).

Neel-Schaffer provided technical support throughout the site plan approval process at the City of Ridgeland. Materials testing and construction engineering services were provided during the construction phase for the Costco warehouse and fuel center.

### Mattiace Properties, Inc. Ridgeland, MS

#### Role

Prime

#### Completion Date

2023

#### Project Fee

\$1.6 million





# Hernando Bicycle and Pedestrian Master Plan

The City of Hernando (MS) contracted with Neel-Schaffer to create a citywide Bicycle and Pedestrian Master Plan. The completed plan serves as a document that represents the City of Hernando's commitment to provide safe and affordable mobility, as well as promoting active lifestyles for its residents and visitors.

The plan identified ways to expand current bicycle and pedestrian infrastructure and to make the City more navigable. The plan successfully achieves this goal through the provision of several key components. Previous studies and planning efforts were analyzed and documented within the plan. Community input was gathered through the formation of a Stakeholder Group.

This input, along with a thorough investigation of the existing nodes of activity, opportunities, constraints and bicycle and pedestrian infrastructure, provided the inventory and analysis portion of the plan. A comprehensive bicycle and pedestrian network plan was developed with visual exhibits to provide graphical support.

Phasing and budget plans were developed to provide a guide for the City's implementation of the plan. Funding for the plan was provided through the Mississippi Department of Transportation.

## City of Hernando, MS

### Role

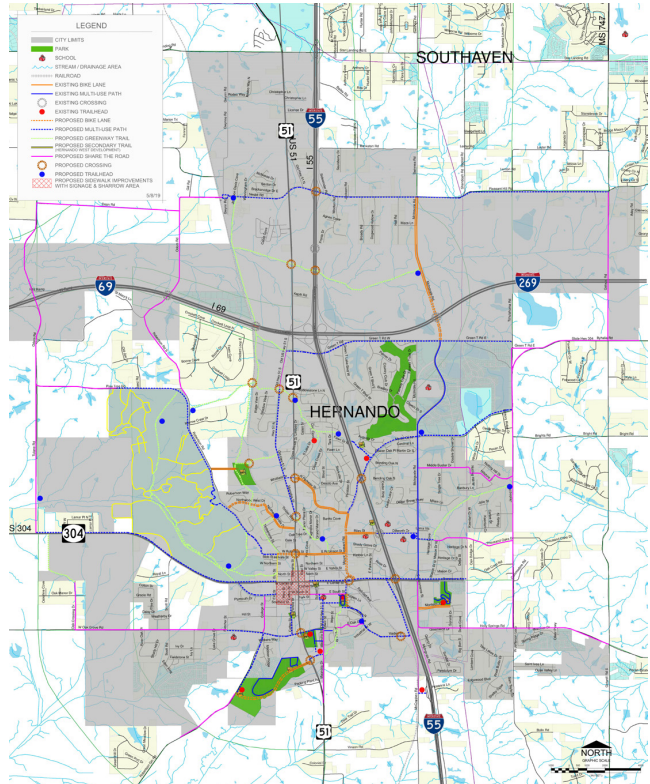
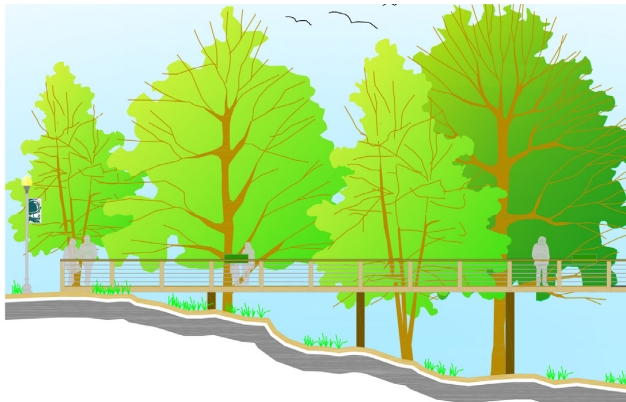
Prime

### Completion Date

2019

### Project Fee

\$98,020



[www.neel-schaffer.com](http://www.neel-schaffer.com)

## MDOT MULTIPLAN 2045 Update

Neel-Schaffer was contracted by the Mississippi Department of Transportation to update MDOT's long-range transportation plan, known as MULTIPLAN 2045, along with calibrating/validating and updating the statewide model and the state's three Metropolitan Planning Organization's (MPO) respective Travel Demand Models.

Neel-Schaffer initiated the project in October 2018, which was completed in February 2021.

A major component of this project was a combined public outreach process for both statewide and MPO plans.

As a part of the MULTIPLAN 2045, Neel-Schaffer is coordinating with each of the three MPOs to develop their Metropolitan Transportation Plan (MTP) and Transit Development Plan. Public involvement efforts for MULTIPLAN and the MTPs will coincide together to maximize the public engagement opportunities. This joint effort helped the public better understand the comprehensive nature of transportation planning between the MPOs and MDOT. The MULTIPLAN's recommendations are the result of robust public and stakeholder engagement and careful technical analysis.

Recommendations cover all modes, including bicyclists and pedestrians. For bicyclists and pedestrians, Neel-Schaffer is identifying high demand and safety concern areas, conducting targeted user counts, and identifying high priority projects and actions at the regional-level.

In addition to Public Involvement, major Neel-Schaffer tasks included the following statewide:

- Prepare Transit Analysis Planning/Travel Demand Modeling
- Defining current transportation needs
- Develop growth forecasts, goals and performance standards
- Identify ways for improving transportation

*Continued on Page 2*

### Mississippi Department of Transportation

#### Role

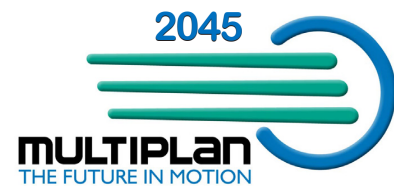
Prime

#### Completion Date

Scheduled: 2/23/2021

#### Contract Amount

\$4.3 million





- Calibrating/validating and updating of Statewide Travel Demand Model
- Test various street and highway networks to evaluate the impact of alternative improvements on expected locations of capacity deficiencies
- Develop Safety, Security and Environmental Mitigation analysis plan elements
- Develop bike and pedestrian elements
- Conduct financial analysis of transportation system revenues and costs
- Develop a Recommended Transportation Plan from the analysis of the test networks
- Develop a financially constrained stage improvement program
- Develop an updated scenario manager to run the model using TransCAD's GISDK scripts
- Provide training to MDOT staff.

In addition to Public Involvement activities performed Statewide, major tasks included the following for the three state MPOs:

- Coordinating with each of state's three MPOs throughout the project to document area needs and goals
- Calibrating/validating and updating Travel Demand Models for the three MPO areas
- Developing each MPO region's Metropolitan Transportation Plan (MTP) and Transit Development Plan
- Identifying high demand and safety concern areas for bicyclists and pedestrians
- Conducting targeted user counts for bicyclists and pedestrians
- Identifying high priority projects and actions at the regional-level for bicyclists and pedestrians
- Develop a Truck Model using Quick Response Freight Manual procedures for both medium and combination trucks
- Provide training to MPO staff



# Longleaf Village in the Avenues Master Plan



Neel-Schaffer, Inc. was a subconsultant to Orion Planning + Design (OPD) to provide the City of Hattiesburg with a redevelopment vision for 25th and 26th Avenue between W 4th Street and Hardy Street and east of the University of Southern Mississippi. Neel-Schaffer focused its analysis and recommendations on traffic and mobility as well as infrastructure.

## City of Hattiesburg, MS

### Role

Sub

### Completion Date

2023

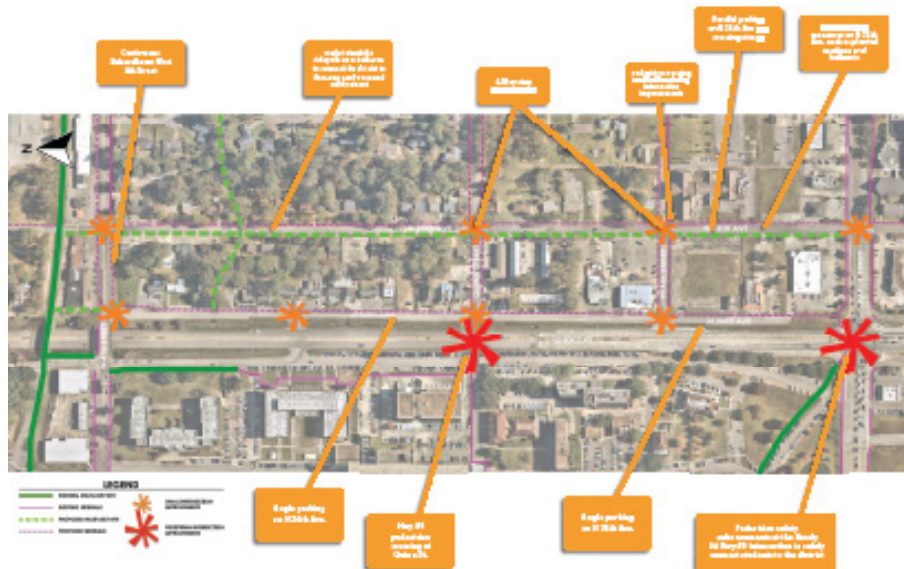
### Project Fee

\$11,470

Neel-Schaffer's scope of work consisted of attending project kick-off meeting, participation in monthly video meetings with client, analysis of traffic and mobility patterns in project area, inventory and summary of infrastructure service of area, walking tour of site/key locations, providing aerial photograph of project area in digital format, participation/presentation in all charrette stakeholder and public meetings, engagement at design work sessions, assistance with concept development for street and mobility features for use in engagement meetings, mobility-related narrative text and tables to be used in master plan document, development of planning-level estimates for proposed infrastructure projects included in master plan, and participation in draft master plan presentation.

## MOBILITY

As discussed in the Discovery Findings, the project site is currently difficult to access and move around in, which has served to hinder its full economic and livability potential. This plan seeks to improve mobility in and around the Village for all modes of movement: walking, biking, transit, driving, and movement of goods.





## Fourth Street Improvements

Beginning in 2007, Neel-Schaffer was selected to provide design and construction oversight for the Hattiesburg Fourth Street improvement project. This project addressed the increased traffic along the east-west Fourth Street corridor, providing much-needed roadway improvements for area motorists.

The \$5.3 million project was divided into two phases, involving work to widen a two-lane open ditch road into a three-lane curb-and-gutter road with drainage improvements. Phase I involved about a mile of roadway from 25th Avenue to Hutchinson Avenue, and Phase II continues to North Street, covering a total distance of approximately 0.3 miles.

For both phases of the project, Neel-Schaffer provided services including a topographic survey, geotechnical investigation, cultural resource survey, and coordination with utility companies for the relocation of existing utilities.

The project, much of which is in the designated Historic District of Downtown Hattiesburg, added 1.3-miles of constructed sidewalk providing pedestrian access along Fourth Street, a safety enhancement feature that greatly benefited children of the Hutchinson Street area who walked to school.

Funding for this project was provided by MDOT, with matching funds from the City of Hattiesburg, and it serves as a great benefit to the community.

### City of Hattiesburg, MS

#### Role

Prime

#### Completion Date

2018

#### Construction Cost

\$5.3 million



# Hattiesburg (MS) Comprehensive Plan

Neel Schaffer was selected to prepare a new Comprehensive Plan for the City of Hattiesburg in 2007. At that time, the South Mississippi city, home to the University of Southern Mississippi, had an estimated population of nearly 52,000 people. Along with many historic neighborhoods, Hattiesburg had tremendous redevelopment downtown and growth in its western perimeter; city leaders felt it was time for a comprehensive plan to guide future development.

Neel-Schaffer developed the plan over an 18-month period, embracing a grassroots planning process. Visioning sessions, focus group meetings and neighborhood workshops were held to encourage maximum participation by citizens. Vision statements were formulated to serve as the foundation for decision-making in the following categories:

- Community identity & appearance
- Economy
- Historic preservation
- Healthcare
- Education
- Housing & neighborhoods
- Arts, entertainment & culture
- Natural environment
- Business and services
- Downtown transportation
- Public services
- Utilities & technology
- Parks, sports & recreation
- Public Safety

Neel-Schaffer identified a number of key concerns, including the need for beautification of gateway corridors, further enhancement of the downtown, revitalization of older neighborhoods and infrastructure needs, such as storm-water management, water and wastewater systems.

The final plan was adopted by the City Council in 2008, containing a thorough analysis of demographic trends, existing land use and recommendations for future land use policies. The plan also included an inventory and description of public facilities and infrastructure. As a result of the comprehensive plan, Hattiesburg will be better prepared for the future in a constantly evolving environment.

## City of Hattiesburg, MS

### Role

Prime

### Completion Date

2008

### Contract Amount

\$150,000





# Bicycle and Pedestrian Master Plan

Neel-Schaffer was selected to provide planning and conceptual design services for the development of a Bicycle and Pedestrian Master Plan for the University of Southern Mississippi Gulf Park Campus in Long Beach in 2017, the main campus in Hattiesburg in 2012, and an update to the Hattiesburg Main Campus Plan in 2017.

The plan consisted of four major components, beginning with the evaluation of prior planning documents such as the Campus Master Facilities Plan, Hattiesburg Midtown Master Plan (redevelopment plan for an adjacent land use), Pine Belt Pathways Progress Report (regional report on the need for more pedestrian and bicycle infrastructure), previous Bicycle and Pedestrian Master Plan (completed in 1999 and almost fully implemented) and the Campus Traffic Plan. An intense inventory and analysis of pedestrian and bicycle infrastructure on campus was the next component. A photographic inventory of campus was created, and input was gathered during meetings with the campus bicycle and pedestrian committee, which included students, faculty, and other key stakeholders from the campus community. Neel-Schaffer used the vital information gathered and analyzed from the first two components to develop the overall design of bicycle and pedestrian improvements on campus. These improvements were developed into an overall plan, larger district plans and support graphics. These components were then incorporated into a draft document format with support text. The final task was to present the draft document and provide any revisions necessary.

The final document provides a comprehensive roadmap for future development of bicycle and pedestrian infrastructure on campus. It provides the basis for a campus that is designed for the safety, experience and convenience of a cyclist or pedestrian and provides for stronger connections to adjacent land uses and pedestrian infrastructure.

## University of Southern Mississippi, Hattiesburg (MS) Campus

### Role

Prime

### Completion Date

2017

### Contract Amount

Hattiesburg Plan \$102,608  
Gulf Park Plan \$31,757



# MSU Westside Master Plan

Teaming with Sasaki Architects, PC, Neel-Schaffer developed Master Plan Updates for the Main Campus of MSU and the Westside of campus that has experienced a good deal of growth in the last several years. Neel-Schaffer analyzed the existing Parking, Vehicular Circulation, Multimodal Transportation, Utilities and Stormwater, and Landscape conditions and made recommendations based on goals and objectives set by the University. Each section took into account past trends and recent growth to look forward. The plans purpose is to create safer transportation, mitigate traffic congestion, anticipate ample parking, provide adequate and reliable utility services, and preserve and enhance campus landscapes.

## City of Starkville, MS

### Role

Sub

### Completion Date

September 2021

### Contract Amount

\$163,700





# PROJECT UNDERSTANDING

Hattiesburg was founded as a railroad town. Today it is so much more. It is home to three institutions of higher education: the University of Southern Mississippi, William Carey University, and Pearl River Community college; it's a healthcare hub, the gateway to the country's largest state-owned military training facility, the anchor city of a diverse 150,000 person-strong metropolitan region, and a great place to retire due to its mild weather, great restaurants, and comparatively low cost of living. Hattiesburg is also the home to the African American Military History Museum and is keenly aware of its complex racial history—from the Civil War through Reconstruction, segregation, the Civil Rights Movement, to today. In more ways than one, Hattiesburg is the Hub City of Mississippi. (And that's before we include the Hattiesburg Zoo, the Pocket Museum, or the Crawfish Jam!)

Hattiesburg is already a regional economic, educational, and cultural hub. However, since the mid-2000s, the City has made strides to also become a proving ground for equity-conscious innovations that improve the quality of life for all residents, most especially for underprivileged and lower income community members. These efforts have addressed several critical issues that the City has historically faced, including academic achievement of K-12 students, environmental justice, and provision of affordable housing. Historical, economic, and educational challenges have not held the City back. City leadership has shown time after time that they are willing to do what it takes to make the Hub City a center for equity, affordability, and livability in Southern Mississippi.

Hattiesburg's innovative, equity-minded, resident-focused approach has been driven for the past sixteen years by the 2008-2028 Comprehensive Plan—a boldly aspirational document that provided a frank and honest inventory of the challenges facing mid-2000s Hattiesburg. Its solutions, which included a diversified housing stock, complete streets, conservation of natural resources, comprehensive broadband access, improved and equitable educational outcomes across public and private schools, were not simply ahead of their time, but preceded the development of the vocabulary communities and decisionmakers now use to propose the same solutions nationwide.

In the subsequent sixteen years, Hattiesburg leveraged its comprehensive plan to adopt similarly innovative implementation measures. 2013's Midtown Master Plan, for instance, included the adoption of a form-based code that protected elements of Midtown's character while still allowing for increased housing (thus improving affordability) and increased diversity of housing (as advocated for by the Comprehensive Plan). Ten years later, in early 2023, Hattiesburg would enact the Longleaf Village in the Avenues Master Plan to turn the City's most active crossroads into a "destination for students, residents, and visitors" defined by opportunity, vibrancy, and safety. The plan would leverage rigorous market analysis (promoting the economic visions of the Comprehensive Plan) to fill in the gaps between the areas' newly "complete" streets (as promoted by the transportation visions) with savvy, market-informed form-based zoning, carrying forward the lessons learned from the effort in Midtown. Hattiesburg planners and decisionmakers have routinely exhibited willingness to advance best practice ideas, often before those ideas were broadly popular. The payoff has been substantial.

## WHAT WE UNDERSTAND ABOUT THE PROJECT

Mayor Toby Barker has stated that the overall goal for the City of Hattiesburg "can be summed up into two words: citizen engagement." The Planning Department emphasizes that "accountable implementation" and "interwoven equity" must underpin any planning effort for it to be considered successful. We agree. The 2008-2028 Comprehensive Plan is bold and visionary, and its recommendations support best planning practices. We would like to work with the City to prepare a renewed vision and plan to support continued engagement and identify methods to operationalize the plan so the City may reap the highest return on its planning investment.

This new plan will be developed to integrate the guiding principles of interwoven equity, a resilient economy, a livable built environment, a healthy community, harmony with nature, and responsible regionalism throughout plan chapters. The process to develop the plan will focus on achieving authentic and meaningful community participation and providing methods that support accountable

implementation of the plan over time. This plan will be developed using a systems-based approach that is consistent throughout and interlinks related planning topics. It will also be coordinated with Mississippi land use law and relevant regional and local plans. The plan will be innovative and bold, and will leverage what is great about Hattiesburg and set out new initiatives and projects to achieve an even greater City in 20 years. The plan will be organized through subplans: a Goals and Objectives Framework, Land Use, Transportation, Community Facilities, and Implementation. It will be supported by technical analyses, trends, and planning influences documented early in the process that can inform community aspirations that will drive the policy direction of the plan.

This project has come at an opportune time for the team at Clarion. We are wrapping up several projects at this time and consequently have plenty of capacity for new ones. We are very excited about the prospect of working with the City of Hattiesburg to take on this important initiative and provide below our recommended approach for the project.





# PROJECT SCOPE AND SCHEDULE

The consultant team will be led by Clarion Associates and will include subconsultants Neel-Schaffer, Randall Gross Development Economics, and a license with the Konveio public engagement platform. We are also planning to coordinate efforts with Canizaro Cawthon Davis, the architect and design team that is leading the University of Southern Mississippi Campus Master Plan.

The Comprehensive Plan will be developed using a five phase process that incorporates the specific services incorporated in the Comprehensive Plan RFP.



All elements of this work plan are flexible and open to discussion and negotiation. The final work plan agreed to with the City is intended to encompass all aspects of the scope of work in the RFP, while still allowing for inclusion of creative and innovative ideas based on the consultant team’s experience and knowledge of national best practices as relevant to comprehensive planning and development code updates.



## PHASE 1: LAUNCH PROJECT

In Phase 1, Clarion will gather information, establish the working relationship between the consultant team and City staff (i.e., the “Project Team”), and engage the City’s leaders, stakeholders, and Steering Committee during the project kickoff meetings.

### TASK 1.1: KICKOFF MEETING WITH STAFF, STEERING COMMITTEE, AND RECONNAISSANCE TOUR

The project will be initiated with a two-day series of kickoff meetings. First, the Clarion team will prepare for and help facilitate an in-person project kickoff meeting with the City’s project management team. During this meeting, the project team (staff and consultants) will discuss the key components of the Project Management Plan (Task 1.3), including the

Communications and Public Engagement Plan, and make decisions about meeting coordination, communication protocols, the project schedule, and general objectives for the effort. The project team will conduct a mapping exercise to discuss the City’s planning area and identify specific geographic areas that are notable in terms of equitable development and redevelopment, utility infrastructure, transportation enhancements or challenges, environmentally sensitive and flood areas, economic development, intergovernmental agreements, and other land use challenges and opportunities.

In coordination with the City’s project manager and staff team, the Clarion team will facilitate a kickoff meeting with the Hattiesburg Comprehensive Plan Steering Committee. The focus of this meeting is to introduce the Steering Committee to the Project Team; discuss the overall approach and schedule for the project; define the roles and responsibilities of different entities involved in the process; explore the Steering Committee members’ general objectives for the project, objectives for public engagement, and the “big ideas” for the community’s future.

During the kickoff trip, the Clarion team will tour the City’s planning area. Prior to the tour, the Clarion team will work with the City’s project management team to identify critical areas to view in person and prioritize those locations where change is expected, growth pressures exist, areas that are in need of reinvestment, areas that are at risk of gentrification, or areas that have strong support for preservation. The Clarion team will take photographs of

critical locations and begin to create a profile of the patterns and growth trends in Hattiesburg, specifically as it has changed since the last plan update.

### TASK 1.2: STAKEHOLDER INTERVIEWS

During Phase 1, the Clarion team will work with City Staff to facilitate up to 20 individual or small group structured interviews with the following stakeholders. The City will prepare the list of stakeholders and contact information, send out an initial communication to stakeholders about the project, and request and schedule the virtual interviews. Interviews can be topically focused allowing leadership, staff, and partners to join in discussions.

- City Leadership: Mayor, City Council, and chairs of Planning Commission, Redevelopment Authority Board, Recreation Board, Tourism Commission, other relevant advisory boards;
- City Staff: Leaders of City departments;
- City Partners: partner agencies, including Hattiesburg Public School District, Camp Shelby, and the Hattiesburg Area Development Partnership, and
- Neighboring Jurisdictions: Planning department representatives of Forrest and Lamar Counties and Petal.

The purpose of the interviews is to prepare an early diagnosis of critical planning issues and opportunities that will help guide plan development. Team members will meet with stakeholder groups to provide maximum availability to meet interviewees through virtual meetings, or if schedules permit, interviews can be in-person during the kick-off trip.

### TASK 1.3: DEVELOP PROJECT MANAGEMENT PLAN

Following the project kickoff week, the Clarion team will prepare a cloud-based tool available to all project team members that will document all project management details. This tool will document the agreed upon details of the project schedule, meeting schedule and location of project meeting summaries, approach for project team communications, and public engagement tracking and coordination. This includes scheduling, hosting, and preparing agendas for regular project management meetings (every two or three weeks) with the City's project managers to provide status updates and coordinate on preparation of upcoming deliverables and events. This online document will serve as a project management working guide and will be updated throughout the process.

### TASK 1.4: COLLECT AND INVENTORY ARCGIS DATA, POLICY DOCUMENTS, AND RELEVANT STUDIES

The Clarion team will partner with Hattiesburg staff in the development of GIS analyses and maps. First, Clarion will prepare a data request memorandum for all basic ArcGIS mapping data, plans, reports, and studies (not available online) for the City staff to collect and share with the Clarion team. Hattiesburg will collect, organize, classify, and upload GIS layers and documents requested via a geodatabase to a secure data sharing site provided by the Clarion team. Then Clarion team will then prepare a map template and basemap that can be used throughout the project, as well as review existing plans and studies.

### TASK 1.5: DEVELOP COMMUNICATIONS AND PUBLIC ENGAGEMENT PLAN AND PROJECT BRANDING

The Clarion team will work with Hattiesburg Staff and the City's Chief Communications Officer to develop the Communications and Public Engagement Plan (CPEP). This will clarify the roles and responsibilities and coordinate communications across the Project Team. The CPEP will identify the approach for publicizing the two community engagement windows and coordinate publicity efforts (social media, press releases, eblasts, and other forms of outreach). In addition to developing

the CPEP, this task will include development of the following:

- Project Identity - brand (name, logo and tagline)
- Engagement Objectives – used to evaluate public engagement outcomes during the process
- Key Messages – common set of key project messages for use publicizing the initiative
- Content for Project Webpage – main source of information on the plan and process to be hosted on the City's website
- Public Engagement Coordination - cloud-based coordination tool for engagement efforts (part of the Project Management Plan)

### SUMMARY OF PHASE 1: LAUNCH PROJECT

#### *Consultant Team Responsibilities / Deliverables*

- Project Management Plan
- Context Mapping
- Data Request Memo
- Communications and Public Engagement Plan
- Project Branding
- Conducting stakeholder interviews
- Project Website Content
- Project management and meetings

#### *City Staff Responsibilities*

- Participate in kick-off meetings, context mapping, and reconnaissance tour
- Provide data and GIS
- Coordinate logistics for and scheduling of meetings
- Coordinate on development of Communications and Public Engagement Plan
- Affirm project branding materials and approve plan webpage content
- Monthly project management meeting

### DURATION: MONTHS 1-2

## PHASE 2: IDENTIFY NEW ISSUES AND OPPORTUNITIES

Phase 2 includes an evaluation of the currently adopted comprehensive plan and preparing a SWOT analysis of the community, launching the process with the community and gaining feedback on a new vision and policy direction for the plan, and briefings to the City Council and Planning Commission.

### PHASE 2.1: IMPLEMENTATION AUDIT

The Clarion team will prepare an implementation audit database of plan policies and actions from the currently adopted comprehensive plan. This database will be a coordinated planning effort with City planning staff to classify all goals and strategies (still relevant, need modification, accomplished, etc.) This tool can be used during Phase 4 to guide plan drafting.

### PHASE 2.2: STEERING COMMITTEE MEETINGS #2 & #3

The Clarion team will facilitate two Steering Committee meetings during Phase 2. For these and subsequent meetings, a minimum of one consultant team member will attend in-person and others may attend virtually.

- Meeting #2: Report on key findings from stakeholder interviews and general progress made during Phase 1, provide an update on development of the Implementation Audit, and discuss the approach for Community Engagement Window (CEW) #1.
- Meeting #3: Present and discuss the outcome of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and general project update.

### TASK 2.3: PREPARE EQUITABLE COMMUNICATIONS DATABASE

Clarion will work with Hattiesburg Staff and Chief Communications Officer to develop an “equity database” to include leaders, nonprofits, and allies in the underserved community that have a stake in Hattiesburg’s future. These members of the community will be important allies in the planning process. Strategic outreach approaches can be taken to engage these community members

during community engagement windows to ensure that the process is engaging the hardest to reach populations, including Black/African American, Hispanic/Latino, LGBTQIA+, persons with disabilities, persons suffering from homelessness, and other community members that have been historically disadvantaged.

### TASK 2.4: COMMUNITY ENGAGEMENT WINDOW #1 (CEW #1) – ENVISIONING HATTIESBURG 2050

The Envisioning Hattiesburg 2050 community engagement window (CEW) #1 is focused on accomplishing two objectives: testing and confirming critical planning issues to address in the plan and defining community aspirations for Hattiesburg in 2050. We recommend a two-phase community engagement approach that launches the project with an in-person workshop and up to two smaller community meetings that complement the in-person meetings with virtual engagement that provides analogous digital activities for a period of weeks.

There are many tested activities that our team can leverage for this milestone. These include asset mapping, individual or small group discussions to respond to key policy direction questions, places to protect and change mapping activity, ranking aspects of community planning, “Did You Know?” trivia questions about the City, idea walls, and other fun activities. Activities would be developed to ensure that all learning from previous planning activities are considered and efforts are not duplicated.

Guided by the Communications and Public Engagement Plan (CPEP) and coordinated with the City’s Chief Communications Officer, the Clarion team will provide advertising and publicity guidance to the City during this period to maximize responses and track respondents to make sure targeted community members are participating. This can include prepared social media content, a press release, and email content, as well as leveraging the equity database. The team can also prepare a “guide for hosting a meeting” that would allow Steering Committee members, City leaders, and Staff to host or present the materials at smaller community meetings and engage fellow residents using a decentralized approach. Online community surveys will be translated into multiple languages. Translation or interpretation services provided



directly during public engagement meetings will be provided by the City.

Once the engagement window has closed, the Clarion team will prepare a report on the results of the engagement window, including an assessment of how well community engagement objectives were achieved. This report will include a summary of responses and verbatim documentation to provide a clear and transparent report of the inputs received. This will build trust in the process and serve as an important report for guiding development of the plan.

**TASK 2.5: STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (SWOT) ANALYSIS**

Leveraging the feedback from stakeholder interviews and CEW#1, the Clarion team will prepare an analysis of the City's strengths, weaknesses, opportunities, and threats (SWOT). This analysis will be documented in a concise report and serve as a guiding document for facilitating policy discussions

with City Staff and the Steering Committee. This information can be posted to the project webpage after being reviewed by City Staff and Steering Committee.

**TASK 2.6: BRIEFINGS TO PLANNING COMMISSION AND CITY COUNCIL**

A briefing presentation will be prepared to share with the Planning Commission and City Council that summarizes the engagement efforts and analysis, and summary of new issues and opportunities completed through Phases 1-2. Key findings from Phase 3 work, that is occurring concurrently with Phase 2, will also be presented at these briefings. The Clarion team will coordinate with City Staff and present at a regularly scheduled Council meeting. City Staff can leverage the same materials to provide a briefing to the Planning Commission. The purpose of these presentations is to brief them on the project status and findings and engage members in discussion about the direction of the plan.

**SUMMARY OF PHASE 2: IDENTIFY NEW ISSUES AND OPPORTUNITIES**

*Consultant Team Responsibilities / Deliverables*

- Implementation Audit Matrix
- Materials for Steering Committee meetings
- Community Engagement Window #1 presentation and materials
- Summary of Engagement Window #1 Results
- SWOT Analysis
- Prepare briefing presentation
- Briefing to Council
- Update project webpage content
- Project management and meetings

*City Staff Responsibilities*

- Assist with completing the Implementation Audit matrix
- Review and provide consolidated comments on meeting materials

- Provide briefing to Planning Commission
- Coordinate logistics for meetings and events and distribution of materials
- Publicize launch of project and Community Engagement Window #1 opportunity
- Project management meetings

**DURATION: MONTHS 3-5**

## PHASE 3: EVALUATE PLANNING INFLUENCES

Concurrent with Phase 2, Phase 3 will evaluate the planning influences facing Hattiesburg, including documentation of how the community has changed since the last Hattiesburg Comprehensive Land Use Plan was developed and projections for future population and growth.

### TASK 3.1 DEVELOP THE FACT BASE

This task documents the trends and conditions for a broad array of community planning topics along with analyzing future planning influences that are important considerations for developing plan policies. This deliverable will include maps, charts, and tables of data that paint a complete picture of Hattiesburg and will leverage recent analyses prepared by the City and regional partners. This deliverable will be prepared as a presentation-based report with multiple sections. It will be presented to the Steering Committee and made available to the public through the project webpage. This deliverable will be developed as a series of specialized subtasks lead by Clarion team topic experts.

#### TASK 3.1.1: ANALYZE SOCIODEMOGRAPHIC TRENDS AND POPULATION PROJECTIONS

The sociodemographic trends and population projections will be prepared by Clarion. The Clarion team will identify and analyze the critical sociodemographic trends that tell the story of the City's residents over time. Race, ethnicity, age, and national origin diversity; household profiles including cost-burdened status, household income by census tract, and poverty levels; and other data will be assessed and depicted through easy to read charts and infographics. A map of "equity opportunity areas" will be identified that depict vulnerable communities that are low-income, communities of color, are cost-burdened or have other equity challenges. This map can be used in other assessments to identify overlapping conditions where equity plays a role in determining future policy direction. The Clarion team will prepare population projections by evaluating available projection sources through the state and US Census.

#### TASK 3.1.2: ANALYZE BUILT ENVIRONMENT AND HOUSING CONDITIONS AND TRENDS

Clarion will identify and analyze the critical built environment conditions and trends, including housing. This includes map-based and tabular assessments of future land use and zoning and building permit trends by type of use. This will

consider "hot spot" future land use areas that are receiving growth pressures or are targets for change. Housing will be evaluated to identify patterns with respect to housing value, type of unit, and housing asset mapping that shows areas that are with and without proximate access to employment, shopping, healthcare, and transit accessibility.

#### TASK 3.1.3 ANALYZE NATURAL ENVIRONMENT AND PARKS AND RECREATION CONDITIONS AND ISSUES

Neel-Schaffer will identify current environmental conditions and related issues that could include, but would not be limited to conservation properties, parks and recreation, riparian areas, and natural lands (tree canopy, wetlands, floodplains, etc.) This will include an inventory of these areas. An analysis of current policies, programs, plans, and mapping information will tell the story of what conditions exist in Hattiesburg and how the City is currently addressing those conditions.

#### TASK 3.1.4: IDENTIFY CLIMATE-RELATED VULNERABILITIES AND NATURAL HAZARDS

Clarion and Neel-Schaffer will leverage existing hazard mitigation plans to identify key acute and chronic climate-related vulnerabilities within the City. This includes vulnerabilities to property, homes, emergency service facilities, hospitals, roads and transportation, and community services. It is important to identify indirect impacts as well, such as impacts due to interruption or loss of services. These causes and indicators will be assessed and documented.

#### TASK 3.1.5: SUMMARIZE TRANSPORTATION PLANNING CONDITIONS AND TRENDS

Neel-Schaffer will prepare a summary of relevant data and information pertaining to the City's current and future transportation system. This effort will leverage transportation planning of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO). The team will review existing plans, policies, and projects related to transportation, including the Hub City Transit Master Plan. Key identified transportation projects to support reinvestment in the City will be considered.

#### TASK 3.1.6: EVALUATE PUBLIC FACILITIES AND SERVICES CONDITIONS AND TRENDS

Clarion and Neel-Schaffer will prepare an assessment of existing public facilities and services provided by the City. At a minimum, these services and facilities will include public utilities, solid waste,

and public safety (police, fire, EMS). This assessment will document existing facilities and services, capacities, and any plans for enhancing or increasing levels of service. This will also include a mapped assessment of where facilities exist in relationship to flood hazard areas. Working with Hattiesburg departmental representatives, this assessment will determine whether existing facilities and services are expected to adequately support projected future growth.

#### **TASK 3.1.7: PUBLIC HEALTH AND COMMUNITY EQUITY CONDITIONS AND TRENDS**

The Clarion Team will leverage available health assessment data and report to identify any access or other vulnerability issues related to food, healthcare, and mental health services. With a focus on equitable outcomes, this assessment will identify any vulnerable populations that are at risk based on proximity to goods and services and transportation.

#### **TASK 3.1.8: ECONOMIC AND LOCAL WORKFORCE EVALUATION**

Clarion team members will conduct an evaluation of existing economic conditions and trends, including an assessment of local workforce skills, resources, and gaps. The team will also conduct a Target Industry Assessment to identify potential for specific types of sustainable industries and businesses for recruitment to and/or growth in Hattiesburg. This assessment will include outreach and engagement with existing local businesses including interviews and surveys to collect input and information on existing business conditions. Hattiesburg's assets (including physical capacity/sites, amenities, transportation network, institutions, etc.) and competitive advantages for economic development will be identified, and key industry concentrations will be identified through Location Quotients (LQ) and other analyses. Growth industries will be identified based on employment projections. Target industries will be identified and passed through a "policy sieve" of local stakeholders for input on viability and appropriateness (relating, for example to local priorities including sustainability, diversification & workforce development, accessibility, etc.). Opportunities for capturing innovation and green practices for economic development will be identified. Based on the output from the baseline socio- and economic analyses, and on the results of the target industry assessment, an economic development visioning workshop will be held to gather focus from stakeholders on the goals,

objectives, and vision for Hattiesburg's economic development. Strategic recommendations will be provided for business retention and assistance, recruitment, diverse workforce, accessibility, and sustainable economic development and diversification; as well as for targeted neighborhood revitalization, brownfield redevelopment, and community development where relevant.

#### **TASK 3.2: STEERING COMMITTEE MEETING #4**

The Clarion team will facilitate a fourth in-person meeting of the Steering Committee to present the Fact Base findings, identify related policy questions, and respond to draft vision elements for the new plan.

#### **SUMMARY OF PHASE 3: EVALUATE PLANNING INFLUENCES**

##### *Consultant Team Responsibilities / Deliverables*

- Fact Base
- Materials for Steering Committee meeting
- Update project webpage content
- Project management and meetings

##### *City Staff Responsibilities*

- Review and provide consolidated comments on Fact Base
- Review and provide consolidated comments on meeting materials
- Coordinate logistics for meetings and events and distribution of materials
- Attendance at project management meetings

#### **DURATION: MONTHS 4-5**

## PHASE 4: DEVELOP PLAN

Phase 4 builds off the prior work completed and results in a new public review draft of the Hattiesburg Comprehensive Plan. In the project introduction, the key vision themes that align with the guiding principles identified in the RFP will be identified and described. The Comprehensive Plan will be organized by subplans and will provide connections to the key vision themes in each chapter: goals and objectives framework, land use, transportation, community facilities, and implementation. It will be designed using a systems-based approach that acknowledges and supports the linkages between planning topics. From the outset, the Plan will be drafted to address equity in all aspects within the community, including environmental justice, transportation access, access to affordable housing, access to jobs and job training, access to services and shopping needs, and access to recreational and health amenities.

### TASK 4.1: DEVELOP DRAFT PLAN FRAMEWORK, VISION, AND GOALS

The Clarion team will prepare a staff review draft of the draft Plan Framework (structure and organization of plan) as well as new community vision themes and plan goals. The team will prepare revisions based on staff feedback and prepare for review by the Steering Committee.

### TASK 4.2: LAND USE PLAN

The City Staff team and the Clarion team will conduct a project team work session focused on the land use framework for the City (i.e., the future land use map and classifications and supporting policies and actions). The Clarion team will then prepare an updated Future Land Use map and associated categories, land use planning policies, and implementation actions to be reviewed by City staff and the Steering Committee.

### TASK 4.3: TRANSPORTATION PLAN

Building off the work session included in Task 4.2, the Clarion team will prepare an updated Functional Classification Map of roads based on traffic projections and the vision for future land use in the City. This will include guidance regarding the minimum streets right-of-way and surface width by functional class. Policies and recommended actions will be prepared for streets and active transportation modes. This information can be leveraged for future updates to the City's capital improvement program.

### TASK 4.4: COMMUNITY FACILITIES PLAN

Building off the previous two tasks, the Clarion team will prepare a Community Facilities Plan that identifies additional facilities needs and includes policies and implementation actions that tie to the City's capital improvement program. This will address the same set of public facilities and services addressed in Task 3.1.6

### TASK 4.5: IMPLEMENTATION PLAN

The Clarion team will prepare an implementation plan that the City can use to guide and organize implementation efforts. This will include prioritization of the actions included in previous plan chapters and an overall structure for monitoring implementation and coordinating efforts with community partners and neighboring jurisdictions, as needed.

### TASK 4.6: TECHNICAL APPENDIX

A technical appendix that includes the Fact Base, public engagement findings and documentation, and other technical inputs used in this process (SWOT analysis), will be documented in a Comprehensive Plan appendix. This will also include the list of stakeholders that were interviewed during Phase 1.

### TASK 4.7 DEVELOP STAFF REVIEW DRAFT OF PLAN

The Clarion team will prepare a Staff Review Draft of the Plan. City Staff will be provided with a digital copy of the plan as well as a database tool for providing comments and requested edits. Upon receiving a consolidated set of comments from the City, the Clarion team will prepare a Steering Committee Review Draft of the plan.

### TASK 4.8: STEERING COMMITTEE MEETINGS #5-#8

The Clarion team will conduct a series of Steering Committee meetings to share and receive feedback on the draft plan components and coordinate on public engagement efforts. The plan chapters will be divided into separate modules to allow for easier review. These meetings include:

- Meeting #5: Discuss draft vision and goals (module #1)
- Meeting #6: Discuss land use plan (module #2)
- Meeting #7: Discuss transportation and community facilities plans (module #3)
- Meeting #8: Discuss implementation plan (module #4)



#### TASK 4.9: PREPARE PUBLIC REVIEW DRAFT OF COMPREHENSIVE PLAN

The Clarion team will prepare a professionally designed, highly graphic public review draft of the Comprehensive Plan. Special focus will be made on highlighting key vision themes, such as equity, that guided plan development.

#### TASK 4.10: COMMUNITY ENGAGEMENT WINDOW #2 – UNVEILING OF PUBLIC REVIEW DRAFT OF PLAN

The Clarion team will prepare for and facilitate a public open house to present the draft Comprehensive Plan and up to two smaller community meetings. Engagement activities will provide opportunities for participants to provide feedback on the draft plan goals and actions and the future land use map. Steering Committee members can play a role in presenting the draft plan to participants. The public open house materials can be prepared to circulate to different locations in the City and collect responses through an online Konveio portal. A presentation of the Public Review Draft of the Comprehensive Plan can be placed on the project webpage to showcase this information in a user-friendly format. Similar to CEW #1 and as guided by the Communications and Public Engagement Plan, the Clarion team can provide publicity materials for the City to distribute to local media sources, partner agencies, and listservs.

#### TASK 4.11: BRIEFINGS TO CITY COUNCILS AND THE PLANNING COMMISSION

Clarion will prepare briefing materials and present at a regularly scheduled City Council meeting to share the Public Review Draft and community feedback. These meeting materials can be leveraged by the City Staff to present a briefing to the Planning Commission. The focus of the meeting will be to facilitate a discussion of any recommendations for the Public Hearing Draft of the plan and provide a general project update.

#### SUMMARY OF PHASE 4: DEVELOP PLAN FRAMEWORK

##### *Consultant Team Responsibilities / Deliverables*

- Staff, Steering, and Public Review Drafts of Comprehensive Plan
- Presentation materials for Steering Committee meetings
- Public engagement materials for Community Engagement Window #2
- Summary of CEW #2 Public Input Results
- Prepare briefing materials
- Brief City Council
- Updates to project webpage content
- Project management and meetings

##### *City Staff Responsibilities*

- Review and provide feedback on draft plan elements
- Coordinate logistics for meetings and public events and distribute materials
- Participate at public engagement events
- Publicity and advertising for Community Engagement Window #2 event
- Provide briefing to Planning Commission
- Attendance at project management meetings

**DURATION: MONTHS 6-9**

## PHASE 5: ADOPT PLAN

The final phase of work will support adoption of the updated Hattiesburg Comprehensive Plan.

### TASK 5.1: FINALIZE PUBLIC HEARING DRAFT OF COMPREHENSIVE PLAN

Following Task 4.11, the Clarion team will prepare a public hearing draft of the new Comprehensive Plan to be shared with the Steering Committee. This draft will be shared with staff for review and comment prior to transmitting to the City Council and Planning Commission.

### TASK 5.2: STEERING COMMITTEE MEETING #9

The Clarion team will facilitate the final meeting of the Steering Committee to present the public hearing draft of the Comprehensive Plan. This can be a celebratory event to show gratitude for all the work and support the Steering Committee has provided.

### TASK 5.3: PUBLIC HEARINGS WITH PLANNING COMMISSION AND CITY COUNCIL

The Clarion team will prepare materials for, attend, and facilitate up to two public hearings with the Planning Commission and City Council with the aim of plan adoption.

### TASK 5.5: FINALIZE THE ADOPTED COMPREHENSIVE PLAN AND TRANSMIT ALL FINAL FILES TO CITY STAFF TEAM

Upon final adoption of the plan, Clarion will transmit the final plan and all related files to City staff.

## SUMMARY OF PHASE 5: ADOPT PLAN

### *Consultant Team Responsibilities / Deliverables*

- Public Hearing Draft of Plan
- Final Adopted Comprehensive Plan and Transmittal of Final Source Files
- Updates to project webpage content
- Project management and meetings

### *City Staff Responsibilities*

- Coordinate Scheduling of Public Hearings
- Publicity and advertising for adoption meetings
- Attendance at project management meetings

**DURATION: MONTHS 10-11**

## ESTIMATED PROJECT COST

Based on our proposal for the Hattiesburg Comprehensive Plan, with a total of five phases of work, we estimate that the following not-to-exceed budget will be necessary to complete the scope of work. This budget is inclusive of all project expenses and professional fees for all Clarion team members. It includes all consultant services as identified in the RFP.

Development of the scope of work and core consulting services are based on two decades of planning experience working in the Southeast, including working in partnership with local government staff to co-create work products and plans. We welcome discussions with the selection team to further explore the scope and budget and tailor it to the City's needs.

| Project Phase                                               | Fee              |
|-------------------------------------------------------------|------------------|
| Phase 1: Launch Project                                     | \$24,827         |
| Phase 2: Identify New Issues & Opportunities                | \$24,584         |
| Phase 3: Evaluate Planning Influences                       | \$39,308         |
| Phase 4: Develop the Plan                                   | \$67,860         |
| Phase 5: Adopt the Plan                                     | \$14,900         |
| 20 Printed Copies of Plan                                   | \$1,500          |
| Konveio Public Engagement Platform License                  | \$2,000          |
| <b>Total Professional Service Fees and Project Expenses</b> | <b>\$174,979</b> |

In addition, the consultant team has selected the following items as potential “add-ons” should the City decide to further expand the scope of the project. These items are intended to improve the planning team’s capacity to:

- Connect with a more representative cross-section of Hattiesburg residents;
- Provide more options for plan delivery that appeal to different types of consumers; and
- Include a project website that acts as the common “home” for the plan during the course of its development, which may be used as a hub for public-facing deliverables.

| Plan Add-Ons                                                        | Fee      |
|---------------------------------------------------------------------|----------|
| Custom Plan Graphics                                                | \$10,000 |
| Project Website and Management                                      | \$6,000  |
| “Meeting-in-a-Box” Community Engagement Materials                   | \$5,000  |
| “Plan-in-a-Box” Toolkits and Instruction Manuals for Implementation | \$5,000  |
| “Plan-in-a-Box” Video Explainers for Subplans                       | \$10,000 |
| Digital “StoryMap” Plan                                             | \$10,000 |

# CLARION



Planning | Zoning & Land Use | Sustainability & Resiliency





*"Restoring the Hub":  
Where Connectivity Meets Community,  
Redefining Urban Living."*



CITY OF  
HATTIESBURG

# COMPREHENSIVE PLAN UPDATE RFP

Prepared By: The DeLaine Companies

# TABLE OF CONTENT

Company Profile

Project Team

Related Project Experience and References

Project Plan

Proposed Innovations

Project Cost Estimate



# COMPANY PROFILE

The DeLaine Companies  
1178 Broadway, Third Floor, #1327 New York, NY 10001

Dept. of Urban Development  
Planning Division  
City of Hattiesburg  
P.O. Box 1898/200 Forrest Street  
Hattiesburg, MS 39403-1898  
601-545-4599  
[planning@hattiesburgms.com](mailto:planning@hattiesburgms.com)

The logo for The DeLaine Companies is located in the top right corner. It consists of the company name in a white serif font, centered between two horizontal red lines on a black rectangular background.

THE  
DELAINE  
COMPANIES

The DeLaine Companies (TDC) is a premier consulting firm with over fifty years of combined experience in providing comprehensive services to government clients. Our team is dedicated to delivering high-quality solutions tailored to meet the unique needs of each community we serve. With a focus on innovation, collaboration, and excellence, we strive to exceed expectations and create lasting impact.

Our team consists of experienced Urban Planners and Designers who are committed to excellence in their field, ensuring the highest level of professionalism and expertise.. With a deep understanding of land use, transportation, urban design, environmental, economic, and community development, our experts bring a diverse set of skills and perspectives to every project.

TDC offers a complete suite of services, including Comprehensive Planning, Public Outreach and Involvement, Urban Design, Environmental Planning, Economic Development, GIS Solutions, Community Visioning, Stakeholder Engagement, Project Management.

At TDC, we believe that community participation is essential to the planning process. We engage with stakeholders early and often to ensure that their voices are heard, and their needs are addressed. Our approach is collaborative, transparent, and inclusive, ensuring that all aspects of the planning project are consistent with the community's vision and goals.

With a proven track record of success, TDC has completed numerous Comprehensive Plans and Amendments as required by State Statutes. Our updates are tailored to each municipality's specific needs, balancing growth with community character protection and preparing for future challenges such as climate change and new development.

It would be a profound honor for us, as a native Mississippian born in Meridian, MS. with strong family connections to Hattiesburg, to offer our expertise and provide high-quality service to a community that is essentially home for us. TDC is deeply committed to delivering excellence in every project we undertake. Our team of dedicated professionals is poised to collaborate with you in crafting innovative solutions that will positively shape the future of your community. Thank you sincerely for considering The DeLaine Companies for your next project.

Sincerely,  
Jerrod DeLaine  
CEO  
The DeLaine Companies





## PROJECT TEAM

# PROJECT TEAM

**Project Manager:** [Corion DeLaine](#)

Corion J. DeLaine, with over 10 years of experience in community development and urban planning, has worked across various municipalities, organizations, and nonprofits in both the public and private sectors. His expertise extends to urban development, community engagement, and participation. Actively involved in organizations like the National Trust for Historic Preservation, Urban Land Institute, and serving on the boards of the Florida Redevelopment Association, Florida Downtown Association, and Florida Trust for Historic Preservation. Driven by challenges in the urban landscape, he aims to reconstruct and redevelop communities collaboratively, fostering a sense of pride and ownership.

**Lead Architect:** [Chris Pettis, NCARB](#)

Principal: [nSCALE Design & Development](#)

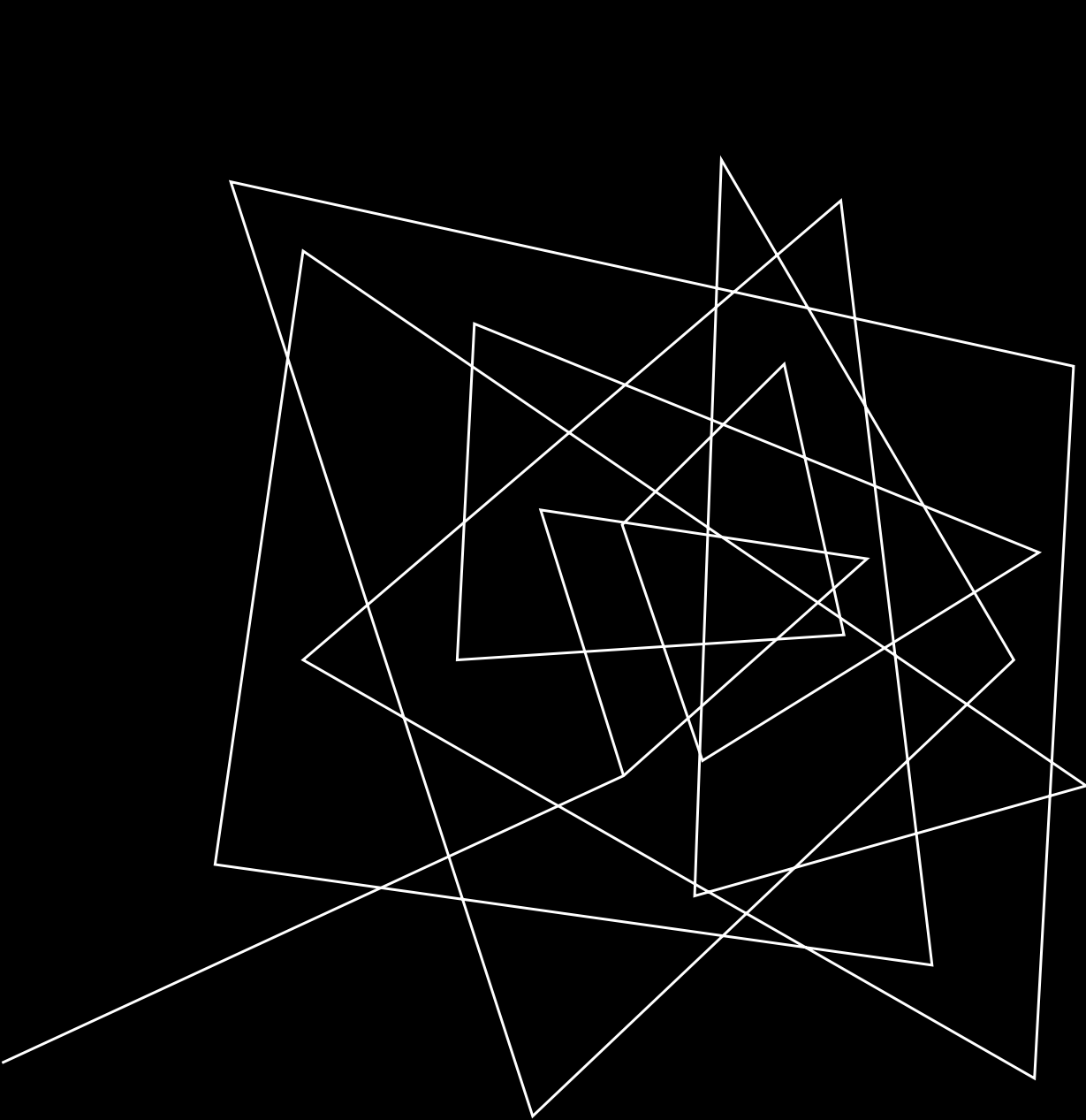
Possesses 10+ years of experience designing and managing some of the worlds largest projects. A registered Architect in New York and Ohio (NY#042427, OH#2218893).

**Lead Planner:** [Dave Frazee, M.Arch](#)

Seasoned Architectural Design Executive with a decade of leadership in the AEC industry, specializing in the real estate development process from concept to construction. Proven track record at Streetworks Development since 2015, managing landmark projects like District Detroit and White Plains Mall. Instrumental in leveraging BIM and advanced visualization technologies to scale operations, culminating in a strategic acquisition by Hudson's Bay Company. Currently consulting with Online Land Planning, enhancing a broad range of AEC and real estate initiatives with world-class design and development strategies.

\*Links to Linkedin Profiles are included.



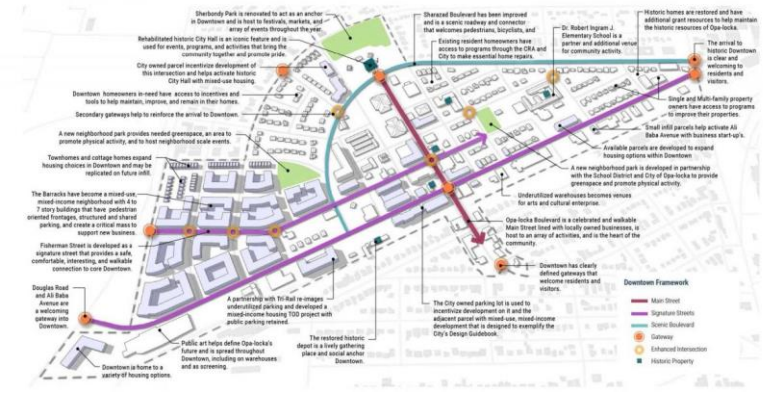


## RELATED PROJECT EXPERIENCE AND REFERENCES

# PLANNING INITIATIVE EXPERIENCE

## Project: Downtown Opa-locka Master Plan - City of Opa-locka/Opa-locka CRA

Corion, in tandem with Stantec Inc., was instrumental in designing the Downtown Opa-locka Master Plan for the City of Opa-locka/Opa-locka CRA, aimed at guiding land use redevelopment and preservation in the downtown area. His efforts resulted in successful community outreach and active participation from elected officials and city staff, leading to increased development activity and rezoning of downtown and adjacent industrial areas. Key outcomes included the creation of the Historic Downtown Opa-locka District with standalone zoning regulations and the Opa-locka Innovation District, which promotes commercial redevelopment and offers higher income-earning career options with training opportunities. Jerrod learned the importance of involving the agency and local constituents at various project stages, integrating realistic expectations and innovative thinking for creative solutions, and encouraging the community to conduct annual checkups to ensure plan compliance.

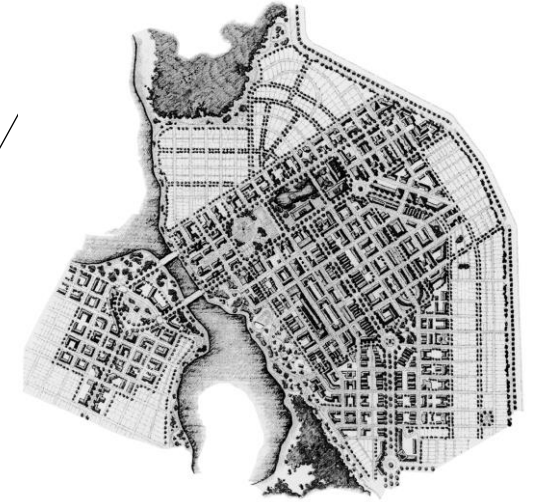




# PLANNING INITIATIVE EXPERIENCE

## Project: Land Development Regulations Revision (2015-2016) - City of Miramar, FL

Corion's experience with the revision of the City of Miramar's Land Development Regulations was instrumental in assisting the city in shaping its approach to urban planning and development. During this project, he worked closely with planning department colleagues and local stakeholders to update and modernize the regulations to align with current planning principles and community needs. This involved conducting thorough research, analyzing existing regulations, and proposing amendments to enhance efficiency and effectiveness. The process also included extensive community engagement efforts to ensure that the revised regulations reflected the aspirations and priorities of Miramar's residents. Through this experience, it assist the city and local stakeholders in developing a deep understanding of the regulatory process and the importance of balancing economic growth with environmental and social sustainability.





# PLANNING INITIATIVE EXPERIENCE

## Project: Brookline x Pilgram – Simmons University, Boston, MA

Chris, in tandem with Skanska partnered with Simmons University to develop a major mixed-use project near Boston's Longwood Medical Area and Fenway neighborhood. The development, spanning 1.75 million square feet across four buildings at 305 Brookline Ave, is set to include life sciences labs, offices, residential units, retail and dining spaces, community areas, and parking. Simmons plans to relocate student housing to accommodate the project, aiming to enhance the university's financial stability and overall campus environment. The project will encompass 5.8 acres on Brookline Avenue and Pilgrim Road, with the ground lease to be finalized after Skanska completes construction of the Living and Learning Center.



# PUBLIC FINANCE/ECONOMIC DEVELOPMENT EXPERIENCE

## **Public Finance Experience**

### **737 50th st., Washington, D.C.**

The 737 50th Street project in Washington DC exemplifies our commitment to sustainable and inclusive affordable housing initiatives. Leading the development of this 76-unit project, our firm prioritized community engagement, holding regular meetings to ensure residents' aspirations were incorporated into the project. The financing strategy included a mix of Low-Income Housing Tax Credits, tax-exempt bonds, and housing choice vouchers, showcasing a comprehensive approach to funding. Our firm also played a crucial role in coordinating local approvals, ensuring regulatory compliance, and harmonizing the project with the surrounding environment. The project stands as a model for affordable housing, highlighting Jerrod's dedication to community engagement, innovative financing, and meticulous attention to local regulations.

## **Economic Development Capabilities**

Our firm has worked within municipalities with our industry relationships to enable community partnerships with industry leaders such as Amazon, Prologis, local institutions and universities, chambers of commerce, and trade and logistics industries. A few of the outcomes were to establish upskilling opportunities with construction training, municipal careers (public works and maintenance), MRO (aviation) training opportunities to name a few key industries which will enable economic engagement, stabilization, and the creation of a robust labor force for incoming development.





# URBAN DESIGN

## **Marcus Garvey Plaza**

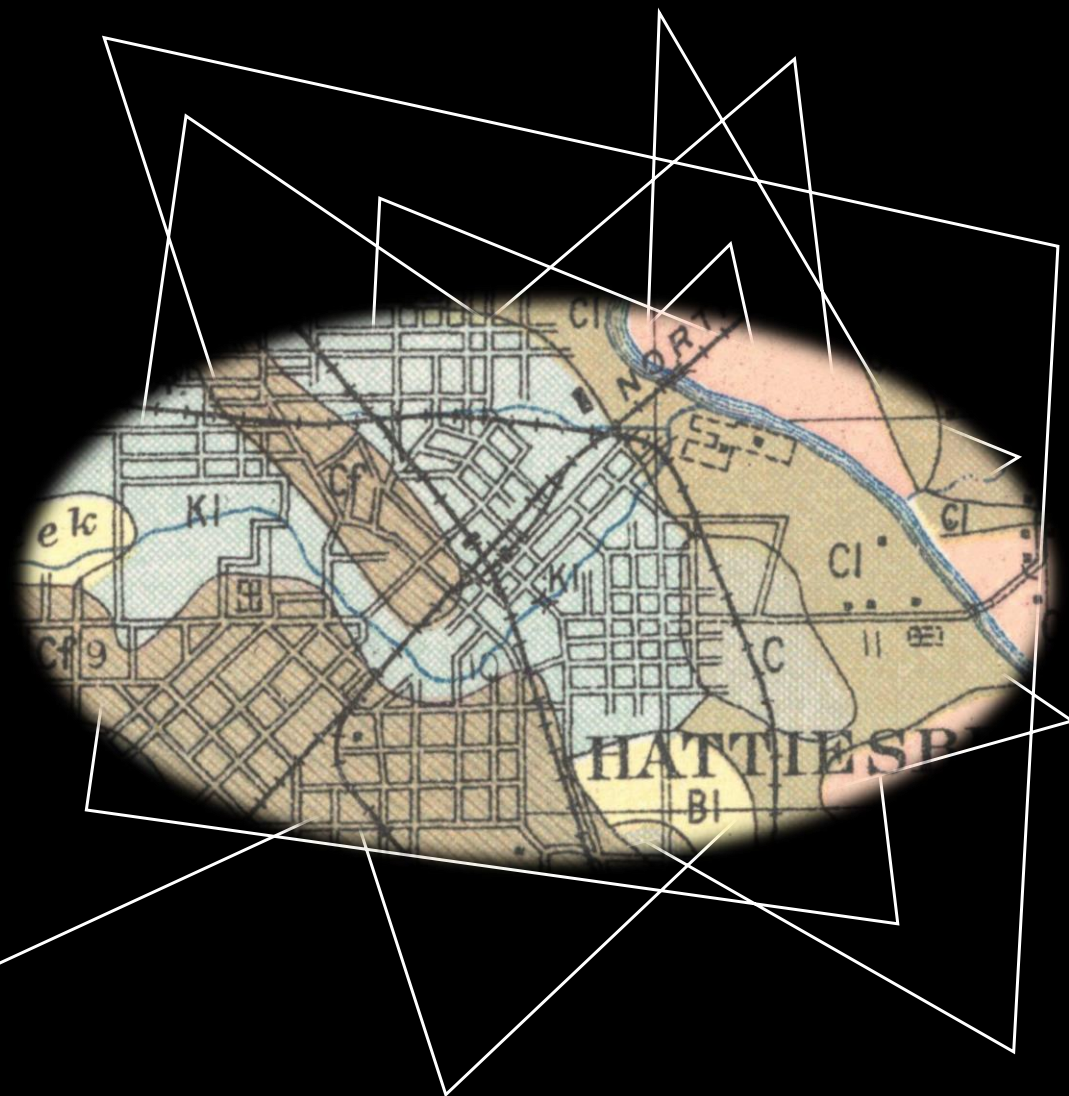
Marcus Garvey Plaza was a significant project in Harlem, New York, where Jerrod Delaine played a crucial role in its development. As a leader in the initial massing study, Jerrod spearheaded efforts to create a 230-unit mixed-income complex that would not only benefit the community but also reflect its rich history and culture. He collaborated closely with architects and land use attorneys to address the complexities of the project, ensuring that it was inclusive and responsive to local concerns. Jerrod's commitment to communication and engagement was evident in his interactions with elected officials and community members, fostering a sense of trust and cooperation. Despite challenges posed by the COVID-19 pandemic, Jerrod adapted quickly to virtual operations, ensuring that progress on the project continued smoothly. His efforts left a lasting positive impact on the success of Marcus Garvey Plaza and the well-being of the Harlem community.





# MUNICIPAL AND PRIVATE REFERENCES

- City of Opa-locka, Florida – Downtown Opa-locka Masterplan:  
*Gregory Gay, Planning and Community Development Director, City of Opa-locka:*  
*305.401.7680*
- City of Miramar, Florida – Land Development Regulations revision  
*Frensky Magny, Senior Planner/Chair of Development Review Committee, City of Miramar:*  
*954.602.3271*
- Harlem, NYC. NY – Marcus Garvey Plaza  
Fariba Makooi, RA, AIA, WBE, Principal, FISCHER  
+ MAKOOI ARCHITECTS, PLLC, 212-219-9733
- Simmons University/Boston, MA – Brookline x Pilgram



# PROJECT PLAN

Phase 1: Assessment and  
Visioning (Jan - Mar 2024)

---

- Commence communications with City Staff and Planning Board to assess needs, desires, and economic sustainability.
- Engage community stakeholders for input and host visioning workshops in the community.
- Develop a fact base and establish goals, establish monthly/bi month follow ups with staff.

Phase 2: Plan Development  
(Apr - Dec 2024)

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- Develop land use, transportation, and community facilities plans.
- Integrate goals for equity, economy, environment, and health.
- Create implementation strategies and timelines.

Phase 3: Implementation  
(Jan - Dec 2025)

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- Formulate recommendations for land development regulations based on the plan.
- Establish system to monitor progress and adjust strategies as needed.
- Ensure transparency and accountability in implementation.

Phase 4: Evaluation and  
Reporting (Jan - Mar 2025)

- Evaluate the effectiveness of the plan and its implementation.
- Report on outcomes to stakeholders and city leadership.
- Make any necessary adjustments for future planning cycles.



## FINAL PRESENTATION TO CITY COUNCIL: MARCH 5TH, 2025\*

- Present the final plan and outcomes to the City Council for approval.
- Seek endorsement and support for the next planning cycle.
- Ensure that the plan aligns with the city's vision and goals for sustainable development.



# PLANNING PROGRAMS AND SOFTWARE TO BE UTILIZED





# PROPOSED INNOVATIONS

# PROPOSED INNOVATIONS

INNOVATIONS IN URBAN PLANNING PLAY A CRUCIAL ROLE IN SHAPING SUSTAINABLE AND VIBRANT CITIES. BY INTEGRATING NEW TECHNOLOGIES, DESIGN CONCEPTS, AND COMMUNITY-DRIVEN INITIATIVES, URBAN PLANNERS CAN CREATE MORE EFFICIENT, INCLUSIVE, AND RESILIENT URBAN ENVIRONMENTS. IN REVIEW OF THE EXISTING INFRASTRUCTURE, WE ACKNOWLEDGE THE CITY HAS RESOURCES AND INITIATIVES THAT ARE PRIMED FOR ENHANCEMENT AS WELL AS ROOM FOR NEW INNOVATIONS

## Smart City Technology

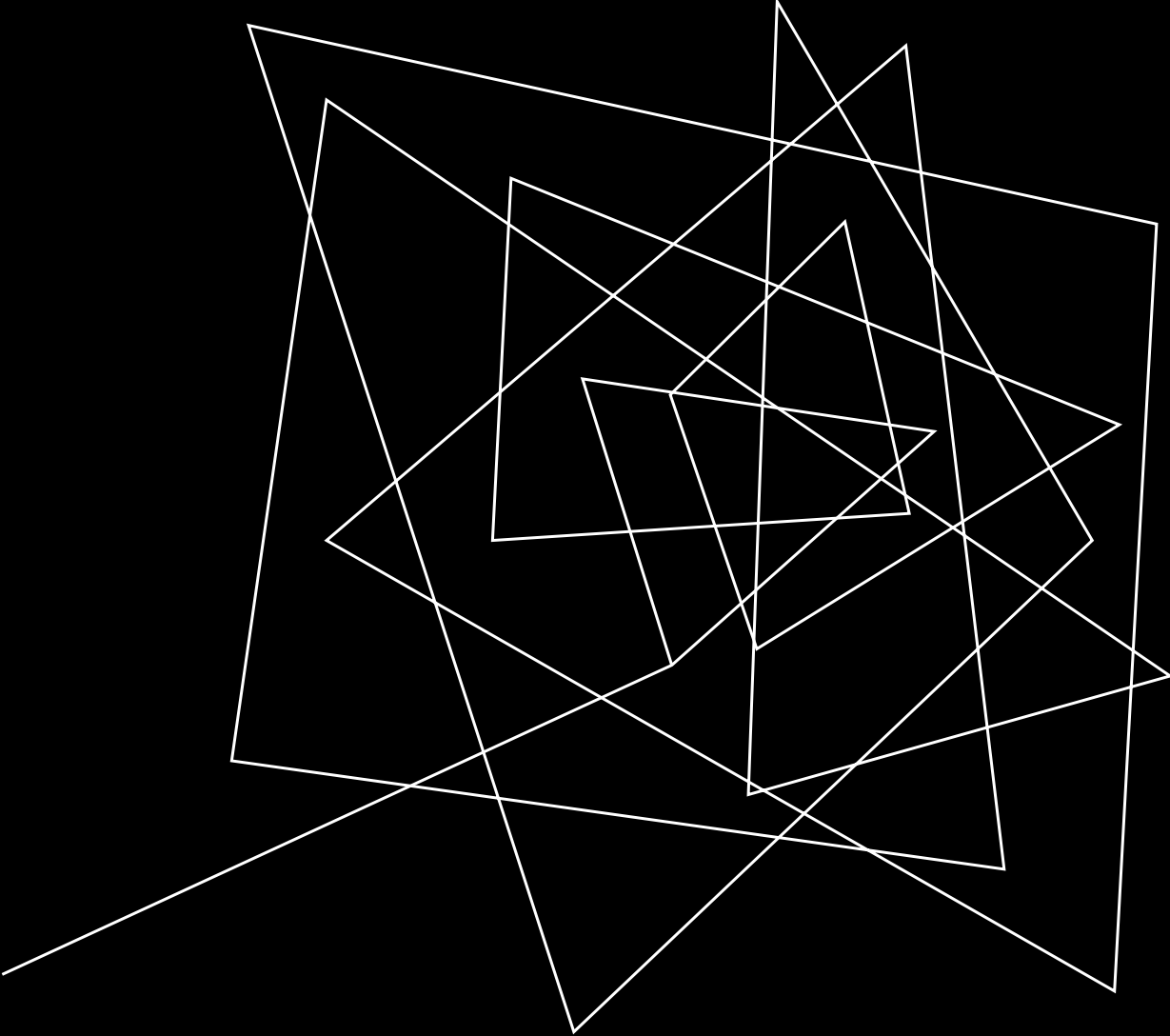
1. Integration of IoT (Internet of Things) devices and sensors to improve urban management, traffic flow, waste management, and energy efficiency.
2. Incorporation of natural elements like green roofs, rain gardens, and permeable pavement to manage stormwater, reduce heat islands, and improve air quality.

## Adaptive Reuse

1. Repurposing existing structures for new uses, such as converting old factories into residential lofts or warehouses into office spaces, to preserve historic buildings and reduce waste.
2. Transforming underutilized spaces into vibrant public areas through temporary installations, pop-up parks, or community events to foster social interaction and community engagement.

## Refocus on the urban core

The consequences of modern American city planning are evident, particularly in the urban core. There has been a historical shift from the traditional street grid to zoning and cul-de-sac developments, emphasizing car-centric design over pedestrian-friendly environments. This approach has resulted in unaffordable, segregated, and sprawling cities, highlighting the need to reconsider urban planning practices. A return to the traditional street grid will be advocated as a step towards more sensible community activation, aiming to create a more accessible, inclusive, and sustainable urban environment and will encourage sensible outward development.



# PROJECT COST ESTIMATE



## **1. Breakdown by Phases:**

### **Assessment and Visioning (Phase 1):** \$75,000

Citywide Visioning Study which includes the Data Inventory & Analysis component to be utilized during the Assessment and Visioning Task. More specifically, this Task includes reassessing the City's Vision based on a robust public outreach/ stakeholder process with up to three workshops with visualizations, stakeholder interviews, creating and managing a steering committee, providing a dedicated project website, updating city inventory, and assessing opportunities and investments to create the Vision Plan.

\*Based on three public workshops. If fewer are required, the cost for this Task would decrease by approximately \$ 2, 000.

### **Plan Development (Phase 2):** \$30,000

Based on outcomes of Phase One preparation of the proposed Comp Plan Update. In addition, this Task will review and address in the Comp Plan, as necessary, all Topics by Element found within the City's

Notification Letter. Recommendation process for the Comp Plan will be completed.

### **Implementation (Phase 3):** \$30,000

- a. Completion of all amendments and the adoption process for the Comp Plan Based amendments to be completed by March 2025.
- b. Presentation to community to present updates and for feedback to ensure transparency.
- c. Final Update (Clean Version) to the City's Comprehensive Plan to include all recommended amendments and data.

### **Evaluation and Reporting (Phase 4):** \$15,000

TDC will be providing the comprehensive plan update documents a data to the Planning Advisory Board and to the City Commission for adoption. Measures will be implemented to ensure proper monitoring of outcomes will be calculated.

## **2. Other Potential Project Costs:**

- Subscriptions for software/tools: \$20,000
- Printing and materials: \$10,000
- Public engagement programs: \$20,000

### **Total Project Cost Estimate: \$200,000**

Note: Costs are estimated and subject to change based on actual project requirements and unforeseen circumstances.

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# THANK YOU!

We here at The DeLaine Companies are honored to present our capabilities and look forward to being of assistance in the revitalization of the community.

# CITY OF HATTIESBURG COMPREHENSIVE PLAN REQUEST FOR PROPOSALS

MARCH 7, 2024



SSR

## **SECTION 1**

Company Profile

## **SECTION 2**

Project Team

## **SECTION 3**

Project Experience  
& References

## **SECTION 4**

Project Plan

## **SECTION 5**

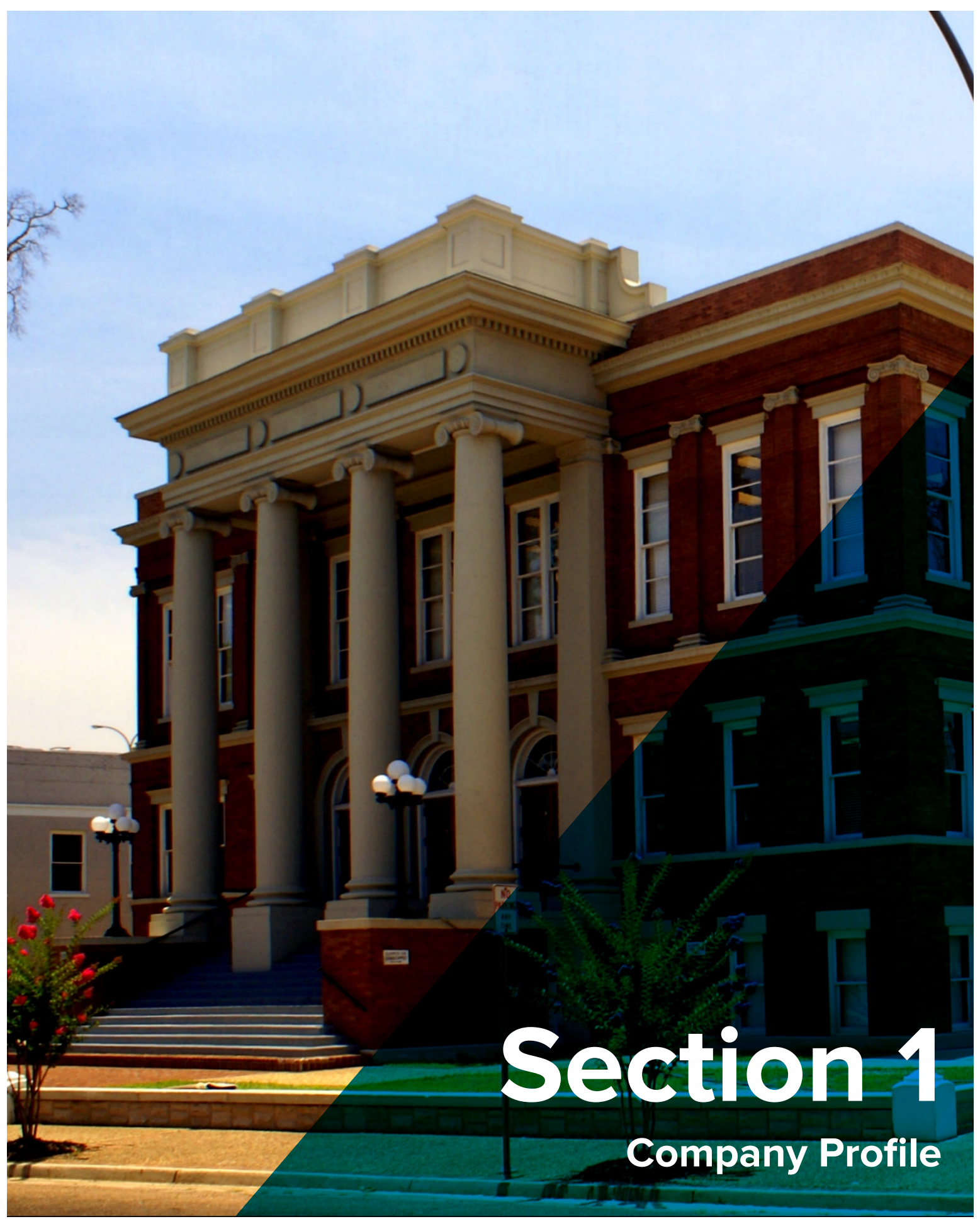
Proposed Innovations

## **SECTION 6**

Project Cost Estimate

# TABLE OF CONTENTS





# Section 1

Company Profile



March 7, 2024

Office of the City Clerk – 2nd Floor City Hall  
City of Hattiesburg  
P.O. Box 1898  
Hattiesburg, MS 39403-1898

**Re: Hattiesburg Comprehensive Plan Request for Proposals**

Dear Members of the Selection Committee:

Projects such as the new comprehensive plan for the City of Hattiesburg are vital to maintaining thoughtful development with the significant and continued growth of communities in Mississippi. The SSR team brings the expertise, experience, and proximity to successfully execute this project according to your schedule. We have included an overview of our team and experience that qualifies us to best serve the city of Hattiesburg and we are eager to help you bring this plan to life.

The included qualifications present a team focused on customer satisfaction and consistent, quality communication. The SSR team is eager to be a resourceful, reliable, and responsive partner to the City and our team of professionals will work to ensure your needs are met in all aspects of this project. We pride ourselves on being a collaborative, multidisciplinary team working together to solve any issue you may encounter and take great satisfaction in delivering a tailored solution to the needs of Hattiesburg.

We hope you agree that the SSR team is the best choice for your planning needs. Our team is ready to go to work for you!

Sincerely,  
Smith Seckman Reid, Inc.

A handwritten signature in blue ink that reads 'Joren Dunnavant'.

Joren Dunnavant  
Project Manager





Smith Seckman Reid, Inc. is a 100% employee-owned engineering and consulting firm that believes in putting people first. You are the driving force behind our dedication to providing planning, engineering, commissioning, sustainability, and technology solutions. Leveraging our more than 50 years of expertise and experience, we're focused on providing exceptional client experiences.

**We know that your successes are our successes — and we intend to succeed.**

Building Enclosure

Civil

Commissioning

Compliance and Facility  
Management

Controls and Integration

Electrical

Environmental

Fire Protection

Geographic Information  
Systems (GIS)

Mechanical

Plumbing

Structural

Sustainability

Technology + Equipment  
Planning

Transportation

At SSR, we see transportation projects from start to finish. From planning and preliminary studies to engineering design through construction and inspection, our staff offers deep expertise. We collaborate closely with our clients and stakeholders to develop transportation components, allowing people to move safely from point A to point B. Our experience extends to all forms of transportation, including airports, rail systems, roads, and ports.

#### URBAN PLANNING

**Urban Planning** encompasses a process of elaborating solutions that aim both to improve or requalify an existing urban area, as well as to create a new urbanization in a given region. As a discipline and as a method of action, urban planning deals with the processes of production, structuring, and appropriation of urban space. The main objective of our team of urban planners is to point out what measures should be taken to improve the quality of life of the inhabitants, including matters such as transport, security, access opportunities, and even interaction with the natural environment.

As part of the urban planning process problems arising from urbanization are considered, including pollution, traffic congestion, urban voids, and ecological impacts, making it essential in the current context in which much is discussed about the future of cities and the aspirations of sustainability and mobility as a way of fighting climate change. Our team views urban planning as a multidisciplinary effort in which local authorities are also included, to create a holistic solution which contains all the bases and rules for the development of a given region known as a master plan.



Established in **1968**



**16** Offices



**500** Employees

## Firm Overview

Since 1997, CiViLTech, Inc. has been providing the highest quality of professional engineering services by:

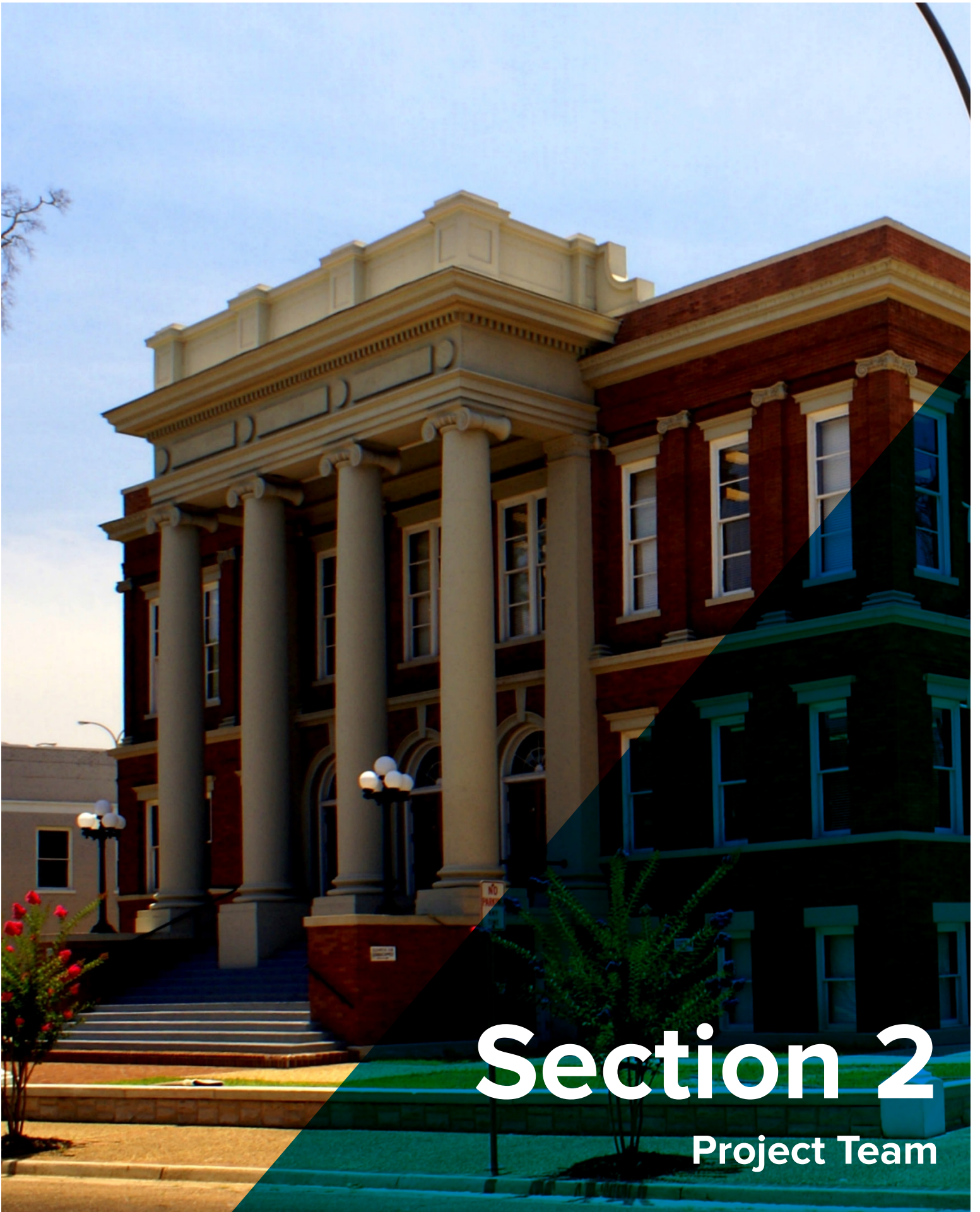
- Identifying and understanding specialized project needs
- Focusing on the client's needs and expectations
- Practicing continuous improvement and constant professional development
- Being a "civic minded" consulting engineering firm giving back to the community



CiViLTech, Inc. is a full-service consulting engineering firm based in Jackson, Mississippi. The principals are experienced professional engineers and project managers with more than 40 years of proven experience in the design, construction and project management of public works and municipal projects. CiViLTech, Inc. provides exceptional services while meeting the diverse needs of cities, counties, and small communities in areas including all phases of design and implementation of a project from land survey and site analysis to construction inspection and closeout. Types of services include:

- Upgrades to Water and Wastewater Treatment Facilities
- Sewer Collection Systems
- Water Distribution Systems
- Stormwater Master Plans
- Street Resurfacing Projects
- Road and Highway Design Projects
- Bridge Design
- Stormwater/Drainage Collection Projects
- Transportation Planning
- Construction Management
- Project Management
- Site Design and Land Development





# Section 2

Project Team



**PRINCIPAL**  
SHARPIE SMITH, PE



**PROJECT MANAGER**  
JOREN DUNNAVANT, AICP\*

#### COMMUNITY OUTREACH

#### PLANNING

#### TRAFFIC DESIGN & TRANSIT ANALYSIS



**OUTREACH &  
RESEARCH**  
JOE GRIFFEY, PE



**PLANNING**  
JOREN DUNNAVANT, AICP\*



**DESIGN & ANALYSIS**  
BEN LEDSINGER, PE

**OUTREACH SUPPORT**  
JENNA MCKENZIE

**PLANNING SUPPORT**  
MATT DAVIS, EI

**DESIGN & ANALYSIS SUPPORT**  
TYLER BOONE, PE

#### GIS & CARTOGRAPHY

**PLANNING SUPPORT**  
NICHOLAS MEEK

**DESIGN & ANALYSIS SUPPORT**  
ELMORE MOODY, PE  
(CIVILTECH)



**GIS & CARTOGRAPHY**  
JAMES AKER



## Sharpie Smith, PE

### Principal in Charge

#### Summary / Expertise

Sharpie is a Senior Project Engineer with over 38 years of experience in the industry. He joined SSR as a Regional Practice Manager after serving 26 years with the Mississippi Department of Transportation in the Laurel, Waynesboro, Hattiesburg, and Jackson offices. In 2001, he became the District 6 assistant maintenance engineer for the 14 southern coastal counties of Mississippi. He was responsible for dealing with the aftermath of Hurricane Katrina and the cleanup and reconstruction of various routes. He was formerly employed as the Statewide Director of the MDOT Local Programs Division.

#### Experience

Mississippi Department of Transportation | Various Locations  
 New Project Office | Foxworth, MS  
 New Maintenance Area Headquarters | DeKalb, MS  
 Smithville Transportation Enhancement Walking Trail | Smithville, MS  
 State Route 35 Bridge Replacement | Walnut Grove, MS  
 US-51 Bridge | Ridgeland, MS  
 Bethel Road Traffic Signal | Olive Branch, MS  
 MDOT District Six Administration Building | Hattiesburg, MS  
 MDOT Renovations to Construction Area HQ | Waynesboro, MS  
 North Research Park BLVD MSU | Mississippi State, MS  
 MSU Transportation Enhancement Decorative Fencing | Starkville, MS  
 SR-16 | Sharkey County, MS  
 Seaway Road West | Gulfport, MS  
 City of Tupelo | Tupelo, MS  
 Sidewalk Connectivity at Railroad  
 Natchez Colonnade | Natchez, MS  
 Yazoo and Mississippi Valley Railroad Depot | Natchez, MS  
 Fairfield Inn Access Road | Meridian, MS  
 Sidewalks and Overlay for West Broad Street | Decatur, MS  
 Mississippi State University (South Campus) | Jackson, MS  
 Intramural and Storage buildings  
 (MEP) Pharmacy Renovations at The University Medical Center  
 North Research Park Boulevard  
 MSU Transportation Enhancement Decorative Fencing  
 Wayne County School District | Wayne County, MS  
 Clara K-8 School Onsite 5K GPD Wastewater Treatment Plant  
 Clara K-8 School MEP Design and Contract Administration  
 Okaloosa County | Okaloosa County, FL  
 Foy Shaw Parkway  
 City of Chipley | Chipley, FL  
 5th Street Drainage Improvements  
 Town of Ponce de Leon | Ponce de Leon, FL  
 Pirates Cove Road Resurfacing  
 Florida Department of Transportation | Various Locations, FL  
 SR 81 Reconstruction at CR 183 and CR 181  
 SR-20 / SR-81 Resurfacing  
 D3 Maintenance CEI Contract  
 Hurricane Michael Debris Monitoring  
 Foy Shaw Parkway | Okaloosa County, FL

#### Education

Bachelor of Science, Civil Engineering, Mississippi State University, 1986

#### Registrations and Certifications

Registered professional engineer in the states of Florida, Alabama, and Mississippi

TIN: 800907446

FDOT QC Manager  
 FDOT Advanced MOT  
 FDOT Critical Structures  
 FDOT Earthwork Level I & II  
 Nuclear Gauge Safety  
 Critical Structures - Self Study\*  
 FDOT LAP Certified

#### Years of Experience

38

#### Years with SSR

10

#### Affiliations

Florida Engineering Society (FES)  
 Florida Transportation Builders Association (FTBA)  
 Mississippi Engineering Society (MES)  
 American Water Works Association (AWWA)  
 American Council Engineering Companies (ACEC), Florida Transportation Committee and Mississippi Transportation Committee





**Joren Dunnavant, AICP\***  
**Project Manager / Planning**

**Summary / Expertise**

Joren has a strong background in writing design guidelines for municipal planning, zoning ordinance updates, and transportation planning. Joren has written a Historic Preservation plan for the town of Nags Head, NC which has been adopted by the municipality. He also managed and wrote much of Nashville's MCSP (major and collector street plan). Additionally, Joren has developed and managed Nashville's sidewalk program for the last 3 years. He has served as City Planner for several municipalities across Tennessee and successfully updated zoning ordinances and worked on policy changes. Joren's passion for Historic Preservation has lead him to create several new historic districts during his time serving as a city planner. Joren will serve as our project manager for this contract and lead planner. He will be responsible for the management and execution of all task elements under this contract.

**Experience**

City of Dyersburg | Dyersburg, TN  
 The Gulch | Nashville, TN\*  
     Street Network Configuration  
     Streetscape Design  
 Tennessee Department of Transportation | Nashville, TN\*  
     Corridor Access Management Agreement  
 U.S. Combined Joint Task Force | Camp Lemonnier, Djibouti\*  
     Base Master Plan  
 U.S. Naval Support | Bahrain\*  
     Activity Base Master Plan  
 Metro Nashville Transportation Department | Nashville, TN\*  
     Transportation Planner 2 (2019–2023)  
 Metro Nashville Planning Department | Nashville, TN\*  
     Planner 2 (2018–2019)  
 City of Columbia, TN | Columbia, TN\*  
     Director of City Planning Department (2017–2018)  
 Long Range Planning Division | Nashville, TN\*  
     Community Transportation Planner (2015–2017)  
 City of Lebanon, TN | Lebanon, TN\*  
     City Planner (2011–2015)

**Education**

Master's Degree, Urban & Regional Planning, Virginia Commonwealth University, 2008

Bachelor of Science, Geography and Community and Regional Planning, Appalachian State University, 2005

**Registrations and Certifications**

American Institute of Certified Planners (AICP) Certified (\*Pending)

**Years of Experience**

14

**Years with SSR**

1

*\*Indicates work prior to joining SSR*



**Education**

Bachelor of Science, Geographic Science, James Madison University, 2019

**Years of Experience**

1

**Years with SSR**

1

**James Aker**  
**GIS & Cartography****Summary / Expertise**

James is a strategic GIS Coordinator with technical experience disseminating imagery-based products and geospatial intelligence. His background includes work in both government and law enforcement markets. James specializes in advanced imagery and geospatial analysis and is adept in various software platforms including ArcGIS Pro, ArcMap, ArcScene, ArcGIS Online, ArcCatalog, ModelBuilder, Google Earth, Google OpenStreetMap, GPS Pathfinder Office, PCI Geomatica, ModelBuilder, Adobe Illustrator, and Python.

He also has experience with several imagery systems including Panchromatic Imagery, Synthetic-Aperture Radar (SAR), Multi-spectral Imagery, Hyperspectral Imagery, IR Imagery (Infrared); and has completed field work in water quality testing.

**Experience**

City of Dyersburg | Dyersburg, TN  
Murfreesboro Water Resources Department | Murfreesboro, TN  
VA Pumping Station Study  
Town of Atoka | Atoka, TN  
GIS Update and Sewer Study

Percheron LLC | Katy, TX\*

- Led GIS efforts for two statewide multimillion-dollar natural gas pipelines and eight multi-county solar projects. Provided assistance on additional large-scale renewable energy projects.
- Engaged in weekly customer meetings to convey GIS related progress, issues, and incorporate feedback provided by customers.
- Utilized ArcGIS Pro to create, modify, and display parcel data in land acquisition efforts for energy-related infrastructure projects.
- Analyzed Panchromatic imagery, county parcel data, and deed documentation to accurately display/digitize parcel boundaries.
- Managed large parcel-related datasets through ArcGIS Pro, Excel, GRID database. Archived, logged, and uploaded mass quantities of data to ensure accountability and documentation.
- Delegated tasks to GIS Analysts and Technicians. Created and distributed procedures based on task requirements.
- Worked closely with Survey, Engineering, and Land acquisition experts to incorporate CAD layers, implement pipeline reroutes, and account for land sales/boundary changes.

National Ground Intelligence Center | Charlottesville, VA\*

- Supported roughly 10 missions as the primary and secondary Geospatial Intelligence Analyst over a two- year period.
- Utilized ArcGIS Pro and ArcMap to create, manipulate, and display data for geospatial product creation.
- Analyzed Panchromatic, Synthetic-Aperture Radar (SAR), Multi-Spectral Imagery to characterize infrastructure.
- Organized and managed large datasets through ArcGIS Pro and Excel, providing corresponding metadata.

*\*Indicates work prior to joining SSR*



### Education

Bachelor of Engineering, Civil Engineering, Auburn University, 2003

### Registrations and Certifications

Registered professional engineer in the state of Tennessee

Bentley Water GEMs Certified Master Modeler

MWH Soft Certified Master Modeler

Completed BioWin Activated Sludge BNR Modeling 2-Day Training Workshop

### Years of Experience

19

### Years with SSR

16

### Affiliations

American Water Works Association (AWWA)

Water Environment Federation (WEF)

### Publications

*The Water Reuse Roadmap*

## Joseph A. Griffey, PE

### Community Outreach

#### Summary / Expertise

Joe is a professional engineer with 19 years of experience in water, wastewater, stormwater, and environmental management. His body of work includes master planning, facility studies, design, construction administration, and permitting. He has served in a variety of roles such as project engineer and project manager for numerous projects.

Joe has extensive experience in master planning and hydraulic modeling of water and wastewater system improvements. He is well-versed in most major modeling software including: BioWin, InfoWater, H2OMap, WaterCAD and WaterGEMS. He has participated in designs, administration, and management of multiple water treatment and distribution projects ranging from 1 MGD to 20 MGD.

Joe is a contributing author to The Water Reuse Roadmap, a publication commissioned by the Water Environment Federation. It is designed to help water managers facilitate successful reuse programs from concept development through implementation and maintenance.

He has a thorough knowledge of environmental issues by virtue of this current work with municipalities and utility districts. Joe has participated in the successful completion of numerous water and wastewater projects with an aggregate construction value in excess of \$100 million.

#### Experience

City of Fairview | Fairview, TN

Wastewater Treatment Plant & Spray Field Design

City of Franklin | Franklin, TN

Water Treatment Plant Improvements

Clarksville Gas and Water | Clarksville, TN

North Clarksville Water Treatment Plant

South Clarksville Water Treatment Plant Disinfection System

City of Brentwood | Brentwood, TN

Robert E. Lee Booster Pump Station

Water System Model & Master Plan

River Oaks Pump Station Evaluation

Wilson Pike Water Line Layout

Metro Water Services | Nashville, TN

Love Circle Booster Pump Station

OHUD Water Main and Booster Station

Water System Model Optimization

38th Avenue Water Storage Tank

Murfreesboro Water and Sewer Department | Murfreesboro, TN

Sinking Creek Wastewater Treatment Plant BioWin Process Model

Water System Hydraulic Model

Initial Distribution System Evaluation

Sinking Creek and Stones River Interceptor Model

Water Resources Integration Plan

Biosolids Master Plan

Full Scale Thermal Dryer Design

*\*Indicates work prior to joining SSR*

**Education**

Penn Foster Career College,  
Medical Billing & Coding

**Years of Experience**

1

**Years with SSR**

1

**Jenna McKenzie**  
**Community Outreach****Summary / Expertise**

Jenna is a transportation planner that specializes in community outreach and project research. She is skilled in strategic planning and legislature. Her background includes work in upper education and rural development.

**Experience**

Upper Cumberland Development District | Cookeville TN\*  
Center Hill Rural Planning  
Tennessee Tech University | Cookeville, TN\*  
Rural Reimagined Project

*\*Indicates work prior to joining SSR*

**Education**

Bachelor of Science in Geography,  
James Madison University, 2022

**Years of Experience**

1

**Years with SSR**

1

**Nicholas Meek**  
**Planner****Summary / Expertise**

Nicholas is a member of SSR's planning team. He is background includes work in data, research, and legislation. Nicholas has experience in multiple software platforms including ArcGIS Pro, ArcGIS Online, and Adobe Illustrator.

**Experience**

Rock Bridge County | Lexington, VA\*

- Managed data entry for database by digitizing and organizing 2,000+ county Business Licenses using Excel and Laserfiche
- Researched and compiled language for new zoning text amendments and other new code additions to Rockbridge County's Land Development Regulations
- Worked with county residents to answer questions, alleviate concerns, and help navigate them through filing Business Licenses, Administrative Action Permits, and other development permits

*\*Indicates work prior to joining SSR*



### Education

Bachelor of Science, Mechanical Engineering, University of Tennessee, 2016

### Registrations and Certifications

Innovyze InfoWater Certified

InfoSWMM Certified

ACI Concrete Field Technician, Grade 1

TDEC Erosion Prevention and Sediment Control, Level I

Bluebeam Certified

### Years of Experience

6

### Years with SSR

6

### Affiliations

Tennessee Stormwater Association (TSA)

## Matt Davis, EI

### Planning

#### Summary / Expertise

Matt is a civil engineer in training for the SSR Infrastructure group. He has more than six years of experience in water and wastewater engineering. Matt has worked on a number of critical projects for local utility companies with services that include hydraulic modeling, construction administration, and water and sewer improvements.

#### Experience

##### *Municipal*

City of Brentwood | Brentwood, TN

Water Plan Update

Water Model Phase II

Deerwood Lane Connector

Altitude Valve Replacement & Power

Equalizer Facility No. 1

Robert E. Lee Regional Tank

Ellendale Drive Water Line Replacement

City of Franklin | Franklin, TN

Water Treatment Plant Construction Administration

Hunter's Bend Elementary Safe Routes to School

Dry Creek Basin Sewer Interceptor

State of Tennessee | Various Locations, TN

Edgar Evins State Park Sewage Treatment

Tennessee Department of Transportation | Various Locations

Lamar Ave. SR4 | Memphis, TN

Clarksville Gas & Water | Clarksville, TN

North Water Treatment Plant

Consolidated Utility District | Rutherford County, TN

Water Model Update

Hydraulic Model Update

Harpeth Valley Utilities District | Nashville, TN

River Road Ground Supported Water Tank

Arlington Green Pump Station Improvements

Old Charlotte Pike 12-Inch Water Line

Eastern Service Area Water Tank

Metro Water Services | Nashville, TN

On-Call RPR Services

Gibson Creek Pump Station & Equalization Basin

Central Wastewater Treatment Plant Capacity Improvements

Mill Creek Sewer Repositioning

McCrary Creek Pump Station

Water Treatment Plant Disinfection Improvements

Murfreesboro Water Resources Department | Murfreesboro, TN

Water Resources Integration Plan

Stones River Water Treatment Plant (SRWTP) Miscellaneous Improvements

Northeast Regional Pump Station & Force Main

Overall Creek Pump Station Upgrades

201 Facilities Plan Update

Stormwater Modeling

Water Resource Recovery Facility Capacity Improvements

Water Resource Recovery Facility Full-Scale Thermal Dryer Evaluation

Water Resource Recovery Facility Hydraulic Capacity Improvements Study





### Education

Master of Science, Civil Engineering,  
University of Memphis, 2007  
Bachelor of Science, Civil  
Engineering, Tennessee  
Technological University, 2000

### Registrations and Certifications

Registered professional engineer in  
the states of Florida, Louisiana, and  
Tennessee  
MDOT Stormwater Pollution  
Prevention/Construction  
Nuclear Gauge/Hazmat Training  
SDDCTEA Maintaining Control/  
Traffic Engineering and Safety  
Workshop  
TDEC Erosion Prevention and  
Sediment Control - Levels I & II  
TDOT LPA Training  
OSHA 10 Hour Construction Safety  
Training

### Years of Experience

24

### Years with SSR

16

### Affiliations

American Society of Civil Engineers  
(ASCE)  
National Society of Professional  
Engineers (NSPE)  
Society of American Military  
Engineers (SAME)  
Institute of Transportation Engineers  
(ITE)

## Ben Ledsinger, PE

### Traffic Design & Transit Analysis

#### Summary / Expertise

Ben is the lead design engineer in the Transportation Group at SSR. He is responsible for assuring the quality and cost effective designs by the transportation design staff. Prior to joining SSR, Ben worked for the City of Memphis designing roadways and was also responsible for the quality control of plans and specifications as submitted by consultants.

#### Experience

Mississippi Department of Transportation | Various Locations, MS

Bethel Road Traffic Signal Installation | Olive Branch, MS

State Route 35 Bridges | Scott & Leake Counties, MS

Smithville Walking Trail | Smithville, MS

Airways Boulevard Resurfacing | Southaven, MS

Tennessee Department of Transportation | Various Locations, TN

Region IV On-Call CEI Contract

I-269 Extension | Shelby & Fayette Counties, TN

State Route 76 | Carroll County, TN

State Route 3, 14, & 57 Bridge Bundle | Shelby County, TN

I-240 Reconstruction | Memphis, TN

I-55 and Mallory Avenue Interchange Improvements | Memphis, TN

I-40/I-240 Interchange Improvements Phase II | Memphis, TN

State Route 15 | McNairy County, TN

Saturn Parkway Design Build | Maury County, TN

Haywood City SR-222 | Fayette County, TN

SR-19 Lauderdale County | Lauderdale County, TN

Utility Coordination Cheatham County | Dickson, TN

City of Memphis | Memphis, TN

Lick Creek Model Conversion

Idlewild Detention Modeling

Whitehaven & Fontaine Basins

Turner Dairy Detention Study

Belz Boulevard Rail Safety

Central Avenue

Paving Program

Clarke Road from Shelby Drive to Raines Road

Covington Pike at Pleasantview Signalization

Kirby Whitten Parkway

Main Street to Main Street Multi-Modal Connector

Plough Boulevard

Poplar Avenue at Goodlett Street Signalization

Tchulahoma Road

Walnut Grove Road

Hollywood Bridge over Wolf River

Pine Hill & Frayser

Isolated Signal

Engineering Grants Coordination

Drainage Design

Memphis Area Transit Authority (MATA) | Memphis, TN

IDIQ Contract

Noise and Vibration Services

Trolley Line Pass Track Evaluation

Riverfront Trolley Loop ADA Improvements



### Education

Bachelor of Science, Civil Engineering, University of Tennessee Martin, 2010

### Registrations and Certifications

Registered professional engineer in the state of Tennessee

FAA Part 107

ACI Concrete Field Testing Technician Grade 1

Nuclear Gauge Safety Certification  
OSHA 10 Hour Construction Safety Training

TDEC Erosion Prevention and Sediment Control Level I

TDOT Soils and Aggregate Technician

Hazmat Training Certificate

### Years of Experience

12

### Years with SSR

12

## M. Tyler Boone, PE

### Traffic Design & Transit Analysis

#### Summary / Expertise

Tyler is a Civil Engineer in SSR's Infrastructure Program. He is experienced in engineering design from conceptual studies and assessments through detailed construction documents and administration. Tyler also has extensive field experience, providing CEI on some of the largest Local Programs projects in the state.

#### Experience

Mississippi Department of Transportation | Various Locations, MS

State Route 16 | Sharkey County, MS

City of Tupelo | Tupelo, MS

Sidewalk Connectivity at Railroad

Methodist Olive Branch Hospital | Olive Branch, MS

Parking Lot Expansion

Tennessee Department of Transportation | Various Locations, TN

On-Call Utility Coordination/Relocation | Various Locations, TN

State Route 1 | Grainger County, TN

State Route 13 | Montgomery County, TN

State Route 60 | Bradley County, TN

State Route 126 | Sullivan County, TN

State Route 34 ITS Improvements | Morristown, TN

MemFix 4 | Memphis, TN

I-240 Reconstruction | Memphis, TN

I-55 and Mallory Avenue Interchange | Memphis, TN

On-Call Construction Engineering and Inspection Services | Region IV, TN

State Route 57

State Route 76 Widening

State Route 76 Bridge Replacements

I-40 / I-240 Interchange Modifications

State Route 24 Rockfall Mitigation | Smith County, TN

State Route 25 Rockfall Mitigation | Smith County, TN

Concord Road (SR-332) / Turkey Creek | Knox County, TN

State Route 35 (US-231) to St. Tide Hollow Road | Cocke County, TN

Memphis Area Transit Authority | Memphis, TN

North Main Elastomeric Grout

Hudson Transit Center Pavement Repair

Madison Avenue Pavement Repair

Tennessee/Butler Catenary Poles

Trench Drive Repair

Earth Box Drainage

Bus Wash Facility Repairs

Madison Avenue Curve Radii

Madison Avenue Track Repair

North Main Track Slab

Riverside Drive at Beale Street Bridge Repair

Bus Electrification

Main Street Pole Relocation

City of Memphis | Memphis, TN

Dunbar Elementary School Safety Improvements

Hanley Elementary School Safety Improvements

Westmont Street Sidewalk Improvements

The Hampline, Phase II

**Education**

Bachelor of Science, Civil Engineering, Mississippi State University

**Registrations and Certifications**

Registered professional engineer in the state of Mississippi

**Years of Experience**  
42**Affiliations**

American Consulting Engineering Council (ACEC)

**Elmore Moody, PE****Traffic Design & Transit Analysis****Summary / Expertise**

Elmore Moody is the President of CiViLTech, Inc., has over 42 years of experience as a professional engineer working in both the public and private sector. He served as Assistant Public Works Director for the City of Jackson for several years and as Director of Public Works for Hinds County, Mississippi two years. In the late summer of 1997, Mr. Moody formed CiViLTech, Inc. to provide his clientele with the best possible services in the development of various municipal, commercial, and residential projects.

**Experience****Jackson Municipal Airport Authority | Jackson, MS***Consolidated Rental Car Facility Project*

CiViLTech worked with Leo Daly Architects. CiViLTech provided civil/site engineering for a proposed new rental car facility. Our scope of work included surveying, civil/site layout, drainage analysis and project management for preliminary design, construction documents. The client chose not to go to construction.

*East Parallel Runway Pavement Rehabilitation Project*

CiViLTech worked with Hatch Mott McDonald to provide design services to facilitate runway rehabilitation for rigid pavement sections at Jackson Medgar Wiley Evers International Airport. CiViLTech provided preliminary engineering and final construction plans and construction engineering & inspection services.

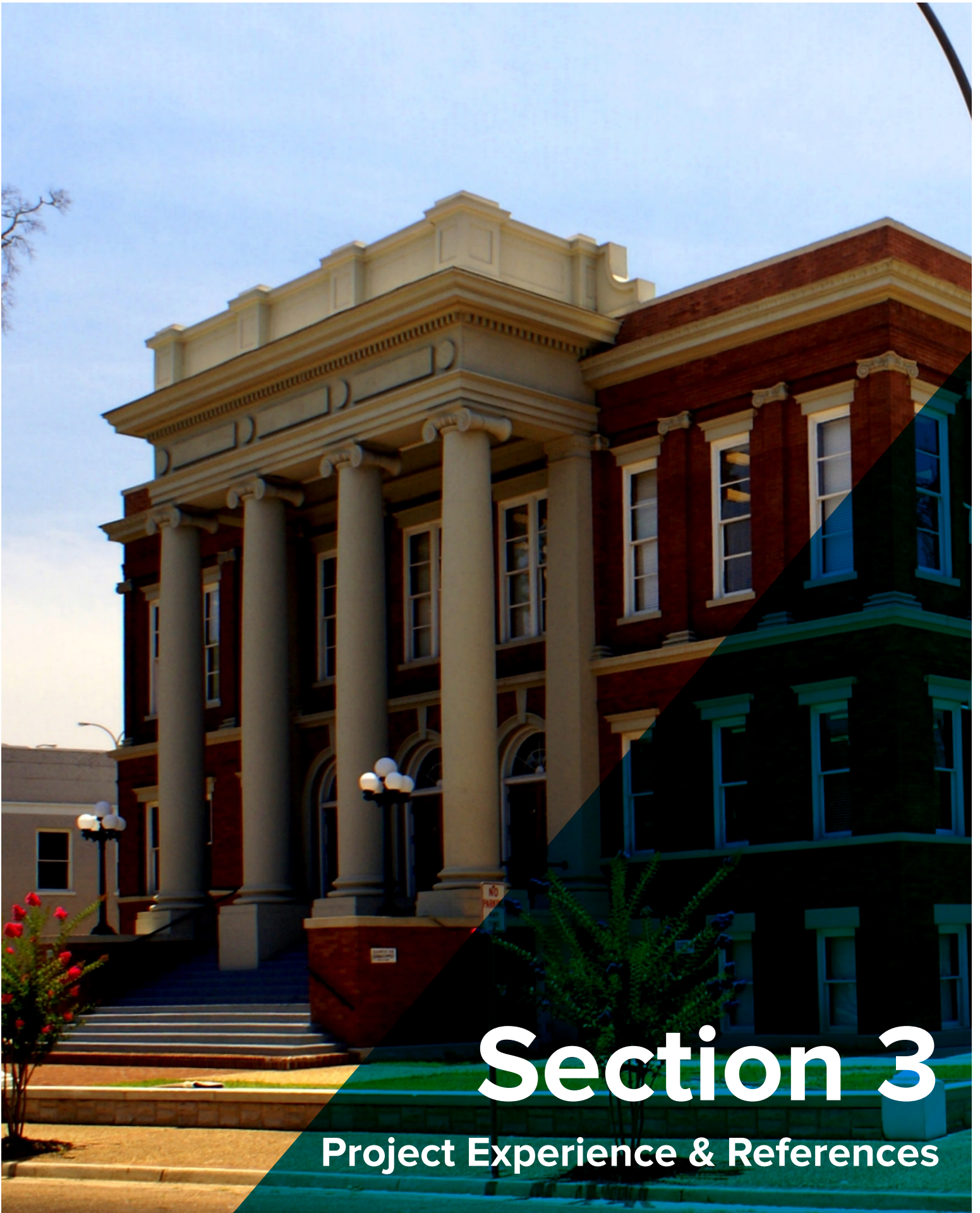
*East North Cross Road Project*

CiViLTech provided design and engineering services to facilitate the development of the East North Cross Road for the JMAA. The project was part of JMAA Master-Plan in association with DMJM+Harris and Waggoner Engineering. Services Included engineering, road alignment, site plan development, construction management and inspection.

**John Bell Williams Airport Access Road | Hinds County, MS**

CiViLTech, Inc. provided engineering services for a new access road to the John Bell Williams Airport in Hinds County to connect to the new Byram-Clinton Corridor. This was provide new access to the airport for new and existing businesses. The scope included suveying, roadway alignment, drainage design, traffic control, erosion control, etc



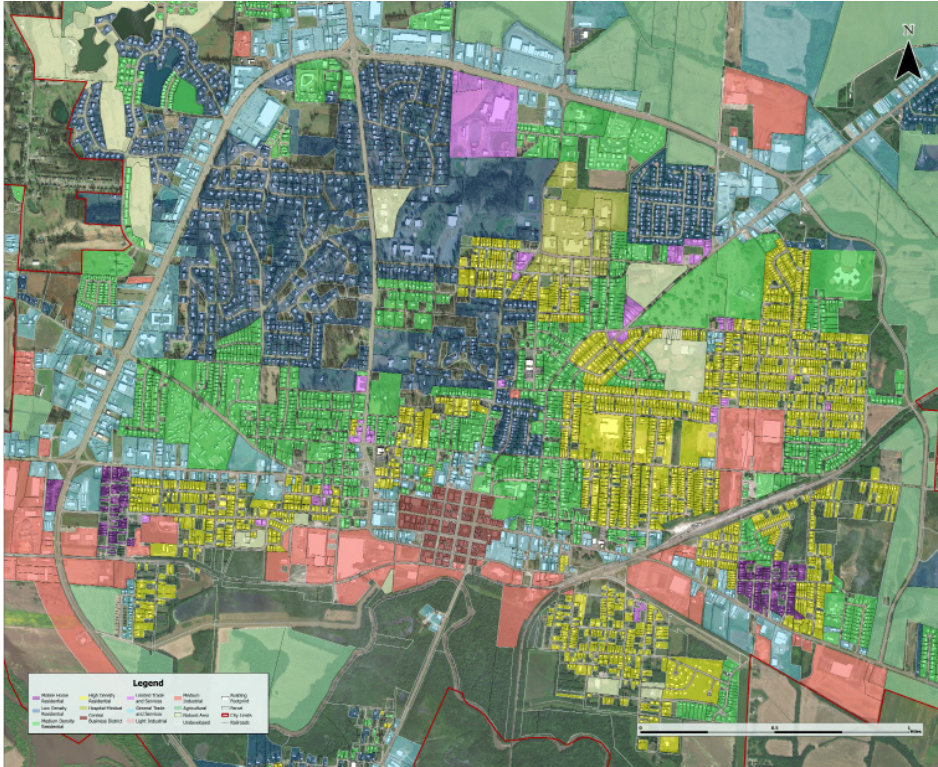


# Section 3

Project Experience & References



## City of Dyersburg Planning Dyer County, TN



### Summary

SSR has provided reviews for site grading, site layout, retaining walls, roadway layout, stormwater systems, erosion and sediment control, green infrastructure, and other projects for the past 10 years and is currently engaged in building a comprehensive plan for the City including zoning ordinance updates and a new subdivision regulations.

SSR has successfully completed an existing Land Use Map and Future Land Use map for the City which identifies areas with potential land use changes and growth.

SSR also conducted community outreach and held town hall meetings for Dyersburg and successfully identified areas of the zoning ordinance that need updating. SSR Planning Staff reviews all development proposals, subdivision reviews, rezoning requests, and BZA applications for the City of Dyersburg. As well as writes all the agendas, staff reports, and runs public meetings for Planning Commission and BZA.

### Owner

City of Dyersburg

### Project Completion

Ongoing

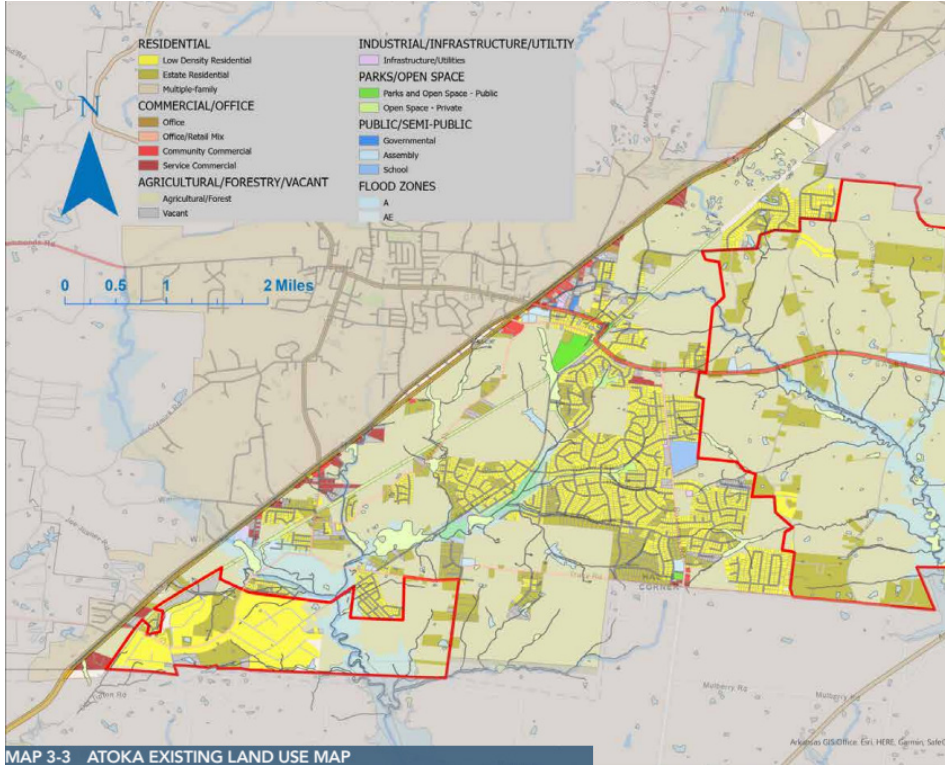
### Services Provided

Planning

### Contact

Mayor John Holden  
731.288.7600  
jholden@dyersburgtn.gov

## Town of Atoka Planning Tipton County, TN



### Summary

SSR has provided reviews for site grading, site layout, roadway layout, stormwater systems, erosion and sediment control, and other projects for the past 10 years. SSR also served the Town of Atoka as Town Engineer and was responsible for facilitating and participating in public meetings and workshops to guide land use decisions, transportation plans, park plans, and subdivision regulations for their comprehensive plan.

### Owner

Town of Atoka

### Project Completion

Ongoing

### Services Provided

Planning

### Contact

Mark Woerner

901.837.5300

[mwoerner@townofatoka.com](mailto:mwoerner@townofatoka.com)



## PROJECTS & REFERENCES

### **METRO NASHVILLE PLANNING DEPARTMENT\*** **DAVDISON COUNTY, TN**

**Reference:** Latisha Birkeland  
615.916.6103  
Latisha.Birkeland@nashville.gov

While working as the City and Transportation Planner, Joren's role covered writing staff reports for the BZAC and working with Developers and City Officials. He also managed Nashville's Major and Collector Street Plan and Nashville's sidewalk program. He was a part of the Gulch street network configuration team and streetscape design team, and performed consulting with NDOT on the Pie Town Transportation Study.

### **TENNESSEE DEPARTMENT OF TRANSPORTATION\*** **LONG RANGE PLANNING**

**Reference:** Jonathan Russell  
615.456.8712  
jonathon.russell@tn.gov

Joren served as the Planner for TDOT's Office of Community Transportation. He carried out the Department's Corridor Management Agreement and was also responsible for multiple planning studies through grant funding for municipalities throughout middle Tennessee.

### **CITY OF LEBANON\*** **WILSON COUNTY, TN**

**Reference:** Will Hager  
615.330.3563  
whager@losedesign

SSR's Senior Transportation Manager Joren Dunnavant has experience with the City of Lebanon serving as the Interim Planning Director. His role included reviewing all project submittals, final plats, and rezoning requests. He also conducted staff reports, presented to the Planning Commission, and facilitated all BZA and Historic Zoning Meetings.

### **CITY OF COLUMBIA\*** **MAURY COUNTY, TN**

Joren held the role of City Planner/Director for the City of Columbia. While there his work included reviewing all project submittals, final plats, and rezoning requests. He was responsible for signing off on all building permits for zoning compliance, facilitating Historic Zoning Meetings, and assisting customers with zoning and subdivision questions. He was also a part of the Pre-Application committee

*\*Work completed by Project Manager, Joren Dunnavant, prior to joining SSR.*



Mayor Toby Barker and Staff  
City of Hattiesburg  
Hattiesburg, MS

Date: February 28, 2024

Subject: Personal Work Reference

Mayor Barker,

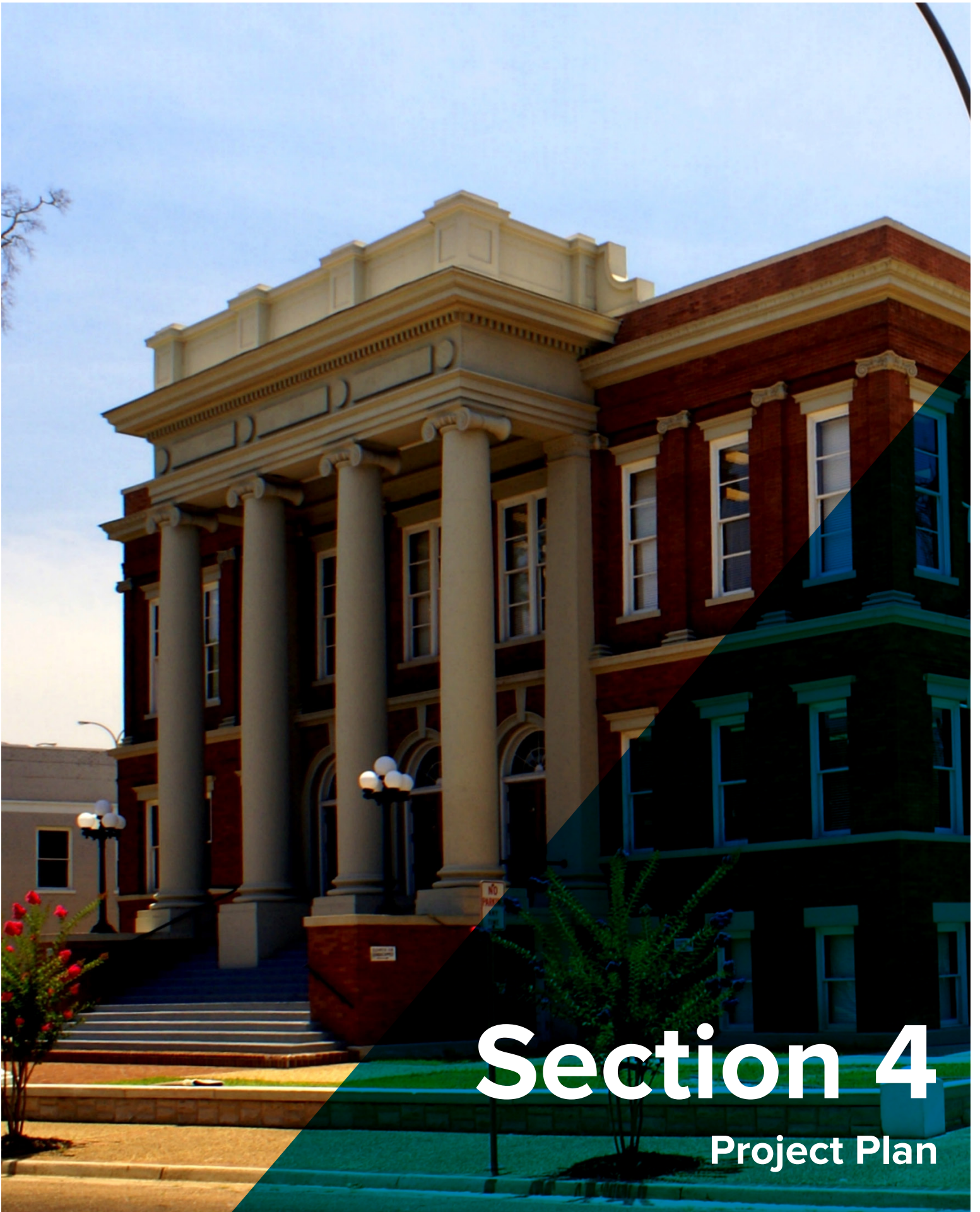
I have worked with Sharpie Smith during his tenure with the Mississippi Department of Transportation while I was State Senator and while I served as the Southern District Transportation Commissioner. Sharpie served as the State Director for Local Public Agencies while at MDOT and now serves as a Principal with SMITH SECKMAN REID (SSR). I came to know about SSR after Sharpie retired from the MDOT and went to work for SSR.

Sharpie and SSR have worked with the MDOT and other Local Public Agencies throughout the state of Mississippi. I have found SSR's work ethic to be great and their work product to be of the highest quality. Please extend to SSR every consideration for any proposed work with your city.

Thanks for your consideration,

Tom King  
*Former MDOT Southern District Transportation Commissioner*





# Section 4

Project Plan

We will develop a comprehensive plan that promotes smart growth in a way that preserves the character of the community while maximizing development potential. Initially, we will set up a meeting with the client to identify our points of contact (project team) and set up expectations on deliverables and schedules. We will extract the initial community vision. We will provide a suggested draft timetable on when and what deliverables should be expected.

The first step will be to review the existing comprehensive plan, zoning ordinance, subdivision regulations, and other planning resources including the Historic Hattiesburg Design Guidelines Manual and Midtown form-based code. We will look at all attributes of these materials including dimensional standards, definitions, districts, and site design standards. We will analyze this against the existing future land use plan, the projected development of the city, and existing conditions. We will analyze Hattiesburg's existing Transportation and Roads network. The purpose of this step is to familiarize ourselves with what is already in place, so we have a foundation when receiving input. This part of the task should be completed in the first month of the contract.

We will start by developing an existing land use map of the city, and present this to the Planning Commission to open the conversation around potential land use changes. We will ask Commissioners and staff to start thinking of what the ideal future of Hattiesburg looks like and to identify areas that have potential for positive change. We plan to have this task completed in the second month of the contract.

The next step will be to start identifying areas of potential land use change and to have a draft Future Land Use map completed by the end of the second month of the contract. This will be analyzed in conjunction with Hattiesburg's existing Comprehensive Plan, Future Land Use map, and existing zoning map and ordinance. The future land use map will identify potential areas of opportunity such as areas targeted for commercial corridors, industrial sites, new roads, and attractive neighborhoods. We will also identify existing and potential mixed-use areas and what standards these zones should include. This future land use map will be used for community engagement via online surveys, our own analysis through observational surveys, and community meetings to get feedback. We plan to hold at least two community meetings in different areas of town, and this is anticipated to be completed by the end of month four of the contract.

Throughout the community outreach and discussions with elected officials and city staff, we will extract the key components of what matters to the community and ensure this is captured in the new comprehensive plan. We will collect input on what works and what isn't working throughout the built environment so we can make sure the new comprehensive plan addresses these issues. We will collect feedback on design standards, building materials, lighting, landscaping, screening, parking standards, sidewalks, sign height and size, driveway lengths, historic areas, transportation, land uses, etc.

We will revisit the community vision based on outreach and findings – this is where the city wants to be in five to ten years. The new comprehensive plan will reflect this vision along with input from the community, project team, and community. We will begin to make recommendations on new zoning designations and whether any of the existing designations should be eliminated. We will look at the subdivision regulations and how the comprehensive plan will address this. This portion of the project is anticipated to be completed within month five of the contract.

We will also make recommendations on existing overlays and determine whether they should stay in the ordinance or be replaced with updated overlays. This will be presented to the project team before the draft plan is presented. This portion will be completed by month six of the contract.

We will develop a transportation plan with recommended improvements for existing roads as well as future planned roads. The plan will include street typologies and cross-sections for reference. We will provide training and implementation strategies on how to use this plan. The plan will also include recommendations for a sidewalk program.

Using community and client input, findings from our review and analysis, and the city's existing plans such as the area roadways map, comprehensive plan, and subdivision regulations, we will develop a draft comprehensive plan, future land use map, and transportation plan to be reviewed by the project team and planning commission. The draft comprehensive plan will include community vision, goals and objectives, design standards, compelling charts, graphics, implementation strategies, transportation plan, recommended zoning updates, and an interactive map that can be accessed on the city website. The plan will also include recommended capital improvements for the city with funding resource suggestions and training. This is anticipated to be completed by month eight of the contract.

We will carry out the legislation from Planning Commission to approval at the City Council. This phase involves appropriate publications and notice and receiving a recommendation from the Planning Commission to the City Council. This is anticipated to be completed by month 10 of the contract.

Lastly, we will do a thorough review of the existing application and review process including applicant interaction on the website and with staff. We will look at how things move from initial contact with staff to the final release of building permits and make recommendations for simplifying and streamlining the process. This is anticipated to be completed by month 11 of the contract.

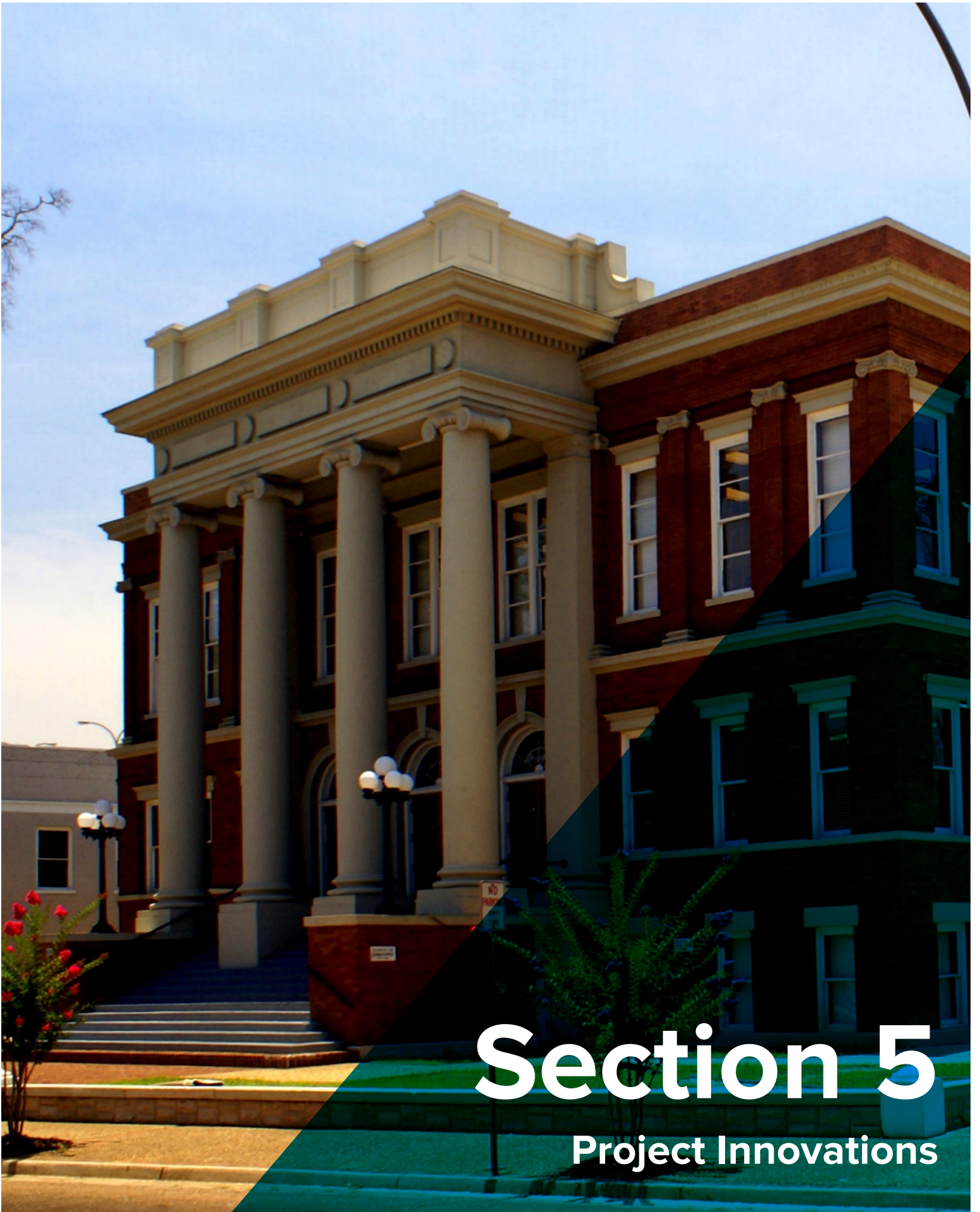
SSR is the ideal firm for this project because of our wide variety and depth of experience in Historic Preservation Planning, Regional Planning, GIS and Geospatial services, engineering, research, and technical writing. Our project lead has a strong background in writing design guidelines for municipal planning, zoning ordinance updates, and transportation planning. Joren has written a Historic Preservation plan for the town of Nags Head, NC which has been adopted by the municipality. Joren also managed and wrote much of Nashville's MCSP (major and collector street plan). He has served as the City Planner for several municipalities across Tennessee, and successfully updated zoning ordinances and worked on policy changes.

SSR has a fully staffed and experienced GIS/Geospatial department with the ability to create dynamic and interactive maps as well as aid in granular analysis. We understand there is a heavy Transportation component to this comprehensive plan- SSR's biggest client is the Tennessee Department of Transportation, and we have a robust staff of transportation planners and engineers with proven experience. Additionally, we have worked on several Transportation plans such as Atoka, TN and Dyersburg, TN. We are currently developing a new comprehensive plan, zoning update, and new subdivision regulations for the City of Dyersburg- this plan is about 75% complete but has already been a tremendous success. As an engineering firm with a wide range of clients, we have staff support across the board who have various expertise in the built environment.

## Deliverables

| Task                                                                                                                                                                                                                                      | Timeline |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Initial meeting/introduction with client and finalized timetable on process and deliverables.                                                                                                                                             | Month 1  |
| SWOT analysis of existing comprehensive plan and zoning ordinance with recommended approach provided to the client project team.                                                                                                          | Month 1  |
| Initial meeting/introduction with client and finalized timetable on process and deliverables.                                                                                                                                             | Month 1  |
| Presentation to Planning Commission – project introduction and existing land use map. Community input                                                                                                                                     | Month 2  |
| Community Outreach findings provided to client project team.                                                                                                                                                                              | Month 4  |
| Re-visit of community vision with recommendations (including overlays) provided to the client project team                                                                                                                                | Month 5  |
| Draft comprehensive plan, future land use map, and transportation plan presented to Planning Commission.                                                                                                                                  | Month 8  |
| Final comprehensive plan, future land use map and transportation plan approved at Planning Commission and recommended to City Council and approved.                                                                                       | Month 10 |
| Internal systems review and recommendations (including updates to website – checklists, maps, etc).                                                                                                                                       | Month 11 |
| Electronic copy of final comprehensive plan and maps in Word and FDF form with links from the Table of Contents to each article/chapter and section, as well as links throughout to external sources and interactive map on city website. | Month 11 |
| Final Planning Commission meeting with way-forward implementation strategies and training.                                                                                                                                                | Month 15 |





# Section 5

Project Innovations

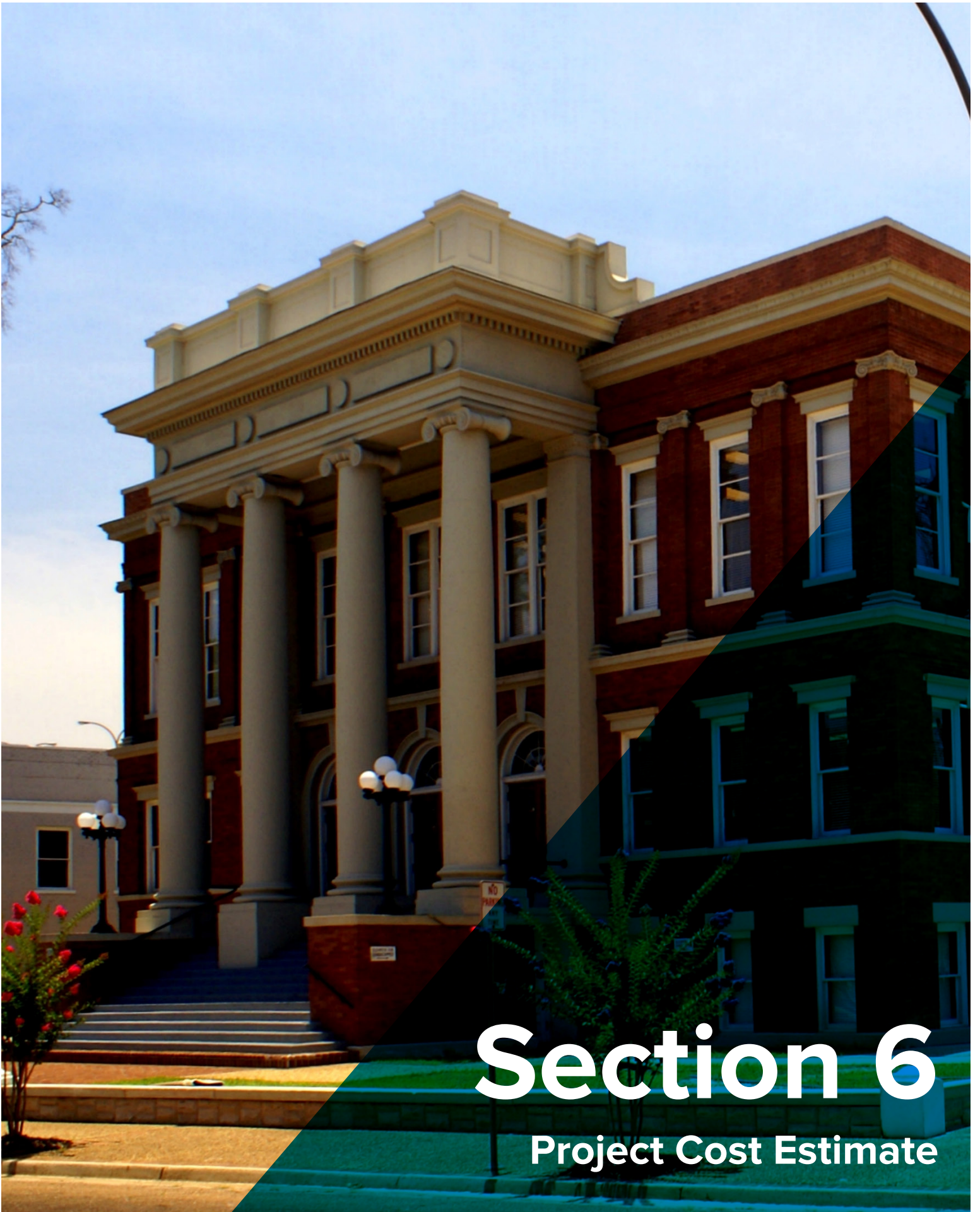




Proposed innovation would be suggested capital projects including funding sources involving new roads, road improvements, parks and open spaces, sidewalks, traffic calming measures, street trees, and street furniture.

SSR also proposes the following innovations:

- Traffic signalization improvements
- Sidewalk program
- Updated city website
- New checklists online for site plan reviews, rezoning requests, and subdivision reviews.



# Section 6

Project Cost Estimate



## PROJECT COST ESTIMATE

| Project Item                                                               | Cost             |
|----------------------------------------------------------------------------|------------------|
| Staffing - intensive labor for 6 months                                    | \$234,060        |
| Staffing - 2-3 months of meetings Planning Commission and Council approval | \$21,760         |
| Travel                                                                     | \$3,000          |
| Website Development                                                        | \$1,500          |
| Materials - maps, document, etc.                                           | \$700            |
| Community Outreach – interactive sites, surveys, charrettes, etc.          | \$2,500          |
| <b>Total:</b>                                                              | <b>\$263,520</b> |



## PLEASE CONTACT:

JOREN DUNNAVANT

[JDUNNAVANT@SSR-INC.COM](mailto:JDUNNAVANT@SSR-INC.COM)

615.584.4708





## **AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT**, effective as of the 2<sup>nd</sup> day of January, 2025, by and between the Hattiesburg, Mississippi ("Client), and Clarion Associates, LLC doing business at 101 Market Street, Suite D, Chapel Hill, NC 27516 ("Contractor").

**WHEREAS**, the Client is undertaking certain activities necessary for the planning execution of a project referred to in this Agreement as the Hattiesburg Comprehensive Plan; and

**WHEREAS**, the Client desires to engage the Contractor to render certain professional advice and assistance in connection with the Client's project:

**NOW, THEREFORE**, the parties listed above mutually agree as follows:

1. **Scope of Services.** The Contractor agrees to provide services as described in Exhibit A attached to and incorporated into this agreement. The Client agrees to provide supporting services to the Contractor as described in Exhibit A.
2. **Time of Performance.** The services of the Contractor shall begin on January 13, 2025, and shall be expeditiously completed as shown in the Project Schedule attached as Exhibit A, but in any event all of the services required under this agreement shall be completed on or before December 31, 2025. The time of performance may be extended by mutual agreement of the parties.
3. **Method of Payment & Total Project Amount.** The Client shall compensate Contractor for its services in accordance with the Project Budget and Schedule set out in Exhibit A. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid under this Agreement exceed the sum of \$222,313 for all services rendered. By mutual agreement, the Client and Consultant may reallocate the budget among project tasks if the total budget amount remains unchanged.
4. **General Terms and Conditions.**
  - A. **Termination of Agreement:** The Client shall have the right to terminate this Agreement, with or without cause, by giving written notice to the Contractor of such termination and specifying the effective date of the termination, provided that notice shall be given at least 30 days before the effective date of such termination. In such event all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Agreement shall become the Client's property. Contractor shall be entitled to receive compensation in accordance with the Agreement for any satisfactory work completed pursuant to the terms of this Agreement prior to the date of termination. Notwithstanding the above, Contractor shall not be relieved of liability to the Client for damages sustained by the Client by virtue of any breach of the Agreement of the Contractor.

- B. Changes. The Client may, from time to time, request changes in the scope of services of the contractor to be performed under this Agreement. Such changes, including the increase or decrease in the amount of the Contractor's compensation, that are mutually agreed upon between the Client and the Contractor, shall be in writing and upon execution shall become part of the Agreement.
- C. Assignability. Any assignment or attempted assignment of its duties under this Agreement by Contractor without the prior written consent of the Client shall be void; provided, however, that claims for money due or to become due to Contractor from the Client under this Agreement may be assigned to a bank, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished to the Client.
- D. Audit. The Client or any of its duly authorized representatives shall have access to any books, documents, papers, and records of Contractor that are pertinent to Contractor's performance under this Agreement, for the purposes of making an audit, examination, or excerpts. The Contractor shall maintain records for 3 years after contract ends.
- E. Ownership of Documents. Drawings, specifications, guidelines and other documents prepared by Contractor in connection with this Agreement shall be the property of the Client. However, Contractor shall have the right to use those documents in the course of its marketing, professional presentations, and for other business purposes.
- F. Assignment of Copyrights. Contractor assigns to Client the copyrights to all work prepared, developed, or created pursuant to this Agreement, including the right to: 1) reproduce the work; 2) prepare derivative works; 3) distribute copies to the public; 4) perform the works publicly; and 5) to display the work publicly. Contractor shall have right to use materials produced in the course of this Agreement for marketing purposes and professional presentations, articles, speeches and other business purposes.
- G. Governing Law. This Agreement has been executed by the parties listed above on the day and year first above written and shall be governed by the laws of the State of Mississippi. Contractor shall also comply with all applicable state and federal laws and regulations and resolutions of the Client, and shall commit no trespass on any public or private property in the performance of any of the work under this Agreement.
- H. Subcontractors. Contractor shall have the right to use the firms listed as subcontractors in Exhibit A to complete the approved scope of work. Other subcontractors may be used if approved by the Client.

- I. **Notices.** Any notice concerning the terms and conditions of this Agreement from Contractor to the Client shall be in writing and delivered, either personally, by mail (postage prepaid), or email and shall be addressed as follows:

Cory Long, Planning Manager  
City of Hattiesburg  
200 Forrest St.  
Hattiesburg, MS 39401  
clong@hattiesburgms.com  
Telephone number: 601-545-4591

Leigh Anne King, Director  
Clarion Associates  
101 Market Street, Suite D  
Chapel Hill, NC 27516  
laking@clarionassociates.com  
Telephone number: (919) 967-9188 x3

Notices shall be deemed effective upon delivery in the event of personal or email delivery, and after three (3) days when mailed, postage prepaid. Either party may change its address in reference to notices by written notification to the other party.

5. **Indemnification.** Contractor shall indemnify and hold Client harmless from and against all claims, suits, or action made or asserted for any damage to person or property caused by the negligent errors or omissions by Contractor in connection with performance of Contractor's obligation under this Agreement.
6. **Independent Contractor.** Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of the Agreement shall be and remain at all times, employees of the Contractor for all purposes. The Contractor, its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees of Client. It is acknowledged by Contractor that there shall be no:
- A. Withholding of income taxes;
  - B. Provision of Industrial Insurance Coverage;
  - C. Accumulation of sick or vacation leave; or
  - D. Unemployment Compensation Coverage.
7. **Extent of Agreement.** This Agreement represents the entire and integrated agreement between the Client and the Contractor and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written Agreement signed by both the Client and the Contractor.

8. **Mediation.** All claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement concerning a breach thereof, may be submitted to non-binding mediation upon agreement of the parties. The cost of said mediation shall be split equally between the parties. Mediation conducted under this Agreement shall occur in Mississippi.
9. **Severability.** In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this agreement shall remain valid and binding upon the parties hereto.

**CLARION ASSOCIATES, LLC**

**HATTIESBURG, MS**

**BY:** \_\_\_\_\_

**Leigh Anne King**

**Title: Director**

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

**BY:** \_\_\_\_\_

**Title:**

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

**ATTEST: (if a corporation)**

\_\_\_\_\_

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



## Exhibit A: Scope of Services

---

The consultant team to assist Hattiesburg, Mississippi, in preparing a new Comprehensive Plan will be led by Clarion Associates and will include the following subconsultants: Randall Gross Development Economics and Neel-Schaffer. This includes a license with Konveio or a similar public engagement platform.

This scope of services includes the following phases of work:

- Phase 1: Launch Project
- Phase 2: Identify New Issues and Opportunities
- Phase 3: Evaluate Planning Influences
- Phase 4: Develop the Plan
- Phase 5: Adopt the Plan
- Phase 6: Distribute Plan

### PHASE 1: LAUNCH PROJECT

In Phase 1, Clarion will gather information, establish the working relationship between the consultant team and City staff (i.e., the “Project Team”), and engage the City’s leaders, stakeholders, and Steering Committee during the project kickoff meetings.

#### Task 1.1: Kickoff Meeting with Staff, Steering Committee, and Reconnaissance Tour

The project will be initiated with a two-day series of kickoff meetings. First, the Clarion team will prepare for and help facilitate an in-person project kickoff meeting with the City’s project management team. During this meeting, the project team (staff and consultants) will discuss the key components of the Project Management Plan (Task 1.3), including the Communications and Public Engagement Plan, and make decisions about meeting coordination, communication protocols, the project schedule, and general objectives for the effort. The project team will conduct a mapping exercise to discuss the City’s planning area and identify specific geographic areas that are notable in terms of equitable development and redevelopment, utility infrastructure, transportation enhancements or challenges, environmentally sensitive and flood areas, economic development, intergovernmental agreements, and other land use challenges and opportunities.

In coordination with the City’s project manager and staff team, the Clarion team will facilitate a kickoff meeting with the Hattiesburg Comprehensive Plan Steering Committee. The focus of this meeting is to introduce the Steering Committee to the Project Team; discuss the overall approach and schedule for the project; define the roles and responsibilities of different entities involved in the process; explore the Steering Committee members’ general objectives for the project, objectives for public engagement, and the “big ideas” for the community’s future.

During the kickoff trip, the Clarion team will tour the City’s planning area. Prior to the tour, the Clarion team will work with the City’s project management team to identify critical areas to view in person and prioritize those locations where change is expected, growth pressures exist, areas that are in need of reinvestment, areas that are at risk of gentrification, or areas that have strong support for preservation.

The Clarion team will take photographs of critical locations and begin to create a profile of the patterns and growth trends in Hattiesburg, specifically as it has changed since the last plan update.

### **Task 1.2: Stakeholder Interviews**

During Phase 1, the Clarion team will work with City Staff to facilitate up to 20 individual or small group structured interviews with the following stakeholders. The City will prepare the list of stakeholders and contact information, send out an initial communication to stakeholders about the project, and request and schedule the virtual interviews. Interviews can be topically focused allowing leadership, staff, and partners to join in discussions.

- City Leadership: Mayor, City Council, and chairs of Planning Commission, Redevelopment Authority Board, Recreation Board, Tourism Commission, other relevant advisory boards;
- City Staff: Leaders of City departments;
- City Partners: partner agencies, including Hattiesburg Public School District, Camp Shelby, and the Hattiesburg Area Development Partnership, and
- Neighboring Jurisdictions: Planning department representatives of Forrest and Lamar Counties and Petal.

The purpose of the interviews is to prepare an early diagnosis of critical planning issues and opportunities that will help guide plan development. Team members will meet with stakeholder groups to provide maximum availability to meet interviewees through virtual meetings, or if schedules permit, interviews can be in-person during the kick-off trip

### **Task 1.3: Develop Project Management Plan**

Following the project kickoff week, the Clarion team will prepare a cloud-based tool available to all project team members that will document all project management details. This tool will document the agreed upon details of the project schedule, meeting schedule and location of project meeting summaries, approach for project team communications, and public engagement tracking and coordination. This includes scheduling, hosting, and preparing agendas for regular project management meetings (every two or three weeks) with the City's project managers to provide status updates and coordinate on preparation of upcoming deliverables and events. This online document will serve as a project management working guide and will be updated throughout the process.

### **Task 1.4: Collect and Inventory ArcGIS Data, Policy Documents, and Relevant Studies**

The Clarion team will partner with Hattiesburg staff in the development of GIS analyses and maps. First, Clarion will prepare a data request memorandum for all basic ArcGIS mapping data, plans, reports, and studies (not available online) for the City staff to collect and share with the Clarion team. Hattiesburg will collect, organize, classify, and upload GIS layers and documents requested via a geodatabase to a secure data sharing site provided by the Clarion team. Then Clarion team will then prepare a map template and basemap that can be used throughout the project, as well as review existing plans and studies.

### Task 1.5: Develop Communications and Public Engagement Plan and Project Branding

The Clarion team will work with Hattiesburg Staff and the City’s Chief Communications Officer to develop the Communications and Public Engagement Plan (CPEP). This will clarify the roles and responsibilities and coordinate communications across the Project Team. The CPEP will identify the approach for publicizing the two community engagement windows and coordinate publicity efforts (social media, press releases, eblasts, and other forms of outreach). In addition to developing the CPEP, this task will include development of the following:

- Project Identity- brand (name, logo, and tagline)
- Engagement Objectives – used to evaluate public engagement outcomes during the process
- Key Messages – common set of key project messages for use publicizing the initiative
- Content for Project Webpage – main source of information on the plan and process to be hosted on the City’s website
- Public Engagement Coordination- cloud-based coordination tool for engagement efforts (part of the Project Management Plan)

### Task 1.6: Project Website and Management

Clarion shall create and maintain an independent project website using Wix that may be linked to the City’s websites but will not need to be hosted on the City website. This website will be regularly updated with basic project information, frequently asked questions, project updates, and will be able to host online community engagement surveys. This website shall be maintained for the duration of the project.

#### Summary of Phase 1: Launch Project

##### Deliverables:

##### Clarion Team Responsibilities

- Project Management Plan
- Context Mapping
- Data Request Memo
- Communications and Public Engagement Plan
- Project Branding
- Conducting stakeholder interviews
- Project Website Content
- Project management and meetings

##### City Staff Responsibilities

- Participate in kick-off meetings, context mapping, and reconnaissance tour
- Provide data and GIS
- Coordinate logistics for and scheduling of meetings
- Coordinate on development of Communications and Public Engagement Plan
- Affirm project branding materials and approve plan webpage content
- Monthly project management meeting

#### Schedule: Months 1-2

## PHASE 2: IDENTIFY NEW ISSUES AND OPPORTUNITIES

Phase 2 includes an evaluation of the currently adopted comprehensive plan and preparing a SWOT analysis of the community, launching the process with the community and gaining feedback on a new vision and policy direction for the plan, and briefings to the City Council and Planning Commission.

### Task 2.1: Implementation Audit

The Clarion team will prepare an implementation audit database of plan policies and actions from the currently adopted comprehensive plan. This database will be a coordinated planning effort with City planning staff to classify all goals and strategies (still relevant, need modification, accomplished, etc.) This tool can be used during Phase 4 to guide plan drafting.

#### **Task 2.2: Steering Committee Meetings #2 & #3**

The Clarion team will facilitate two Steering Committee meetings during Phase 2. For these and subsequent meetings, a minimum of one consultant team member will attend in-person and others may attend virtually.

- Meeting #2: Report on key findings from stakeholder interviews and general progress made during Phase 1, provide an update on development of the Implementation Audit, and discuss the approach for Community Engagement Window (CEW) #1.
- Meeting #3: Present and discuss the outcome of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and general project update.

#### **Task 2.3: Prepare Equitable Communications Database**

Clarion will work with Hattiesburg Staff and Chief Communications Officer to develop an “equity database” to include leaders, nonprofits, and allies in the underserved community that have a stake in Hattiesburg’s future. These members of the community will be important allies in the planning process. Strategic outreach approaches can be taken to engage these community members during community engagement windows to ensure that the process is engaging the hardest to reach populations, including Black/African American, Hispanic/Latino, LGBTQIA+, persons with disabilities, persons suffering from homelessness, and other community members that have been historically disadvantaged.

#### **Task 2.4: Community Engagement Window #1 (CEW #1) – Envisioning Hattiesburg 2050**

The Envisioning Hattiesburg 2050 community engagement window (CEW) #1 is focused on accomplishing two objectives: testing and confirming critical planning issues to address in the plan and defining community aspirations for Hattiesburg in 2050. We recommend a two-phase community engagement approach that launches the project with an in-person workshop and up to two smaller community meetings that complement the in-person meetings with virtual engagement that provides analogous digital activities for a period of weeks.

There are many tested activities that our team can leverage for this milestone. These include asset mapping, individual or small group discussions to respond to key policy direction questions, places to protect and change mapping activity, ranking aspects of community planning, “Did You Know?” trivia questions about the City, idea walls, and other fun activities. Activities would be developed to ensure that all learning from previous planning activities are considered and efforts are not duplicated.

Guided by the Communications and Public Engagement Plan (CPEP) and coordinated with the City’s Chief Communications Officer, the Clarion team will provide advertising and publicity guidance to the City during this period to maximize responses and track respondents to make sure targeted community members are participating. This can include prepared social media content, a press release, and email content, as well as leveraging the equity database. The team can also prepare a “guide for hosting a meeting” that would allow Steering Committee members, City leaders, and Staff to host or present the materials at smaller community meetings and engage fellow residents using a decentralized approach.



Online community surveys will be translated into multiple languages. Translation or interpretation services provided directly during public engagement meetings will be provided by the City.

Once the engagement window has closed, the Clarion team will prepare a report on the results of the engagement window, including an assessment of how well community engagement objectives were achieved. This report will include a summary of responses and verbatim documentation to provide a clear and transparent report of the inputs received. This will build trust in the process and serve as an important report for guiding development of the plan.

#### Task 2.5: Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

Leveraging the feedback from stakeholder interviews and CEW#1, the Clarion team will prepare an analysis of the City's strengths, weaknesses, opportunities, and threats (SWOT). This analysis will be documented in a concise report and serve as a guiding document for facilitating policy discussions with City Staff and the Steering Committee. This information can be posted to the project webpage after being reviewed by City Staff and Steering Committee.

#### Task 2.6: Briefings to Planning Commission and City Council

A briefing presentation will be prepared to share with the Planning Commission and City Council that summarizes the engagement efforts and analysis, and summary of new issues and opportunities completed through Phases 1-2. Key findings from Phase 3 work, that is occurring concurrently with Phase 2, will also be presented at these briefings. The Clarion team will coordinate with City Staff and present at a regularly scheduled Council meeting. City Staff can leverage the same materials to provide a briefing to the Planning Commission. The purpose of these presentations is to brief them on the project status and findings and engage members in discussion about the direction of the plan.

#### Summary of Phase 2: Identify New Issues and Opportunities

##### Deliverables:

##### Clarion Team Responsibilities

- Implementation Audit Matrix
- Materials for Steering Committee meetings
- Community Engagement Window #1 presentation and materials
- Summary of Engagement Window #1 Results
- SWOT Analysis
- Prepare briefing presentation
- Briefing to Council
- Update project webpage content
- Project management and meetings

##### City Staff Responsibilities

- Assist with completing the Implementation Audit matrix
- Review and provide consolidated comments on meeting materials
- Provide briefing to Planning Commission
- Coordinate logistics for meetings and events and distribution of materials
- Publicize launch of project and Community Engagement Window #1 opportunity
- Project management meetings

#### Schedule: Months 3-5

### PHASE 3: EVALUATE PLANNING INFLUENCES

Concurrent with Phase 2, Phase 3 will evaluate the planning influences facing Hattiesburg, including documentation of how the community has changed since the last Hattiesburg Comprehensive Land Use Plan was developed and projections for future population and growth.

### Task 3.1: Develop the Fact Base

This task documents the trends and conditions for a broad array of community planning topics along with analyzing future planning influences that are important considerations for developing plan policies. This deliverable will include maps, charts, and tables of data that paint a complete picture of Hattiesburg and will leverage recent analyses prepared by the City and regional partners. This deliverable will be prepared as a presentation-based report with multiple sections. It will be presented to the Steering Committee and made available to the public through the project webpage. This deliverable will be developed as a series of specialized subtasks lead by Clarion team topic experts.

#### Task 3.1.1: Analyze Sociodemographic Trends and Population Projections

The sociodemographic trends and population projections will be prepared by Clarion. The Clarion team will identify and analyze the critical sociodemographic trends that tell the story of the City's residents over time. Race, ethnicity, age, and national origin diversity; household profiles including cost-burdened status, household income by census tract, and poverty levels; and other data will be assessed and depicted through easy to read charts and infographics. A map of "equity opportunity areas" will be identified that depict vulnerable communities that are low-income, communities of color, are cost-burdened or have other equity challenges. This map can be used in other assessments to identify overlapping conditions where equity plays a role in determining future policy direction. The Clarion team will prepare population projections by evaluating available projection sources through the state and US Census.

#### Task 3.1.2: Analyze Built Environment and Housing Conditions and Trends

Clarion will identify and analyze the critical built environment conditions and trends, including housing. This includes map-based and tabular assessments of future land use and zoning and building permit trends by type of use. This will consider "hot spot" future land use areas that are receiving growth pressures or are targets for change. Housing will be evaluated to identify patterns with respect to housing value, type of unit, and housing asset mapping that shows areas that are with and without proximate access to employment, shopping, healthcare, and transit accessibility.

#### Task 3.1.3 Analyze Natural Environment and Parks and Recreation Conditions and Issues

Neel-Schaffer will identify current environmental conditions and related issues that could include, but would not be limited to conservation properties, parks and recreation, riparian areas, and natural lands (tree canopy, wetlands, floodplains, etc.) This will include an inventory of these areas. An analysis of current policies, programs, plans, and mapping information will tell the story of what conditions exist in Hattiesburg and how the City is currently addressing those conditions.

#### Task 3.1.4: Identify Climate-Related Vulnerabilities and Natural Hazards

Clarion and Neel-Schaffer will leverage existing hazard mitigation plans to identify key acute and chronic climate-related vulnerabilities within the City. This includes vulnerabilities to property, homes, emergency service facilities, hospitals, roads and transportation, and community services. It is important to identify indirect impacts as well, such as impacts due to interruption or loss of services. These causes and indicators will be assessed and documented.

#### Task 3.1.5: Summarize Transportation Planning Conditions and Trends

Neel-Schaffer will prepare a summary of relevant data and information pertaining to the City’s current and future transportation system. This effort will leverage transportation planning of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL-MPO). The team will review existing plans, policies, and projects related to transportation, including the Hub City Transit Master Plan. Key identified transportation projects to support reinvestment in the City will be considered.

#### **Task 3.1.6: Evaluate Public Facilities and Services Conditions and Trends**

Clarion and Neel-Schaffer will prepare an assessment of existing public facilities and services provided by the City. At a minimum, these services and facilities will include public utilities, solid waste, and public safety (police, fire, EMS). This assessment will document existing facilities and services, capacities, and any plans for enhancing or increasing levels of service. This will also include a mapped assessment of where facilities exist in relationship to flood hazard areas. Working with Hattiesburg departmental representatives, this assessment will determine whether existing facilities and services are expected to adequately support projected future growth.

#### **Task 3.1.7: Public Health and Community Equity Conditions and Trends**

The Clarion Team will leverage available health assessment data and report to identify any access or other vulnerability issues related to food, healthcare, and mental health services. With a focus on equitable outcomes, this assessment will identify any vulnerable populations that are at risk based on proximity to goods and services and transportation.

#### **Task 3.1.8: Economic and Local Workforce Evaluation**

Clarion team members will conduct an evaluation of existing economic conditions and trends, including an assessment of local workforce skills, resources, and gaps. The team will also conduct a Target Industry Assessment to identify potential for specific types of sustainable industries and businesses for recruitment to and/or growth in Hattiesburg. This assessment will include outreach and engagement with existing local businesses including interviews and surveys to collect input and information on existing business conditions.

Hattiesburg’s assets (including physical capacity/sites, amenities, transportation network, institutions, etc.) and competitive advantages for economic development will be identified, and key industry concentrations will be identified through Location Quotients (LQ) and other analyses. Growth industries will be identified based on employment projections. Target industries will be identified and passed through a “policy sieve” of local stakeholders for input on viability and appropriateness (relating, for example to local priorities including sustainability, diversification & workforce development, accessibility, etc.). Opportunities for capturing innovation and green practices for economic development will be identified.

Based on the output from the baseline socio- and economic analyses, and the results of the target industry assessment, an economic development visioning workshop will be held to gather focus from stakeholders on the goals, objectives, and vision for Hattiesburg’s economic development. Strategic recommendations will be provided for business retention and assistance, recruitment, diverse workforce, accessibility, and sustainable economic development and diversification; as well as for targeted neighborhood revitalization, brownfield redevelopment, and community development where relevant.

#### **Task 3.2: Steering Committee Meeting #4**

The Clarion team will facilitate a fourth in-person meeting of the Steering Committee to present the Fact Base findings and identify related policy questions.

#### Task 3.4: “Meeting-in-a-Box” Community Engagement Materials

In addition to the in-person community engagement meetings and surveys in Tasks 2.4 (Envisioning Hattiesburg 2050) and 4.10 (Unveiling of Public Review Draft), the Clarion team will create a digital kit (including assembly instructions) that may be used by staff to put together physical units for distribution to neighborhood leaders, community organizations, and resident small groups to conduct independent community engagement sessions and provide structured feedback to the project team. This kit may include handouts explaining how to advertise these sessions and effectively facilitate them, along with discussion group prompts, community data presentation cards, customized post-it decks and foldable large format maps, markers/pens, and other tools that make it straightforward for community members to comment on plan topics. “Meetings-in-a-box” can be especially effective for reaching community members who might not be interested in/ comfortable with attending traditional staff/project team-run engagement sessions or might not be available during the hours when these meetings are typically held.

#### Summary of Phase 3: Evaluate Planning Influences

##### Deliverables:

##### Clarion Team Responsibilities

- Fact Base
- Materials for Steering Committee meeting
- Update project webpage content
- Project management and meetings
- Procurement of “Meeting-in-a-Box” Engagement Materials

##### City Staff Responsibilities

- Review and provide consolidated comments on Fact Base
- Review and provide consolidated comments on meeting materials
- Coordinate logistics for meetings and events and distribution of materials
- Attendance at project management meetings

Schedule: Months 4-5

### PHASE 4: DEVELOP PLAN

Phase 4 builds off the prior work completed and results in a new public review draft of the Hattiesburg Comprehensive Plan. In the project introduction, the key vision themes that align with the guiding principles identified in the RFP will be identified and described. The Comprehensive Plan will be organized by subplans and will provide connections to the key vision themes in each chapter: goals and objectives framework, land use, transportation, community facilities, and implementation. It will be designed using a systems based approach that acknowledges and supports the linkages between planning topics. From the outset, the Plan will be drafted to address equity in all aspects within the community, including environmental justice, transportation access, access to affordable housing, access to jobs and job training, access to services and shopping needs, and access to recreational and health amenities.

#### Task 4.1: Develop Draft Plan Framework, Vision, and Goals

The Clarion team will prepare a staff review draft of the draft Plan Framework (structure and organization of plan) as well as new community vision themes and plan goals. The team will prepare revisions based on staff feedback and prepare for review by the Steering Committee.

#### Task 4.2: Land Use Plan



The City Staff team and the Clarion team will conduct a project team work session focused on the land use framework for the City (i.e., the future land use map and classifications and supporting policies and actions). The Clarion team will then prepare an updated Future Land Use map and associated categories, land use planning policies, and implementation actions to be reviewed by City staff and the Steering Committee.

#### **Task 4.3: Transportation Plan**

Building off the work session included in Task 4.2, the Clarion team will prepare an updated Functional Classification Map of roads based on traffic projections and the vision for future land use in the City. This will include guidance regarding the minimum streets right-of-way and surface width by functional class. Policies and recommended actions will be prepared for streets and active transportation modes. This information can be leveraged for future updates to the City's capital improvement program.

#### **Task 4.4: Community Facilities Plan**

Building off the previous two tasks, the Clarion team will prepare a Community Facilities Plan that identifies additional facilities needs and includes policies and implementation actions that tie to the City's capital improvement program. This will address the same set of public facilities and services addressed in Task 3.1.6.

#### **Task 4.5: Implementation Plan**

The Clarion team will prepare an implementation plan that the City can use to guide and organize implementation efforts. This will include prioritization of the actions included in previous plan chapters and an overall structure for monitoring implementation and coordinating efforts with community partners and neighboring jurisdictions, as needed.

#### **Task 4.6: Technical Appendix**

A technical appendix that includes the Fact Base, public engagement findings and documentation, and other technical inputs used in this process (SWOT analysis), will be documented in a Comprehensive Plan appendix. This will also include the list of stakeholders that were interviewed during Phase 1.

#### **Task 4.7 Develop Staff Review Draft of Plan**

The Clarion team will prepare a Staff Review Draft of the Plan. City Staff will be provided with a digital copy of the plan as well as a database tool for providing comments and requested edits. Upon receiving a consolidated set of comments from the City, the Clarion team will prepare a Steering Committee Review Draft of the plan.

#### **Task 4.8: Steering Committee Meetings #5-#8**

The Clarion team will conduct a series of Steering Committee meetings to share and receive feedback on the draft plan components and coordinate on public engagement efforts. The plan chapters will be divided into separate modules to allow for easier review. These meetings include:

- Meeting #5: Discuss draft vision and goals (module #1)

- Meeting #6: Discuss land use plan (module #2)
- Meeting #7: Discuss transportation and community facilities plans (module #3)
- Meeting #8: Discuss implementation plan (module #4)

#### Task 4.9: Prepare Public Review Draft of Comprehensive Plan

The Clarion team will prepare a professionally designed, highly graphic public review draft of the Comprehensive Plan. Special focus will be made on highlighting key vision themes, such as equity, that guided plan development.

#### Task 4.10: Community Engagement Window #2 – Unveiling of Public Review Draft of Plan

The Clarion team will prepare for and facilitate a public open house to present the draft Comprehensive Plan and up to two smaller community meetings. Engagement activities will provide opportunities for participants to provide feedback on the draft plan goals and actions and the future land use map. Steering Committee members can play a role in presenting the draft plan to participants. The public open house materials can be prepared to circulate to different locations in the City and collect responses through an online Konveio or similar engagement platform portal. A presentation of the Public Review Draft of the Comprehensive Plan can be placed on the project webpage to showcase this information in a user-friendly format. Similar to CEW #1 and as guided by the Communications and Public Engagement Plan, the Clarion team can provide publicity materials for the City to distribute to local media sources, partner agencies, and listservs.

#### Task 4.11: Briefings to City Council and Planning Commission

Clarion will prepare briefing materials and present at a regularly scheduled City Council meeting to share the Public Review Draft and community feedback. These meeting materials can be leveraged by the City Staff to present a briefing to the Planning Commission. The focus of the meeting will be to facilitate a discussion of any recommendations for the Public Hearing Draft of the plan and provide a general project update.

#### Task 4.12: Custom Plan Graphics

This task shall include the production of custom, full-color, descriptive visualizations of data and processes, as well as overall aesthetic improvements to the static media (print/PDF) version of the comprehensive plan. Graphics may be produced in Microsoft Office Suite or Adobe Creative Cloud and edited using the selected project branding guidelines established in Task 1.5 using Adobe software. Graphics typically include a process graphic, vision theme icons, and infographics relating to public engagement, but the exact graphics will be determined as part of Task 4.1.

#### Summary of Phase 4: Develop Plan

##### Deliverables:

##### Clarion Team Responsibilities

- Staff, Steering, and Public Review Drafts of Comprehensive Plan
- Presentation materials for Steering Committee meetings

##### City Staff Responsibilities

- Review and provide feedback on draft plan elements
- Coordinate logistics for meetings and public events and distribute materials
- Participate at public engagement event

#### Summary of Phase 4: Develop Plan

- Public engagement materials for Community Engagement Window #2
- Summary of CEW #2 Public Input Results
- Prepare briefing materials
- Brief City Council
- Updates to project webpage content
- Project management and meetings
- Publicity and advertising for Community Engagement Window #2 event
- Provide briefing to Planning Commission
- Attendance at project management meetings

**Schedule: Months 6-9**

### PHASE 5: ADOPT PLAN

This phase of work will support adoption of the updated Hattiesburg Comprehensive Plan.

#### Task 5.1: Finalize Public Hearing Draft of Comprehensive Plan

Following Task 4.11, the Clarion team will prepare a public hearing draft of the new Comprehensive Plan to be shared with the Steering Committee. This draft will be shared with staff for review and comment prior to transmitting to the Steering Committee.

#### Task 5.2: Steering Committee Meeting #9

The Clarion team will facilitate the final meeting of the Steering Committee to present the public hearing draft of the Comprehensive Plan. This can be a celebratory event to show gratitude for all the work and support the Steering Committee has provided.

#### Task 5.3: Public Hearings with Planning Commission and City Council

The Clarion team will prepare materials for, attend, and facilitate up to two public hearings with the Planning Commission and City Council with the aim of plan adoption.

#### Task 5.4: Finalize the Adopted Comprehensive Plan and Transmit All Final Files To City Staff Team

Upon final adoption of the plan, Clarion will transmit the final plan and all related files to City staff.

#### Summary of Phase 5: Adopt Plan

##### Deliverables:

##### Clarion Team Responsibilities

- Public hearing draft of plan
- Final adopted comprehensive plan and transmittal of final source files
- Updates to project webpage content
- Project management and meetings

##### City Staff Responsibilities

- Coordinate scheduling of public hearings
- Publicity and advertising for adoption meetings
- Attendance at project management meetings

**Schedule: Months 10-11**

### PHASE 6: DISTRIBUTE PLAN

Post-adoption elements of the project will focus on delivering the plan to community members and stakeholders in multiple mediums to improve outreach, engagement, and accessibility.

### Task 6.1 Prepare StoryMap Plan Portal

ESRI, the geographic information systems company that manages the GIS Pro and ArcGIS software systems, runs the StoryMap product as an element of their geographic technology suite. StoryMaps are paginated or continuous scroll mini websites that allow for dynamic deployment of plan narrative alongside interactive, clickable maps, images, data visualizations, and other elements. StoryMap versions of plans can provide more tailored information to community members and other stakeholders who are interested in a specific portion of the plan or are more comfortable with information being presented digitally. It is possible to produce plans entirely using the StoryMap software (Clarion’s Wilson, NC plan is linked here). However, digital plans often work best in concert with a traditional plan document, often as a digitized executive summary or a hub for the more interactive elements of the plan that doubles as a portal to the more traditional text-based elements. Clarion will work with the City to determine the preferred format of the StoryMap plan portal as part of Task 4.1 and modify as needed based on the final adopted version of the plan.

### Task 6.2: Prepare and Deliver “Plan-in-a-Box” Toolkits and Instruction Manuals for Implementation

Like the “Meeting-in-a-Box” the “Plan-in-a-Box” is a physical toolkit that community members may use independently of project team input to both understand the completed comprehensive plan and identify ways in which they may contribute to implementing the plan as private individuals. The Clarion team will produce a digital kit template that includes the plan document, mini-modules presenting plan elements in a bite-size fashion, volunteer opportunities, contact information for staff and elected representatives, etc, as well as kit assembly instructions and a “shopping list” for supplemental physical materials like post-its and markers.. While the “Plan-in-a-Box” is intended to present the plan in a more friendly, more accessible, more social way than either the linear or digital versions, the primary purpose of the kit is to give residents actionable tips about how they might be able to personally participate in implementing the plan. The City may choose to do periodic “drives” where this kit is distributed back to the community over the lifetime of the plan for standardized, interactive engagement.

### Task 6.3: Prepare and Deliver “Plan-in-a-Box” Video Explainers for Subplans

The Clarion team will produce 10-to-20-minute-long video explainers of each of the four subplans (Land Use, Transportation, Community Facilities, Implementation). These will likely take the form of slideshows overlaid with a scripted narration but may include other video elements. Once again, the video explainers are intended to provide an alternative method for plan distribution—this one centered around producing an easily digestible, guided (rather than self-led) tour of the comprehensive plan that highlights each subplan’s most important points. The video explainers should be able to stand alone as solid summaries of the plans’ points but may also be used to prompt deeper exploration into the text of the documents.

#### Summary of Phase 5: Distribute Plan

##### Deliverables:

##### Clarion Team Responsibilities

- Prepare “Plan-in-a-Box” Kit and Explainers
- Prepare StoryMap Plan Portal
- Deliver tools to staff
- Virtual meetings to finalize deliverables

##### City Staff Responsibilities

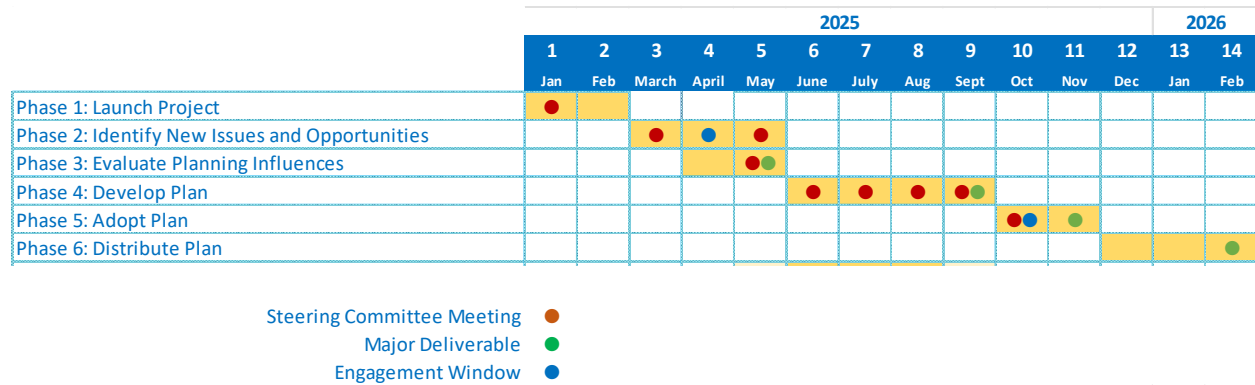
- Assist in development of supplemental plan media
- Publicize StoryMap and “Plan-in-a-Box” media to public

##### Schedule: Months 12-14



## Project Schedule

The Comprehensive Plan will be developed using the following 11-month project schedule. Phase 6 will be conducted after the conclusion of adoption of the plan and will take two to three months to produce the remaining three deliverables.



## Project Cost

The Clarion team will deliver the work listed in the Scope of Services for a not to exceed budget of \$222,313.

| PHASE                                                       | BUDGET           |
|-------------------------------------------------------------|------------------|
| Phase 1: Launch Project                                     | \$30,827         |
| Phase 2: Identify new Issues & Opportunities                | \$24,584         |
| Phase 3: Evaluate Planning Influences                       | \$44,274         |
| Phase 4: Develop the Plan                                   | \$77,810         |
| Phase 5: Adopt the Plan                                     | \$14,900         |
| Phase 6: Distribute Plan                                    | \$26,418         |
| 20 Printed Copies of Plan                                   | \$1,500          |
| Konveio or Other Similar Public Engagement Platform License | \$2,000          |
| <b>TOTAL</b>                                                | <b>\$222,313</b> |

## Project Management Protocols

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1. **Clarion Project Management Contacts-** Clarion Associates will provide project management for the overall project and will be responsible for management of the consultant team. Leigh Anne King will be the Project Director and Christian Schmidt will be the Project Coordinator for the Clarion team. Both will attend project management meetings.
2. **Project Management Meetings-**The Clarion Team and City Staff will work as a team throughout the project. A monthly, virtual project management meeting will be held to discuss status of work, coordinate schedules, coordinate review of work products, and other items. Additional virtual meetings can be accommodated to address project management issues as needed.
3. **City Project Management Contact-**A member(s) of the City Staff will be the main point of public contact for the project. The Clarion Team will refer direct communications (not included within scope of services) from the public, appointed officials, or elected officials to appointed City Staff. Clarion will support direct communications (not included within scope of services) with the public, appointed officials, or elected officials as led by City Staff.
4. **City's Roles and Responsibilities-**City Staff will be responsible for project-supporting tasks throughout the process, including: provide relevant reports, data, and documentation to the Clarion team, for those not available online; review and provide a consolidated set of comments for staff review drafts of work products; and publicize and arrange logistics for public meetings. City Staff may also apprise Clarion of any public or private efforts, initiatives, or projects that arise that have an impact on the Clarion team's work.
5. **Meeting Protocols-**The City will coordinate, arrange, and host all meetings with the Steering Committee, general public, and the City Council. The Clarion team will provide content and facilitate the meetings as noted in the Scope of Services.
6. **Final File Sharing-**The Clarion team will provide digital files of all documents and products to the City in the format in which they were created and, if different, in a format suitable for posting on the City website and for printing paper copies, such as Adobe PDF.
7. **Commenting on Draft Work Products-**City staff will provide a single, consolidated set of comments in electronic format for all staff review drafts of deliverables. All comments will be reviewed by City staff to resolve any inconsistencies and provide clear direction. If possible, changes will be provided using track-changes or similar digital comment format. Additional rounds of reviews will require additional resources, not including minor adjustments to finalize the deliverable.
8. **Monthly Billing-**Clarion will bill monthly for services rendered. The City's project manager will review and approve Clarion Associates' monthly invoices, which will include all work covered by the Clarion Associates team. Any questions or issues related to the monthly invoice can be managed through a conference call with Clarion Associates and the City's Project Manager. The City will pay invoices within 30 days of receipt.
9. **Project Schedule-**The Clarion Team will make all efforts to stay on schedule. We also understand that sometimes local governments need to make minor adjustments to schedules for a variety of reasons and will work with the City's project manager to revise the schedule as needed. Major adjustments of three months or more may require a change to the contract.



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Adopt a Resolution establishing petty cash funds effective October 1, 2024, and approve the issuance of a manual check to the petty cash custodian as of October 1, 2024.  
File Number: 2025-9  
Minute Book #

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## Summary

Resolution establishing petty cash funds effective October 1, 2024, and approve the issuance of a manual check to the petty cash custodian as of October 1, 2024.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.



**RESOLUTION**

WHEREAS, the governing authorities of the City of Hattiesburg, Mississippi recognizes the need to comply with the State Department of Audit regulations, by granting approval for the petty cash funds of the City; to be established on or after October 1, 2023; and

WHEREAS, the governing authorities desire the administration of the City to continue to operate its routine functions.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF HATTIESBURG, MISSISSIPPI:

Section 1. That the following petty cash funds be approved as of October 1, 2023:

| <b><u>FUND/CUSTODIAN DEPARTMENT</u></b>         |                                 |                   |
|-------------------------------------------------|---------------------------------|-------------------|
| <b><u>AMOUNT</u></b>                            |                                 |                   |
| General Fund:                                   |                                 |                   |
| Phillip McSwain                                 | Municipal Court (Cash Drawer)   | \$300.00          |
|                                                 | Police Department (Cash Drawer) | 150.00            |
| Deborah Bourne                                  | Cemetery (Cash Drawer)          | 100.00            |
| Kermas Eaton                                    | Tax (Cash Drawer)               | 200.00            |
|                                                 | City Hall                       | 2,100.00          |
| Total at Balance Sheet-General Fund             |                                 | <u>\$2,850.00</u> |
|                                                 |                                 |                   |
| Water & Sewer Operation & Maintenance           |                                 |                   |
| Wanda Turner                                    | Water Office (Cash Drawer)      | \$600.00          |
| Total at Balance Sheet-Water & Sewer Oper Maint |                                 | \$600.00          |
|                                                 |                                 |                   |
| Community Centers:                              |                                 |                   |
| Rebecca Acker                                   | Comm. Ctrs (Cash Drawer)        | \$50.00           |
| Total at Balance Sheet-Community Centers        |                                 | \$50.00           |

Section 2. That public interest and necessity requiring same, this Resolution shall become effective immediately from and after passage.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council member \_\_\_\_\_, seconded by Council member \_\_\_\_\_ and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 17<sup>th</sup> of October 2023.

(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Resolution having been submitted to and approved by the mayor, this 17th day of October 2023.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Wiley Quinn, Urban Development Director  
**cc:** Charles Copeland, Division Manager  
**Date:** Tuesday, January 7, 2025  
**Re:** Adopt a Resolution setting Public Hearing on Monday, February 3rd, 2025 at 4:00 p.m. in the City Council Chambers located at City Hall to determine if certain properties are in such a state of uncleanness so as to be a menace to the health and safety of the community, according to the provision of MS Code 1972, Section 21-19-11.  
File Number: 2025-10  
Minute Book #

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## Summary

Set Public Hearing 02 03 2025, Unsafe Properties.

## Recommendation Statement

I recommend the setting of a Public Hearing to consider the state of the listed attached properties to determine if these properties are in such a state of uncleanness so as to be a menace to the health and safety of the community, according to the provision of MS Code 1972, Section 21-19-11.

Please place this on the January 7, 2025 City Council meeting for consideration.



MAYOR  
***Toby Barker***

COUNCIL - WARD ONE  
***Jeffrey George***

COUNCIL - WARD TWO  
***Deborah Denard Delgado***

COUNCIL - WARD THREE  
***Carter Carroll***

COUNCIL - WARD FOUR  
***Dave Ware***

COUNCIL - WARD FIVE  
***Nicholas Brown***

## MEMORANDUM

TO: Mayor and City Council

FROM: Wiley Quinn, Urban Development Director

DATE: January 7, 2025

RE: Set Public Hearing

The Code Enforcement Division requests that the City Council hold a Public Hearing on Tuesday, February 3, 2025 to determine if the following properties are in such a state of uncleanliness so as to be a menace to the health and safety of the community, according to the provisions of MS Code 1972, Section 21-19-11.

|    | Address                                       | PPIN  | Ward   | Violations                  | Proposed Actions                | Estimated Cost | Estimated Penalty |
|----|-----------------------------------------------|-------|--------|-----------------------------|---------------------------------|----------------|-------------------|
| 1. | 47 South Hills Drive<br>Hattiesburg, MS 39401 | 27747 | 5      | DB, US,<br>OGL              | Cut, Clean,<br>Demo             | \$6,300        | \$1,500           |
| 2. | 118 Scooba Street<br>Hattiesburg, MS 39401    | 21316 | 5      | AB, DB,<br>OGL              | Cut, Clean,<br>Demo             | \$4,500        | \$1,500           |
| 3. | 602 Breland Avenue<br>Hattiesburg, MS 39401   | 21698 | 5      | AB, DB,<br>OGL              | Cut, Clean,<br>Demo             | \$15,500       | \$1,500           |
| 4. | 1201 Penton Street<br>Hattiesburg, MS 39401   | 13521 | 5      | AB, DB,<br>ES, OGL          | Cut, Clean,<br>Demo             | \$11,700       | \$1,500           |
| 5. | 110 Columbia Street<br>Hattiesburg, MS 39401  | 17250 | 2/Hist | ES, PT,<br>GAR/RUB,<br>OGL, | Cut, Clean,<br>Close,<br>Secure | \$7,140        | \$1,500           |
| 6. | 702 S 22nd Avenue<br>Hattiesburg, MS 39401    | 13104 | 4      | DS,<br>GAR/RUB,<br>OGL      | Cut, Clean,<br>Demo             | \$10,500       | \$1,500           |
| 7. | 1406 Concart Street<br>Hattiesburg, MS 39401  | 16865 | 4      | OGL                         | Cut and<br>Clean                | \$2,500        | \$1,500           |



|     |                                              |       |   |                                                      |                                          |          |         |
|-----|----------------------------------------------|-------|---|------------------------------------------------------|------------------------------------------|----------|---------|
| 8.  | 110 Gulfport Street<br>Hattiesburg, MS 39401 | 26747 | 2 | VS, US,<br>GAR/RUB,<br>OGL, OS,<br>AV                | Cut, Clean,<br>Close,<br>Secure          | \$9,500  | \$1,500 |
| 9.  | 307 Pauline Avenue<br>Hattiesburg, MS 39401  | 23834 | 2 | DS, DB,<br>US, VS,<br>GAR/RUB,<br>OS, OGL            | Cut, Clean,<br>Demo                      | \$7,700  | \$1,500 |
| 10. | 601 Tipton Street<br>Hattiesburg, MS 39401   | 19100 | 2 | DS, DB,<br>US, VS,<br>OGL                            | Cut, Clean,<br>Demo                      | \$12,500 | \$1,500 |
| 11. | 903 Dewey Street<br>Hattiesburg, MS 39401    | 14305 | 2 | DS, DB,<br>US, VS,<br>HT,<br>GAR/RUB,<br>OGL         | Cut, Clean,<br>Demo                      | 10,500   | \$1,500 |
| 12. | 909 Dewey Street<br>Hattiesburg, MS 39401    | 14301 | 2 | DS, DB,<br>VS, US,<br>OGL                            | Cut, Clean,<br>Close,<br>Secure,<br>Demo | \$9,000  | \$1,500 |
| 13. | 910 Dewey Street<br>Hattiesburg, MS 39401    | 14313 | 2 | DB, VS,<br>GAR/RUB,<br>OGL                           | Cut, Clean,<br>Close,<br>Secure,<br>Demo | \$5,200  | \$1,500 |
| 14. | 914 Dewey Street<br>Hattiesburg, MS 39401    | 14310 | 2 | VS, AV,<br>GAR/RUB,<br>OS                            | Cut, Clean,<br>Demo                      | \$5,000  | \$1,500 |
| 15. | 915 Whitney Street<br>Hattiesburg, MS 39401  | 25577 | 2 | DS, DB,<br>VS, US,<br>AV, Parking<br>in Yard,<br>OGL | Cut, Clean,<br>Demo,<br>Tow              | \$10,500 | \$1,500 |
| 16. | 922 Whitney Street<br>Hattiesburg, MS 39401  | 25591 | 2 | DS, DB,<br>US, VS,<br>GAR/RUB,<br>OGL                | Cut, Clean,<br>Close,<br>Secure,<br>Demo | \$8,100  | \$1,500 |
| 17. | 1018 Atlanta Street<br>Hattiesburg, MS 39401 | 15001 | 2 | DS, DB,<br>US, VS,<br>GAR/RUB,<br>OGL                | Cut, Clean,<br>Demo                      | \$9,300  | \$1,500 |
| 18. | 5332 Highway 42<br>Hattiesburg, MS 39401     | 22187 | 2 | DS, DB,<br>US, VS,<br>GAR/RUB,<br>OGL                | Cut, Clean,<br>Demo                      | \$21,300 | \$1,500 |
| 19. | 5338 Highway 42<br>Hattiesburg, MS 39401     | 22194 | 2 | DS, DB,<br>US, VS,<br>GAR/RUB,<br>OGL                | Cut, Clean,<br>Demo                      | \$26,300 | \$1,500 |

Garbage & Rubbish=GAR/RUB  
Dilapidated Building=DB  
Dangerous Structure=DS  
Imminent Danger=ID  
Overgrown Lot=OGL  
Open Storage=OS  
Unsafe Structure=US  
Abandoned Vehicle=AV  
Abandoned Structure=AS  
Vacant Structure=VS  
Owner Responsibility=OR

Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, Mississippi 39403-1898

Return to:  
City of Hattiesburg  
City Clerk’s Office  
P.O. Box 1898  
Hattiesburg, Mississippi 39403-1898

**RESOLUTION**

**WHEREAS**, complaint has been made to the City of Hattiesburg, Mississippi, that the following properties to wit:

|     | Address              | PPIN  | Ward   | Violations                                  |
|-----|----------------------|-------|--------|---------------------------------------------|
| 1.  | 47 South Hills Drive | 27747 | 5      | DB, US, OGL                                 |
| 2.  | 118 Scooba Street    | 21316 | 5      | AB, DB, OGL                                 |
| 3.  | 602 Breland Avenue   | 21698 | 5      | AB, DB, OGL                                 |
| 4.  | 1201 Penton Street   | 13521 | 5      | AB, DB, ES, OGL                             |
| 5.  | 110 Columbia Street  | 17250 | 2/Hist | ES, PT, GAR/RUB,<br>OGL,                    |
| 6.  | 702 S 22nd Avenue    | 13104 | 4      | DS, GAR/RUB, OGL                            |
| 7.  | 1406 Concart Street  | 16865 | 4      | OGL                                         |
| 8.  | 110 Gulfport Street  | 26747 | 2      | VS, US, GAR/RUB,<br>OGL, OS, AV             |
| 9.  | 307 Pauline Avenue   | 23834 | 2      | DS, DB, US, VS,<br>GAR/RUB, OS, OGL         |
| 10. | 601 Tipton Street    | 19100 | 2      | DS, DB, US, VS, OGL                         |
| 11. | 903 Dewey Street     | 14305 | 2      | DS, DB, US, VS,<br>GAR/RUB, OGL             |
| 12. | 909 Dewey Street     | 14301 | 2      | DS, DB, VS, US, OGL                         |
| 13. | 910 Dewey Street     | 14313 | 2      | DB, VS, GAR/RUB,<br>OGL                     |
| 14. | 914 Dewey Street     | 14310 | 2      | VS, AV, GAR/RUB, OS                         |
| 15. | 915 Whitney Street   | 25577 | 2      | DS, DB, VS, US, AV,<br>Parking in Yard, OGL |
| 16. | 922 Whitney Street   | 25591 | 2      | DS, DB, US, VS,<br>GAR/RUB, OGL             |
| 17. | 1018 Atlanta Street  | 15001 | 2      | DS, DB, US, VS,<br>GAR/RUB, OGL             |
| 18. | 5332 Highway 42      | 22187 | 2      | DS, DB, US, VS,<br>GAR/RUB, OGL             |
| 19. | 5338 Highway 42      | 22194 | 2      | DS, DB, US, VS,<br>GAR/RUB, OGL             |

are in such a state of uncleanliness so as to be a menace to the health and safety of the community;  
and

**WHEREAS**, it is in the public interest that the City Council, on its own motion, hold hearings as provided by Section 21-19-11 of the Mississippi Code of 1972, as annotated and amended, to

determine whether or not the above properties are in such a state of uncleanness so as to be a menace to the health and safety of the community.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Hattiesburg, Mississippi, that the owners of the above-described properties be notified, as provided by law, of a hearing to be held by the City Council in the City Council Chambers located at City Hall in Hattiesburg, Mississippi, at 4:00 p.m. on Monday, February 3, 2025, to determine whether or not the above-described properties are in such a state of uncleanness so as to be a menace to the health and safety of the community.

The above and foregoing Resolution, having been first reduced to writing, was introduced by Council member \_\_\_\_\_, seconded by Council member \_\_\_\_\_, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

ABSENT:

The President thereby declared the motion carried and the resolution adopted, this the 7<sup>th</sup> day of January, 2025.

(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

---

PRESIDENT

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7<sup>th</sup> day of January, 2025.

ATTEST:

APPROVED:

CITY CLERK

---

MAYOR





# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Wiley Quinn, Urban Development Director  
**cc:** Charles Copeland, Division Manager  
**Date:** Tuesday, January 7, 2025  
**Re:** Adopt Resolutions adjudicating and directing the placement as an assessment for the cleanup costs and applicable penalties, not to exceed the values prescribed by State law, against the enclosed properties.  
File Number: 2025-11  
Minute Book #

---

## Summary

Adopt Resolutions of Adjudication 01 07 2025.

## Recommendation Statement

I recommend the adoption of resolutions adjudicating property maintenance costs and penalties for the properties on the attached list.

Please place this on the January 7, 2025 City Council meeting for consideration.



MAYOR  
***Toby Barker***

COUNCIL - WARD ONE

***Jeffrey George***

COUNCIL - WARD TWO

***Deborah Denard Delgado***

COUNCIL - WARD THREE

***Carter Carroll***

COUNCIL - WARD FOUR

***Dave Ware***

COUNCIL - WARD FIVE

***Nicholas Brown***

TO: Mayor and City Council

FR: Wiley Quinn, Urban Development Director

DATE: January 7, 2025

RE: Adopt Resolutions of Adjudication

I recommend adopting Resolutions adjudicating and directing the placement as an assessment for the cleanup cost and Title Opinion cost, not to exceed the value of the property by State Law, against the following properties.

| Owner                                | Address                    | Clean Up Costs | WARD | PPIN  |
|--------------------------------------|----------------------------|----------------|------|-------|
| Steven J & Zandra Heilmeier          | 79 Dixie Pine Road         | \$21,742.97    | 5    | 11091 |
| Simmons Development                  | 217 W 7th Street           | \$3280.06      | 2    | 20015 |
| Shawanda Amerson & Isaiah Perry      | 500 Ruby Avenue            | \$15,539.96    | 2    | 12967 |
| Telegraph 14, LLC<br>C/O Caleb Walsh | 105 Plantation Place Drive | \$13,264.04    | 1    | 14883 |
| MTGLQ Investors LP                   | 520 North Street           | \$980.50       | 2    | 26001 |
| Cadance Bank                         | 515 North Street           | \$873.00       | 2    | 14477 |
| LeAlex Martin                        | 1002 Butler Avenue         | \$870.50       | 2    | 20407 |

Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 554-1027

Return to:  
City of Hattiesburg  
Council Clerk’s Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 79 Dixie Pine Road**

**INDEXING INSTRUCTIONS: The property described in this instrument is on the Lot 1, Block 2, D.E. McInnis Survey, Forrest County, Mississippi.**

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL                 | ADDRESS            | PARCEL NUMBER    | CLEAN-UP COST             |
|-----------------------------|--------------------|------------------|---------------------------|
| Steven J & Zandra Heilmeier | 79 Dixie Pine Road | 2-038I-22-122.00 | \$21,742.97               |
|                             |                    |                  | <b>Total: \$21,742.97</b> |

**79 Dixie Pine Road, Hattiesburg, MS 39401, PPIN: 11091, Parcel: 2-038I-22-122.00, and better described as: A strip of land 128 feet in width across the east end of Lot 1, Block 2 of the D.E. Mcinnis Survey or Subdivision of the East half of the East half of Section 22, Township 4 North, Range 13 West, Forrest County, Mississippi, more particularly described as beginning at the Southeast corner of said Lot 1 for the place of beginning and thence West along the southerly boundary of said lot for 128 feet; thence run North parallel with the East boundary of said lot a distance of 330 feet; thence run East along the North boundary of said lot a distance of 128 feet to the Northeast corner of said lot; thence run South on the East boundary of said lot a distance of 330 feet to the Southeast corner of said lot to the place of beginning; together with all improvements thereon and appurtenances thereunto belonging.**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Forrest County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and was adopted by the following, to wit;

**YEAS:**

**NAYS:**

**ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**

**ADOPTED:**

**CLERK OF COUNCIL**

## COUNCIL PRESIDENT

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**

**APPROVED:**

**CITY CLERK**

**MAYOR**



Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 554-1027

Return to:  
City of Hattiesburg  
Council Clerk’s Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 217 W 7th Street**

**INDEXING INSTRUCTIONS: The property described in this instrument is on the Lot 5, Block 1, Love & St. John S/D, Forrest County, Mississippi.**

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL         | ADDRESS          | PARCEL NUMBER    | CLEAN-UP COST           |
|---------------------|------------------|------------------|-------------------------|
| Simmons Development | 217 W 7th Street | 2-029F-04-109.00 | \$3280.06               |
|                     |                  |                  | <b>Total: \$3280.06</b> |

**217 W 7th Street, Hattiesburg, MS 39401, PPIN: 20015, Parcel: 2-029F-04-109.00, and better described as: Lot 5, Block 1, Love & St. John S/D, Forrest County, Mississippi.**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Forrest County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and

was adopted by the following, to wit;

**YEAS:**                      **NAYS:**                      **ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**                                              **ADOPTED:**

\_\_\_\_\_  
**CLERK OF COUNCIL**                                              **COUNCIL PRESIDENT**

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**                                              **APPROVED:**

\_\_\_\_\_  
**CITY CLERK**                                              **MAYOR**

Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 554-1027

Return to:  
City of Hattiesburg  
Council Clerk’s Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 500 Ruby Avenue**

**INDEXING INSTRUCTIONS:** The property described in this instrument is on the Part of Lot 3, Block 12 of the J. E. Arledge Subdivision of the City of Hattiesburg, Forrest County, Mississippi.

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL                     | ADDRESS         | PARCEL NUMBER    | CLEAN-UP COST             |
|---------------------------------|-----------------|------------------|---------------------------|
| Shawanda Amerson & Isaiah Perry | 500 Ruby Avenue | 2-038B-15-482.00 | \$15,539.96               |
|                                 |                 |                  | <b>Total: \$15,539.96</b> |

**500 Ruby Avenue, Hattiesburg, MS 39401, PPIN: 12967, Parcel: 2-038B-15-482.00, and better described as: Part of Lot 3 in Block 12 of the J. E. Arledge Subdivision of the City of Hattiesburg, Forrest County, Mississippi, as per map or plat on file in the Office of the Chancery Clerk of said County and State, being more particularly described as beginning at a point 222 feet South and 368 feet East of the Northwest corner of said Lot 3 and thence run North 70 feet; thence run East 65 feet; thence run South 70 feet to the North line of Ruby Avenue; thence run West along the North line of Ruby Avenue 65 feet to the Point of Beginning.**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Forrest County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and was adopted by the following, to wit;

**YEAS:**                      **NAYS:**                      **ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**                                              **ADOPTED:**

\_\_\_\_\_  
**CLERK OF COUNCIL**                                              **COUNCIL PRESIDENT**

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**                                              **APPROVED:**

\_\_\_\_\_  
**CITY CLERK**                                              **MAYOR**



Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
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Return to:  
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Council Clerk’s Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 105 Plantation Place Drive**

**INDEXING INSTRUCTIONS: The property described in this instrument is on the Lot 44, Plantation Place Apts. 1st Add., Lamar Co., MS.**

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL                          | ADDRESS                       | PARCEL NUMBER   | CLEAN-UP COST             |
|--------------------------------------|-------------------------------|-----------------|---------------------------|
| Telegraph 14, LLC<br>C/O Caleb Walsh | 105 Plantation Place<br>Drive | 051A-01-047.000 | \$13,264.04               |
|                                      |                               |                 | <b>Total: \$13,264.04</b> |

**105 Plantation Place Drive, Hattiesburg, MS 39401, PPIN: 14883, Parcel: 051A-01-047.000, and better described as: 105 Plantation Place: Lot 44, Plantation Place Apartments First Addition, in the City of Hattiesburg, County of Lamar County, State of Mississippi, as per the map or plat thereof on file in the office of the Chancery Clerk of Lamar County, Mississippi; and also, the West 50 feet of Lot 14, Plantation Place Apartments First Addition, in the City of Hattiesburg, County of Lamar County, State of Mississippi, as per the map or plat thereof on file in the office of the Chancery Clerk of Lamar County, Mississippi.**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Lamar County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and was adopted by the following, to wit;

**YEAS:**                      **NAYS:**                      **ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**                                              **ADOPTED:**

\_\_\_\_\_  
**CLERK OF COUNCIL**                                              **COUNCIL PRESIDENT**

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**                                              **APPROVED:**

\_\_\_\_\_  
**CITY CLERK**                                              **MAYOR**

Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
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P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 520 North Street**

**INDEXING INSTRUCTIONS: The property described in this instrument is on the SE ¼ of SW ¼, Section 4, Township 4 North, Range 13 West, Forrest Co., MS**

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL        | ADDRESS          | PARCEL NUMBER    | CLEAN-UP COST          |
|--------------------|------------------|------------------|------------------------|
| MTGLQ Investors LP | 520 North Street | 2-029E-04-133.00 | \$980.50               |
|                    |                  |                  | <b>Total: \$980.50</b> |

**520 North Street, Hattiesburg, MS 39401, PPIN: 26001, Parcel: 2-029E-04-133.00, and better described as: Beginning at the Southeast corner of the Southwest Quarter of Section 4, Township 4 North, Range 13 West, and run North 744 feet for point of beginning, run thence West 185 feet, thence run North 125 feet, run thence East 185 feet, run thence South 125 feet to the point of beginning, less and except a strip of land approximately 20 feet wide and extending from North to South across the eastern portion of the above described land and designated as North Street, a public thoroughfare.**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Forrest County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and was adopted by the following, to wit;

**YEAS:**                      **NAYS:**                      **ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**                                              **ADOPTED:**

\_\_\_\_\_  
**CLERK OF COUNCIL**                                              **COUNCIL PRESIDENT**

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**                                              **APPROVED:**

\_\_\_\_\_  
**CITY CLERK**                                              **MAYOR**



Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 554-1027

Return to:  
City of Hattiesburg  
Council Clerk’s Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 515 North Street**

**INDEXING INSTRUCTIONS: The property described in this instrument is on the A part of Lot 5, Block 171, of the Crittenden Survey or Addition in the City of Hattiesburg, County of Forrest, State of Mississippi.**

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL  | ADDRESS          | PARCEL NUMBER    | CLEAN-UP COST          |
|--------------|------------------|------------------|------------------------|
| Cadance Bank | 515 North Street | 2-029F-04-097.00 | \$873.00               |
|              |                  |                  | <b>Total: \$873.00</b> |

**515 North Street, Hattiesburg, MS 39401, PPIN: 14477, Parcel: 2-029F-04-097.00, and better described as: A part of Lot 5, Block 171, of the Crittenden Survey or Addition in the City of Hattiesburg, County of Forrest, State of Mississippi, more particularly described as follows: Beginning at the Southwest Corner of said Lot 5 and thence East 25 feet to the East line of North Street for a Point of Beginning; continue thence East**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Forrest County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and was adopted by the following, to wit;

**YEAS:**                      **NAYS:**                      **ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**                                              **ADOPTED:**

\_\_\_\_\_  
**CLERK OF COUNCIL**                                              **COUNCIL PRESIDENT**

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**                                              **APPROVED:**

\_\_\_\_\_  
**CITY CLERK**                                              **MAYOR**

Prepared by:  
City of Hattiesburg  
Code Enforcement  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 554-1027

Return to:  
City of Hattiesburg  
Council Clerk’s Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898  
(601) 545-4551

There came on for consideration at a duly constituted meeting of the Mayor and Members of the City Council of the City of Hattiesburg, Mississippi, held on the 7th day of January, 2025, the following Resolution:

**RESOLUTION**

**ADOPT RESOLUTION ADJUDICATING AND DIRECTING THE PLACEMENT AS AN ASSESSMENT FOR THE CLEANUP COSTS AND APPLICABLE PENALTIES, NOT TO EXCEED THE VALUES PRESCRIBED BY STATE LAW, AGAINST THE FOLLOWING PROPERTY, 1002 Butler Avenue**

**INDEXING INSTRUCTIONS: The property described in this instrument is on the Lot 11 in Block 2 of the Meadow Grove Subdivision or Addition to the City of Hattiesburg, Forrest County, Mississippi.**

**WHEREAS**, Section 21-19-11 of the Mississippi Code of 1972, Annotated, authorizes the governing authorities of municipalities to adjudicate applicable penalties, plus the actual cost to the City of Hattiesburg for cleaning properties that have been determined to be in such a state of uncleanness as to be a menace to the public health and safety of the community, when the owner has failed, after appropriate notice, to clean said property; and

**WHEREAS**, the following property has been cleaned by MSP on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hattiesburg, Mississippi:

**Section 1.** That the City Council of the City of Hattiesburg does hereby adjudicate and direct the placement as an assessment the cleanup cost, plus applicable penalty against the following described property:

| OWNER/LEGAL   | ADDRESS            | PARCEL NUMBER    | CLEAN-UP COST          |
|---------------|--------------------|------------------|------------------------|
| LeAlex Martin | 1002 Butler Avenue | 2-029A-03-039.00 | \$870.50               |
|               |                    |                  | <b>Total: \$870.50</b> |

**1002 Butler Avenue, Hattiesburg, MS 39401, PPIN: 20407, Parcel: 2-029A-03-039.00, and better described as: Lot 11 in Block 2 of the Meadow Grove Subdivision or Addition to the City of Hattiesburg, Forrest County, Mississippi, as per the map or plat thereof on file in the office of the Chancery Clerk.**

**Section 2.** That public interest and necessity requiring same, this resolution shall become effective immediately from and after passage.

**Section 3.** A copy of this Resolution will be certified and recorded in the Chancery Clerk's Office of Forrest County, Mississippi.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and was adopted by the following, to wit;

**YEAS:**                      **NAYS:**                      **ABSENT:**

The President thereby declared the motion carried and the Resolution adopted this the 7th day of January, 2025.

(S E A L)

**ATTEST:**                                              **ADOPTED:**

\_\_\_\_\_  
**CLERK OF COUNCIL**                                              **COUNCIL PRESIDENT**

The above and foregoing Resolution, having been submitted to and approved by the Mayor, this the 7th day of January, 2025.

**ATTEST:**                                              **APPROVED:**

\_\_\_\_\_  
**CITY CLERK**                                              **MAYOR**





# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Ann Jones, Chief Administrative Officer  
**cc:** Wiley Quinn, Urban Development Director  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve Release of Lien documents filed in relation to Code Enforcement clean-up assessments per attached memo and authorize the Mayor to execute and record the same.  
File Number: 2025-12  
Minute Book #

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## Summary

Approval of Release of Lien documents filed in relation to Code Enforcement clean-up assessments.

## Recommendation Statement

I recommend the approval of the release of lien documents for the properties on the attached list.

Please place this on the January 7, 2025 City Council meeting for consideration.



MAYOR  
*Toby Barker*

COUNCIL - WARD ONE  
*Jeffrey George*

COUNCIL - WARD TWO  
*Deborah Denard Delgado*

COUNCIL - WARD THREE  
*Carter Carroll*

COUNCIL - WARD FOUR  
*Dave Ware*

COUNCIL - WARD FIVE  
*Nicholas Brown*

## MEMORANDUM

TO: Mayor and City Council

FROM: Wiley Quinn, Urban Development Director

DATE: January 7<sup>th</sup>, 2025

RE: Ratification of Release of Lien Documents

Request for ratification of the release of lien documents for the following properties:

| PROPERTY<br>OWNER'S NAME | PROPERTY<br>ADDRESS | PPIN  | BOOK/PAGE<br>NUMBER WITH<br>THE FORREST<br>COUNTY<br>CHANCERY<br>CLERK OF THE<br>JUDGMENT TO<br>BE RELEASED | NOTE                              |
|--------------------------|---------------------|-------|-------------------------------------------------------------------------------------------------------------|-----------------------------------|
| MMM Properties LLC       | 990 Hardy Street    | 13242 | Bk: 1318, Pg: 575-576                                                                                       | Resolution 2019-209<br>\$2,916.70 |

**STATE OF MISSISSIPPI**

**COUNTY OF FORREST**

**Release**

**KNOW ALL MEN BY THESE PRESENT:** That the CITY OF HATTIESBURG, having previously filed a Resolution as a result of code enforcement action against certain property in the following location:

|              |                     |
|--------------|---------------------|
| DATE FILED:  | 06/18/2019          |
| BOOK:        | 1318                |
| PAGE:        | 575-576             |
| BENEFICIARY: | City of Hattiesburg |
| AMOUNT:      | \$2,916.70          |
| NAME:        | MMM Properties LLC  |

in the office of the Chancery Clerk of Forrest County, Mississippi, is now fully paid and satisfied; and the Clerk of Chancery Court of Forrest County, Mississippi, is hereby authorized to enter satisfaction and certificate of payment in full upon said instrument and that this order be recorded in the records of said County as is provided by law.

**990 Hardy Street, Hattiesburg, MS 39401, PPIN: 13242, Parcel: 2-029N-09-029.00, and better described as: All of Lot 7, except 8 feet off the East side thereof, and all of Lots 8, 9, and 10 of the W.C. Bennett Addition to the City of Hattiesburg, Forrest County, Mississippi, being a re-subdivision of a part of Block G of the John Kamper Survey, and also a re-subdivision of Lots 1-6 inclusive of the Hardy Subdivision of Blocks F and G of the Kamper Survey in the NW ¼ of the SE ¼ of Section 9, T-4-N, R-13-W, in the City of Hattiesburg, Forrest County, Mississippi, said property being also described as the West 42 feet of Lot 7 and all of Lots 8, 9, and 10 in the W.C. Bennett Addition to the City of Hattiesburg, Forrest County, Mississippi.**

**IN WITNESS WHEREOF,** this instrument is executed on this the 7th day of January, 2025.

**CITY OF HATTIESBURG**

**BY:** \_\_\_\_\_  
**TOBY BARKER, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**KERMAS EATON**

**STATE OF MISSISSIPPI**

**COUNTY OF FORREST**

Personally appeared before me, the undersigned authority in and for said county and state, on this the 7th day of January, 2025, the within named **TOBY BARKER**, who acknowledged that he is the **MAYOR OF THE CITY OF HATTIESBURG**, and that for and on behalf of said corporation, and as its act and deed he executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

\_\_\_\_\_  
**NOTARY PUBLIC**

**MY COMMISSION EXPIRES:**

\_\_\_\_\_





# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Marybeth Bergin, Director of Transportation and Engineering  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** - Deleted -  
File Number: 2025-13  
Minute Book #

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## Summary

## Recommendation Statement

Please place this on the January 7, 2025 City Council meeting for consideration.



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Adam Moore, Grants Coordinator  
**cc:** Ann Jones, Chief Administrative Officer  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve Amendment to an MOU between the City of Hattiesburg and the Mississippi Department of Archives and History for the Mississippi Community Heritage Preservation Grant's Project Period. Amendment extends completion date to December 1, 2025 and authorize the Mayor to execute the same.  
File Number: 2025-14  
Minute Book #

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## Summary

MDAH CHPG #2020-005 Project Period Amendment

## Recommendation Statement

I recommend authorizing an amendment to an MOU between the City of Hattiesburg and the Mississippi Department of Archives and History for the Mississippi Community Heritage Preservation Grant's Project Period. Amendment extends completion date to December 1, 2025.

Please send executed document to Katie Blount, Director at MDAH ([kblount@mdah.ms.gov](mailto:kblount@mdah.ms.gov)) and return a copy of the countersigned document to Adam Moore.

Please place this on the January 7, 2025 City Council meeting for consideration.

**Mississippi Community Heritage Preservation Grant Program – Round 14**

**Senate Bill 3065, *Laws of Mississippi 2020***

**Grantee Name: City of Hattiesburg**

**Project Number: CHPG#2020-005**

**Project Name: G. L. Hawkins Elementary School Renovations**

**AMENDMENT No. 3 TO THE MEMORANDUM OF AGREEMENT**

THE MEMORANDUM OF AGREEMENT executed by the City of Hattiesburg on April 20, 2021, is hereby amended as follows:

- **PROJECT PERIOD**

The project period began January 22, 2021, and all work shall be **completed** prior to **December 1, 2025**.

THIS AGREEMENT becomes effective upon signature of the parties below.

BY

\_\_\_\_\_  
Katie Blount  
Director  
Department of Archives and History

\_\_\_\_\_  
Date

BY

\_\_\_\_\_  
Toby Barker  
Mayor  
City of Hattiesburg

\_\_\_\_\_  
Date



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Dequandra Johnson  
**cc:** Kermas Eaton, City Clerk, Wiley Quinn, Urban Development Director  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve Letter of Engagement with Karen McCarty for professional services related to the 2024 Consolidated Annual Performance and Evaluation Report (CAPER) and the 2025 Annual Action Plan and authorize the Mayor to execute the same.  
File Number: 2025-15  
Minute Book #

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## Summary

Letter of Engagement with Karen McCarty for professional services related to the 2024 Consolidated Annual Performance Evaluation and Report (CAPER) and the 2025 CDBG/HOME Annual Action Plan.

## Recommendation Statement

I recommend approval of the Letter of Engagement for submittal of the City's 2024 Consolidated Annual Performance Evaluation and Report (CAPER) and the CDBG/HOME 2025 Annual Action Plan.

Please place this on the January 7, 2025 City Council meeting for consideration.



**Karen McCarty, Consultant**  
**7025 Frederick Road**  
**Pass Christian, Mississippi 39571**  
**(228) 380-8589**  
[karenmccarty@ymail.com](mailto:karenmccarty@ymail.com)

December 16, 2024

Mr. Wiley Quinn  
Director of Urban Development  
City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

Dear Mr. Quinn,

I appreciate the opportunity to submit this proposal to assist in preparing and submitting the City of Hattiesburg's CDBG and HOME 2024 Consolidated Annual Performance Report (CAPER) and the 2025 CDBG and HOME 2024 Annual Action Plan.

Preparation of the 2024 CAPER - Due to HUD March 2025

- I will complete the preparation of the 2024 CAPER for a total amount not to exceed \$4,350.00, based on my rate of \$85.00 per hour, for an estimated 50 hours. My hourly rate includes all indirect costs and travel expenses except copying, printing and postage expenses, which will be billed to the city at costs, based on receipts.
- The time estimates include reviewing prior action plans and Capers, HUD notices, preparing narratives, data charts, and attachments, providing public review drafts and final documents in Work and IDIS formats.
- On site meetings with staff (Staff date and times as needed)
- Preparation of public hearing notices and 15-day draft review to staff.
  - Staff to submit public and legal notices to newspaper/websites/locations.
  - Attend public hearing with staff.
- Input the CAPER into IDIS and make needed changes for HUD approval.
- The actual timeline and dates will be dependent on HUD deadline and council meeting deadlines, if applicable.
- I am available to begin work on this project immediately.

Preparation of the 2025 CDBG and HOME Annual Action - Due no later than August 16, 2025.

- I will complete the preparation of the 2025 CDBG and HOME Annual Action Plan for a total amount not to exceed \$8,950.00, based on my rate of \$85.00 per hour for an estimated 105 hours. My hourly rate includes all indirect costs and travel expenses except copying, printing and postage expenses, which will be billed to the city at costs, based on receipts.
- The time estimate includes reviewing HUD notices, regulations and instructions; searching existing data sources; researching, formatting and maintaining other necessary data (interviews, surveys, meetings, hearings); completing and analyzing information; preparing narratives, data charts and attachments; coordinating citizen outreach and participation efforts; and providing public review drafts(s) and final documents(s) in Word and IDIS formats.
- On site meetings with staff (Staff date and times as needed)
- Preparation of public hearing and meeting notices and 30-day draft review to staff.
  - Staff to submit public and legal notices to newspaper/websites/locations.
  - Attend public hearing and meetings with staff.
- Input the Action Plan and all related documents into HUD IDIS system.
- The actual timeline and dates will be dependent on HUD deadline and council meeting deadlines, if applicable.
- I am available to begin work on this project immediately.

Please note, I am currently not enrolled in SAM.GOV and do not have a UEI number as a requirement for Federal funding.

Thank you for the opportunity,

*Karen McCarty*

**Approved:** \_\_\_\_\_ *Toby Barker, Mayor*      **Date:** 01/017/2025



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Dequandra Johnson  
**cc:** Kermas Eaton, City Clerk, Wiley Quinn, Urban Development Director  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve revised Custodian of Data for the MOU with the Mississippi State Department of Health (MSDH) for the Lead Hazard Reduction Grant Program and authorize the Mayor to execute the same.  
File Number: 2025-16  
Minute Book #

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## Summary

Approve revised Custodian of Data for the MOU with the Mississippi State Department of Health (MSDH) for the Lead Hazard Reduction Grant Program.

## Recommendation Statement

I recommend approval of the revised Custodian of Data for the MOU with the Mississippi State Department of Health (MSDH) for the Lead Hazard Reduction Grant Program.

Please place this on the January 7, 2025 City Council meeting for consideration.

**AMENDMENT No. 1**  
**TO**  
**MEMORANDUM OF AGREEMENT BETWEEN**  
**MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)**  
**AND**  
**CITY OF HATTIESBURG**

This Amendment to Data Use Agreement by and between the Mississippi State Department of Health (MSDH) and the City of Hattiesburg (User) amends that certain Data Use Agreement, fully executed January 26, 2023. The purpose of this Amendment is to update the Custodian of Data point of contact and obtain additional information required to facilitate the City's Lead Hazard Reduction Program, under the current LeadSafe Hattiesburg Program, under the same terms and conditions of the Data Use Agreement. MSDH will continue to disclose and User will obtain use of MSDH data in an effort to conduct activities to address and control lead-based paint hazards as well as other health and safety hazards in pre-1978 houses within the city limits of Hattiesburg.

**Effective as of the date of execution, the following amendments are made to the Data Use Agreement:**

*Section I(d) is replaced in its entirety with the following:*

d. The Parties mutually agree that the following named person is designated as "Custodian of Data" on behalf of User and shall be responsible for the observance of all conditions of use for establishment and maintenance of security arrangements as specified in this Agreement to prevent unauthorized use or disclosure. User agrees to notify MSDH within fifteen (15) days of any change to the custodianship.

|                                                                      |                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <u><b>Chiquila Dolison</b></u><br><b>(Name of Custodian of Data)</b> | <u><b>Lead Program Manager</b></u><br><b>(Title/Component)</b>              |
| <u><b>City of Hattiesburg</b></u><br><b>(Company/Organization)</b>   | <u><b>200 Forrest Street, Hattiesburg, MS 39403</b></u><br><b>(Address)</b> |

*Section VI is deleted in its entirety.*

*Attachment A is replaced in its entirety with the following:*

**Attachment A**

**Data File(s)**

- **Names and addresses of all children identified as having a venous blood lead level (BLL) of 3.5 or higher living in targeted ZIP codes within the City of Hattiesburg.**
- **Parents' names and telephone numbers of all children identified**



Access by User to such data, shall be granted in a time and manner determined by MSDH to be in the best interest of the State, taking into consideration this Agreement and applicable federal and state law, regulations, policies, and procedures.

*[End of modification text.]*

All other terms and conditions of the Data Use Agreement not in conflict with these amendments shall remain in full force and effect.

### **ACKNOWLEDGEMENTS AND ATTESTATIONS**

- a. **The Custodian of Data** hereby acknowledges his/her appointment as Custodian of Data on behalf of User, and agrees in a representative capacity to comply with all of the provisions of the Data Use Agreement, incorporating the amendments made herein, on behalf of User.

|                                       |                             |
|---------------------------------------|-----------------------------|
| <u>Chiquila Dolison</u>               | <u>Lead Program Manager</u> |
| (Name of Custodian of Data – Printed) | (Title/Component)           |
| _____                                 | _____                       |
| (Signature)                           | (Date Signed)               |

- b. **On behalf of User**, the undersigned person hereby attests that he/she is authorized to enter into this Amendment and agrees to all the terms specified herein.

|                                                  |                                  |
|--------------------------------------------------|----------------------------------|
| <u>Toby Barker</u>                               | <u>Mayor</u>                     |
| (Name – Typed or Printed)                        | (Title/Component)                |
| _____                                            | _____                            |
| <u>City of Hattiesburg</u>                       |                                  |
| (Company/Organization)                           |                                  |
| _____                                            |                                  |
| <u>200 Forrest Street, Hattiesburg, MS 39403</u> |                                  |
| (Address)                                        |                                  |
| _____                                            |                                  |
| <u>601-545-4501</u>                              | <u>tbarker@hattiesburgms.com</u> |
| (Phone Number)                                   | (Email Address)                  |
| _____                                            | _____                            |
| (Signature)                                      | (Date Signed – mm/dd/yyyy)       |

- c. **On behalf of MSDH**, the undersigned person hereby attests that he/she is authorized to enter into this Amendment and agrees to all the terms specified herein.

|                                      |                             |
|--------------------------------------|-----------------------------|
| <u>Daniel Edney, MD, FACP, FASAM</u> | <u>State Health Officer</u> |
| _____                                | _____                       |
| (Signature)                          | (Date Signed)               |



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Betsy Mercier, Director of Parks and Recreation  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve Agreement between the City of Hattiesburg and the YMCA of Southeast Mississippi to manage and staff the City pools and Programs for the amount of \$35,000 and authorize the Mayor to execute all necessary documentation and issuance of a manual check.  
File Number: 2025-17  
Minute Book #

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## Summary

Approve Agreement between the City of Hattiesburg and the YMCA of Southeast Mississippi to manage and staff the City pools and Programs for the amount of \$35,000 and authorize the Mayor to sign and execute all necessary documentation with the issuance of a manual check.

## Recommendation Statement

I recommend this item to be acknowledged by the City Council for consideration.

Please place this on the January 7, 2025 City Council meeting for consideration.

CITY OF HATTIESBURG  
PARKS AND RECREATION DEPARTMENT  
POOL SERVICES AGREEMENT

This agreement between the City of Hattiesburg Parks and Recreation Department and the YMCA of Southeast Mississippi was made and entered into on this the 6<sup>th</sup> day of May, 2025. Defined in the following contract, hereinafter, the City of Hattiesburg will be referred to as "City" and the YMCA of Southeast Mississippi will be referred to as "Contractor".

WHEREAS, the City is the owner of three (3) swimming pool facilities.

Vernon Dahmer Park - 1000 Country Club Road

Ben McNair Recreation Center Pool - 300 North 12th Avenue

Scott Jones Jr. Pool at C.E. Roy Community Center - 300 East 5th Street

WHEREAS, the Contractor is willing to undertake the obligations herein outlined to provide aquatic activities and services at City-owned pools in the City of Hattiesburg for the summer season beginning June and ending August 2025.

NOW, THEREFORE, in consideration of the promises and of the covenants herein expressed, the City and Contractor mutually agree as follows:

SECTION 1

TERM OF AGREEMENT

The Agreement shall commence on or about the 2<sup>nd</sup> day of June 2025 and shall end on 28<sup>th</sup> of July 2025 unless terminated earlier under the provisions herein. Staffing shall begin on the 2<sup>nd</sup> of June 2025 and run for nine (9) weeks.

City of Hattiesburg pools are open Monday, Wednesday and Friday from 9:00 AM to 11:00 AM and 1:00 PM to 4:00 PM and on Saturday from 9:00 AM to 4:00 PM. An entry fee of \$1.00 shall be collected at the gate prior to entry.

TERMINATION AND CANCELLATION

The City or YMCA may terminate this contract at any time by delivery of written notice stating the contract will terminate within thirty (30) days from the date of the receipt of said notice.

NEGOTIATIONS

The City reserves the right to negotiate all elements that comprise the Contractor's proposal to ensure the best possible consideration is afforded to all concerned.

## LEGAL RELATIONSHIPS

It is understood and hereby agreed by the parties that the Contractor is and shall be independent and shall control all ways, means, and details incident to the performance of him/herself and his/her agents and employees under this contract. The Contractor shall not be subject to the personnel policies of the City; however, his/her agents or employees shall perform and be held to personnel policies just as all City employees.

## LAWS, STATUS AND OTHER GOVERNMENTAL PROVISIONS

The Contractor shall at all times observe and comply with all Federal and State Laws and City Ordinances and Regulations which affect the operation of Pool Facilities and will comply with all orders, laws, ordinances, and regulations which may be enacted by a body having jurisdiction over such facilities.

## EQUAL OPPORTUNITY

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or under that title, to the end, following Title VI of the Act and the regulations, no person in the United States shall, on the grounds of race, color, age, sex, disability or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination as a result of any use or activity at the stated premises. If the Contractor does not comply with the nondiscrimination clauses of the Agreement, the Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be barred from further contracts with the City of Hattiesburg, Mississippi.

## SECTION 11

## SPECIFIC DUTIES

1. The contractor shall organize and manage the City of Hattiesburg Summer Aquatics Program within the given hours designated by the Director of Parks and Recreation. Under this agreement, the City of Hattiesburg will provide the necessary funds for the Contractor to conduct all necessary steps to recruit, retain, hire, and manage staff for the operations of all three (3) pools.
  - a) The Contractor shall oversee the recruitment, interview process, hiring, training (certification), and supervision of all pool staff including, but not limited to lifeguards, water safety instructors, head lifeguards, and other pool-related staff to ensure safety and complete management in the performance of this Agreement.
    - (1) The Contractor shall coordinate all lifeguard training and certification.
    - (2) The Contractor shall coordinate all lifeguard manager training for head lifeguards.
    - (3) The Contractor shall coordinate/provide weekly in-service training for staff. Including but not limited to: CPR and First Aid.
    - (4) The Contractor shall conduct daily staff meetings with personnel on duty.
  - b) The Contractor shall provide lifeguard and aquatic program management along with necessary facility management.
    - (1) Includes group swim scheduling and coordination.
    - (2) Includes staff scheduling and payroll.
    - (3) Includes daily fee collection and submission to the Parks and Recreation Department. Entry fees will be recorded daily and brought to the Ben McNair Center (300 North 12th Avenue) every Friday and Monday.



- (4) Enforcement of pool rules and regulations.
- (5) Daily stock of restroom facilities and requests for necessary cleaning of support facilities.
- c) The Contractor shall provide
  - (1) The Contractor shall coordinate with the pool maintenance company to provide and schedule pool cleaning/maintenance. The City shall be responsible for supplying necessary cleaning equipment, chemicals, etc. for daily maintenance. The City shall be responsible for completing repairs, emergency service, etc. to all pools and equipment through the City of Hattiesburg Construction Department or an outside vendor.
  - (2) The Contractor shall perform and log daily pool water testing and report any quality test failures to the Director of the Parks and Recreation Department immediately.
- d) The Contractor should keep the following records daily and complete a weekly report to be given to the Director of Parks and Recreation.
  - (1) Daily pool group attendance
  - (2) Daily lesson participation
  - (3) Daily public swim attendance and names
  - (4) Fee collection data per pool (recorded daily and turned into the Ben McNair Center administrative offices on Friday and Monday of each week)
  - (5) Water quality testing
- e) The Contractor shall provide swim lessons twice per month, with registration and waivers per participant. The Contractor will take registrations and host swim lessons for three (3) days at one hour each. Fees may be collected by the Contractor for registered participants.
- f) The Contractor shall promptly inform the Director of Parks and Recreation of any damage or need for repair to any of the Pool Facilities
- 2. The Contractor shall indemnify and hold harmless the City from all expenses, damages, attorneys' fees, and other costs arising from any claim or suit in whole or in part from any claim or suit in whole or in part from any alleged failure or gross negligence of the Contractor in the operation of the City of Hattiesburg Summer Aquatics Program and/or any tort committed by Contractor and/or the Contractor's employee.

#### SUPPLY AND MAINTENANCE OF EQUIPMENT AND LIFEGUARD STAFF

- 1. The City shall supply and maintain all pool facilities and mechanical equipment located at each pool site. Equipment owned by the contractor will be maintained at its own expense.
- 2. The City shall supply pool chemicals and necessary maintenance equipment.
- 3. The Contractor shall notify the City's Director of Parks and Recreation when City--owned equipment needs maintenance. The City shall perform such maintenance at its own cost and expense.
- 4. The Contractor agrees to surrender City-owned equipment in good condition, with normal wear and tear expected, at the termination of this Agreement or when the Contractor vacates the premises.

## SECTION III

COMPENSATION

The City of Hattiesburg shall pay the Contractor a total of \$35,000.00 for the above-mentioned services.

IN WITNESS WHEREOF City and Contractor have executed this Agreement on the day  
and year first above written.

YMCA OF SOUTHEAST MISSISSIPPI

---

Executive Director

CITY OF HATTIESBURG, MISSISSIPPI

---

Mayor



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Take from the table; Adopt a Resolution granting and allowing ad valorem tax exemption, except state and school district ad valorem taxes to Kohler Co, for a period not to exceed ten (10) years, commencing December 31, 2023, and ending December 31, 2033, with a true value of \$99,925,745.00 or the amount approved by The Mississippi Department of Revenue.  
File Number: 2024-577  
Minute Book #MB 2023-173 / 173 / Tabled

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## Summary

Adopt a Resolution granting and allowing ad valorem tax exemption, except state and school district ad valorem taxes to Kohler Co, for a period not to exceed ten (10) years, commencing December 31, 2023, and ending December 31, 2033, with a true value of \$99,925,745.00 or the amount approved by The Mississippi Department of Revenue.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.

**RESOLUTION OF THE CITY COUNCIL OF  
HATTIESBURG, MISSISSIPPI  
GRANTING EXEMPTION FROM AD VALOREM TAXES**

The City Council next took up for consideration the matter of the application of Kohler Company for exemption from ad valorem taxes; and the following Resolution, having first been reduced to writing, was introduced:

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HATTIESBURG,  
MISSISSIPPI, GRANTING EXEMPTION FROM AD VALOREM TAXES  
TO WESTERN CONTAINER CORPORATION AS AUTHORIZED BY  
SECTION 27-31-101 ET SEQ., MISSISSIPPI CODE OF 1972, AS AMENDED.**

**WHEREAS**, Western Container Corp, on April 25, 2024, filed in triplicate with this Council its Application for Tax Benefits; and

**WHEREAS**, Kohler Co, has produced written verification and documentation to this Council as to the authenticity and correctness of its application regarding the true value of the additions or expansions prayed to be exempted, the completion date of the additions and expansions, and that the additions and expansions described in its application do not constitute renovations or replacements of realty or personality in whole or in part; and

**WHEREAS**, this Council finds that the property described in the said Application constitutes additions and expansions of an industrial enterprise of public utility which were in service or completed on the respective dates as shown on Exhibit "A" to the Application filed with this Council (a copy of Exhibit "A" is attached to this Resolution and incorporated by reference); and that Kohler Co, is entitled to the exemption sought for a period of 10 years, all subject to approval and certification by the Mississippi Department of Revenue.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hattiesburg, Mississippi, as follows:

**Section 1.** That the application for Ad Valorem Tax Exemption by Western Container Corp, for a consecutive period of ten (10) years from December 31, 2023, through December 31, 2033, as allowed by Section 27-31-101, Mississippi Code of 1972 as amended, as shown, and described in Exhibit "A", be and the same is hereby approved, subject to approval and certification by the Mississippi Department of Revenue.

**Section 2.** That Kohler Co is hereby granted tax exemption on ad valorem taxes, except state and school district ad valorem taxation with respect to the personal property listed on Exhibit "A" for a period of ten (10) years, commencing on 31<sup>st</sup> day of December 2023, and ending on the 31<sup>st</sup> day of December 2033 with a total true value of \$99,925,745.00 or the amount approved by Mississippi Department of Revenue.

**Section 3.** That the Clerk of this Council be, and is hereby directed to spread a copy of this Resolution on the minutes of the City Council; and that the City Clerk shall forward the original and



one certified copy of the Application, and the original and one certified copy of the transcript of this Resolution approving said Application and granting the relief prayed for therein to the Mississippi Department of Revenue for its approval and certification; after receipt of certification from the Mississippi Department of Revenue a Final Order of the Council granting the exemption shall be spread upon the minutes and a certified copy of the Order and Application shall be filed with the Mississippi Department of Revenue and with the State Auditor's Office; and the Clerk of this Council shall also forward one certified copy of the said Application and of the Final Order granting the exemption to the Tax Assessor of Forrest County and receive the Certificate of said Tax Assessor stating that both the real and personal property as set forth in Exhibit "A" has been placed on the appropriate tax roll as "Non-taxable", except for state and school district ad valorem taxes for the duration of the exemption periods only.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Council member \_\_\_\_\_, seconded by Council member \_\_\_\_\_, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 5th. day of November 2024.

( S E A L )

ATTEST:

ADOPTED:

\_\_\_\_\_  
CLERK OF COUNCIL

\_\_\_\_\_  
PRESIDENT

The above and foregoing Resolution having been submitted to and approved by the mayor, this the 5th day of November, 2024.

ATTEST:

APPROVED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**POSITION STATEMENT OF TAX ASSESSOR**

**Trade Name of Applicant:** Kohler Co.

**Location:** 182 JM Tatum Industrial Dr **Parcel:** PPIN 8856

**Type of Business:** Manufacturing

**Finished Products:** Small Engines

**State the Enumeration this Application Identifies with:** 27-31-105

**Has this Enterprise Enjoyed an Application Previously?** Yes

**Under any other Trade Name?** No

**Any Other Location?** No

**Under Any Other Ownership?** No

**Number of Jobs:** \_\_\_\_\_ **Estimated Annual Payroll:** \_\_\_\_\_

**EXEMPTION TO BE ON:**

**LAND:** \_\_\_\_\_ **VALUE:** \_\_\_\_\_

**IMPROVEMENTS:** \_\_\_\_\_ **VALUE:** \_\_\_\_\_

**PERSONAL PROPERTY:**

|                          |               |                                             |
|--------------------------|---------------|---------------------------------------------|
| <b>FURN &amp; FIX.</b>   | <b>VALUE:</b> | <u>\$200,171.00</u>                         |
| <b>MACH &amp; EQUIP.</b> | <b>VALUE:</b> | <u>\$34,532,565.00</u>                      |
| <b>INVENTORY</b>         | <b>VALUE:</b> | <u>                                    </u> |
| <b>RAW MATERIALS</b>     | <b>VALUE:</b> | <u>\$53,338,220.00</u>                      |
| <b>WORK IN PROGRESS</b>  | <b>VALUE:</b> | <u>\$11,854,789.00</u>                      |

**Personal Property Total:** \$99,925,745.00

**Exemption Total Value:** \$99,925,745.00

**LAND AND IMPROVEMENTS:**

**Owner of Land:** Forrest County Industrial Park Comm

**Owner of Improvements:** Kohler Co.

**Date of Improvements:** \_\_\_\_\_ **Completed:** \_\_\_\_\_ **Expanded:** 12/31/2023

**Any Prior Exemption:** No

**Years of Exemption Applied for:** 1/1/2024 **Through:** 12/31/2033

**Applicant's Representative:** Rick Marcus **Phone:** 920-698-2840

**Address:** 182 JM Tatum Industrial Dr

**APPLICATION OF KOHLER CO.  
FOR EXEMPTION FROM AD VALOREM TAXES FOR  
A PERIOD OF TEN YEARS AS AUTHORIZED  
BY SECTION 27-31-101, et seq., OF THE  
MISSISSIPPI CODE OF 1972, AS AMENDED**

**TO THE MAYOR AND CITY COUNCIL OF THE CITY OF HATTIESBURG, FORREST COUNTY, MISSISSIPPI:**

1. Kohler Co. (“**Kohler**”) files this its application in triplicate for exemption from ad valorem taxation, and respectfully represents unto this Honorable Council as follows:

2. Applicant, Kohler, is a Wisconsin corporation, domiciled in Kohler, Wisconsin, qualified to do business in Mississippi, with manufacturing operations in the City of Hattiesburg, Forrest County, Mississippi.

3. Kohler is now operating as a small horsepower engine manufacturing industry within the City of Hattiesburg, Forrest County, Mississippi. Applicant is a bona fide manufacturing enterprise of public utility within the meaning of Section 27-31-101, et seq., and related sections of the Mississippi Code of 1972, as amended, and is eligible for the exemption granted by the above-mentioned section by specific enumeration, namely as a manufacturing enterprise which has made additions to or expansions of its facilities or properties or has replaced equipment used in connection with or necessary to the operation of its enterprise within the meaning of Section 27-31-105 of the Mississippi Code of 1972, as amended.

4. That the additions, expansions and/or replacement of equipment of the enterprise were completed during the calendar year ending December 31, 2023, within the meaning of the applicable statutes of the State of Mississippi, and, therefore, the exemption hereby claimed should commence on December 31, 2023.

5. That said exemption of the property described in “Exhibit A” should be granted for a period of ten (10) years from said date of completion.

6. That the true value of all property to be exempted is \$99,925,745.00 as shown in an itemized list attached hereto as “Exhibit A” and made a part hereof.

### **PRAYER**

**WHEREFORE**, Applicant prays that this Council enter a finding that Kohler is in fact a manufacturing enterprise of public utility which has made additions to or expansions of its facilities or properties or has replaced equipment used in connection with or necessary to the operation of its enterprise, and that the additions, expansions and/or replacement of equipment were completed during the calendar year ending December 31, 2023, within the meaning of the applicable laws of Mississippi; and

That Applicant be granted an exemption from ad valorem taxation, except State and School District ad valorem taxation, as provided by law, for a period of ten (10) years beginning on the 31st day of December, 2023, and ending on the 31st day of December, 2033, upon all of the property described in “Exhibit A” attached hereto and made a part hereof, used in, or necessary to the manufacturing operations of Kohler in the City of Hattiesburg, Forrest County, Mississippi; and

That this Council approve this Application by an order or resolution spread upon its minutes, declaring that such property is exempt from all ad valorem taxation, except State and School District ad valorem taxation, for a period of ten (10) years and forward the original and three certified copies of this Application and a certified transcript of such approval to the Mississippi Department of Revenue, and, upon approval of such Application by the said Mississippi Department of Revenue and certification of its approval, enter a final order on its minutes granting the exemption herein prayed.



Respectfully submitted, this the 25th day of April, 2024.

**KOHLER CO.**  
Applicant

By: Edward J. Devine  
Name: Edward J. Devine  
Title: Vice President-Taxation, Kohler Co.

STATE OF WISCONSIN

COUNTY OF SHEBOYGAN

Personally appeared before me, the undersigned authority, Edward J. Devine, known to me to be the Vice President-Taxation, Kohler Co., who being first duly sworn upon his oath says the facts stated in the foregoing Application for Exemption from Ad Valorem Taxes are true and correct.

GIVEN under my hand and seal of office, this the 25th day of April, 2024.

Kalen Eirich  
NOTARY PUBLIC

My Commission Expires:

02/10/2027

Document prepared by:  
Stephen M. Wilson  
BRADLEY ARANT BOULT CUMMINGS LLP  
188 E. Capitol Street, Suite 1000  
Jackson, MS 39201  
MS Bar No. 9058



**EXHIBIT A**  
**Itemized List of Property to be Abated**

See attached.

[illegible]

[illegible]



| DATE ACQUIRED | DESCRIPTION                            | COST   |
|---------------|----------------------------------------|--------|
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,075  |
| 2023          | Latitude 5430                          | 1,086  |
| 2023          | Latitude 5430                          | 1,086  |
| 2023          | Latitude 5430                          | 1,086  |
| 2023          | Latitude 5430                          | 1,086  |
| 2023          | Latitude 5430 - 7PL9JR3                | 1,086  |
| 2023          | LATITUDE 5490                          | 917    |
| 2023          | LATITUDE 7390 2-IN-1                   | 1,125  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,324  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,324  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,324  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | LATITUDE 7420 2-IN-1                   | 1,408  |
| 2023          | Latitude 7430 - 2-in-1                 | 1,366  |
| 2023          | Latitude 7430 - 2-in-1                 | 1,366  |
| 2023          | Latitude 7430 - 2-in-1                 | 1,366  |
| 2023          | Latitude 7430 - 2-in-1                 | 1,366  |
| 2023          | Network IDF 16 - Sui                   | 18,477 |
| 2023          | Network IDF 18 - HB                    | 19,742 |
| 2023          | Network IDF 19 - Hig                   | 4,060  |
| 2023          | Network IDF 19 - Hig                   | 9,987  |
| 2023          | Network IDF 20 - Hig                   | 8,120  |
| 2023          | Network IDF 20 - Hig                   | 19,974 |
| 2023          | Network IDF 21 - Hig                   | 8,120  |
| 2023          | Network IDF 21 - Hig                   | 19,974 |
| 2023          | Network IDF 22 - Hig                   | 4,060  |
| 2023          | Network IDF 22 - Hig                   | 9,987  |
| 2023          | Network IDF 23 - Hig                   | 8,120  |
| 2023          | Network IDF 23 - Hig                   | 19,974 |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 Micro                    | 948    |
| 2023          | OptiPlex 5000 SFF                      | 717    |
| 2023          | OPTIPLEX 5000 SFF - VALS CONFIGURATION | 780    |
| 2023          | OPTIPLEX 5000 SFF - VALS CONFIGURATION | 780    |
| 2023          | OPTIPLEX 5060                          | 648    |
| 2023          | OPTIPLEX 5070 SFF                      | 741    |
| 2023          | OptiPlex 5090 Micro                    | 1,002  |
| 2023          | OptiPlex 5090 Micro                    | 1,002  |
| 2023          | OptiPlex 5090 Micro #1                 | 1,338  |
| 2023          | OptiPlex 5090 Micro #2                 | 1,338  |
| 2023          | Optiplex 5090 SFF                      | 722    |
| 2023          | Optiplex 5090 SFF                      | 722    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OPTIPLEX 5090 SFF                      | 767    |
| 2023          | OptiPlex SFF                           | 712    |
| 2023          | OptiPlex SFF                           | 712    |
| 2023          | OptiPlex SFF                           | 712    |
| 2023          | OptiPlex SFF                           | 712    |
| 2023          | OptiPlex SFF                           | 712    |

| DATE ACQUIRED                    | DESCRIPTION                                  | COST             |
|----------------------------------|----------------------------------------------|------------------|
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | OptiPlex SFF                                 | 712              |
| 2023                             | Server                                       | 18,985           |
| 2023                             | SURFACE PRO (5TH GEN)                        | 903              |
| 2023                             | VxRail Server                                | 167,796          |
| 2023                             | ZEBRA PRINTER ZT620-502509                   | 11,558           |
| <b>TOTAL COMPUTER EQUIPMENT</b>  |                                              | <b>1,146,802</b> |
| <b>MACHINERY &amp; EQUIPMENT</b> |                                              |                  |
| 2023                             | 125- SMALL CONTAINERS                        | 49,811           |
| 2023                             | 250- LARGE CONTAINERS                        | 128,213          |
| 2023                             | MAKINO A40 HMC-CLOSURE PLATES+CONT           | 16,275           |
| 2023                             | 42- METAL LOUVER TOTES                       | 2,734            |
| 2023                             | INSPECTION EQUIPMENT SYSTEM-EK               | 97,700           |
| 2023                             | CARGILL AUTOMATION CELL SYSTEM               | 46,911           |
| 2023                             | 2017 GTB 2060 GATOR TAIL BOAT                | 23,505           |
| 2023                             | (2)PROBE SYSTEM F/3728 & 3729 MAKINO HMC #1  | 17,079           |
| 2023                             | (2)PROBE SYSTEM F/3728 & 3729 MAKINO HMC #2  | 17,079           |
| 2023                             | 999 CYLINDER HEAD LASER MARKER               | 125,807          |
| 2023                             | 999 HORZ OIL PICK UP TUBE                    | 9,335            |
| 2023                             | CARGILL AUTOMATION CELL SYSTEM               | 5,880            |
| 2023                             | (12) SPC-P2925Q-KIT BATTERY CLUTCH TOOL      | 11,844           |
| 2023                             | (13) TAS-101719 Stack Light                  | 7,999            |
| 2023                             | (14) BP-T50D Battery Pulse Tool              | 23,990           |
| 2023                             | (14) READER, BADGE, PCPROX PLUS ENROLL BLACK | 6,893            |
| 2023                             | (2) ATE400 Table w/o shelves                 | 6,472            |
| 2023                             | (2) BP-T60D Battery Pulse Tool               | 3,427            |
| 2023                             | (28) EYOL82B Pulse Tool Battery Charger      | 2,476            |
| 2023                             | (39) EYFB41B SPARE BATTERY FOR T60 AND T70   | 4,917            |
| 2023                             | (5) BP-T40D Battery Pulse Tool               | 8,568            |
| 2023                             | (5) UBX-T70 BATTERY PULSE TOOL               | 10,135           |
| 2023                             | 31299 FRL Assembly                           | 3,345            |
| 2023                             | 500 LB Capacity Jib Crane                    | 20,810           |
| 2023                             | AEN4C12022B System (Battery Cables)          | 11,362           |
| 2023                             | AEN4C12022B System (vibramounts)             | 22,724           |
| 2023                             | AEN4C22024B System (Overbolts)               | 12,516           |
| 2023                             | AEP4A12018BV System (Wiring Leads)           | 11,910           |
| 2023                             | AEP4A22035BV System (Muffler)                | 12,139           |
| 2023                             | Asco 40kW Load Bank - SN2257815              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257816              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257817              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257818              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257819              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257820              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257821              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257822              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257823              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2257824              | 26,009           |
| 2023                             | Asco 40kW Load Bank - SN2345377              | 22,199           |
| 2023                             | Asco 40kW Load Bank - SN2345378              | 22,199           |
| 2023                             | Asco 40kW Load Bank - SN2345379              | 22,199           |
| 2023                             | Asco 40kW Load Bank - SN2345380              | 22,199           |
| 2023                             | Huff Tech Main Electrical Panel - AC         | 25,254           |
| 2023                             | Huff Tech Main Electrical Panel - DC         | 25,254           |
| 2023                             | IAC4EGV-T Controller                         | 4,844            |
| 2023                             | Test Stands                                  | 297,413          |
| 2023                             | UA-1300AMC System (Through Bolt)             | 16,044           |
| 2023                             | UA-400AMC System (Ground strap to bulk)      | 14,997           |
| 2023                             | UA-400AMC System (Strawberries)              | 14,997           |
| 2023                             | UA-40SMC Pneumatic Pulse Tool                | 5,977            |
| 2023                             | UA-40SMC System (Strawberries)               | 14,997           |
| 2023                             | UA-600AMC System (Battery Cables to Eng)     | 13,992           |
| 2023                             | UA-900AMC System (Adapter Plate)             | 15,745           |
| 2023                             | UA-900AMC System (GROUND STRAP)              | 15,745           |
| 2023                             | UAT-70S INLINE AIR TOOL                      | 2,274            |
| 2023                             | 62 081 42-OIL PUMP MACHINE FIXTURE           | 71,792           |
| 2023                             | (2) CRANKCASES MACHINING FIXTURES            | 47,650           |
| 2023                             | (2) CRANKCASES MACHINING FIXTURES            | 47,650           |
| 2023                             | 125 -SMALL CONTAINERS                        | 75,808           |
| 2023                             | 510 -LARGE CONTAINERS                        | 296,509          |
| 2023                             | 77 -TOTES                                    | 6,049            |
| 2023                             | CAM LASER MARKER                             | 19,979           |
| 2023                             | DUNNAGE-MACH#3                               | (1,320)          |
| 2023                             | RESI AIR COOLED FUEL REGULATOR               | 35,604           |
| 2023                             | (3)FIXTURE F/A61 CRANKCASE MACHINING         | 55,694           |
| 2023                             | (3)FIXTURE F/A61 CRANKCASE MACHINING         | 55,694           |
| 2023                             | (3)FIXTURE F/A61 CRANKCASE MACHINING         | 55,694           |
| 2023                             | (120) Stacked Breakroom Chairs               | 6,000            |

| DATE ACQUIRED | DESCRIPTION                              | COST      |
|---------------|------------------------------------------|-----------|
| 2023          | (60) Breakroom Tables                    | 9,901     |
| 2023          | 1,000 LB Close-Lift Hydraulic Crane      | 3,511     |
| 2023          | Blue Steel Lockers                       | 10,763    |
| 2023          | MAKINO A40 HMC-CLOSURE PLATES+CONT       | 365,892   |
| 2023          | WASHER F/CLOSURE PLATE MACHINING         | 278,900   |
| 2023          | MAKINO A40-#3-CMT CP MACHINING           | 370,633   |
| 2023          | GEAR PRESS-NEW FLEX CRANKLINE            | 220,475   |
| 2023          | WASHER-NEW FLEX CRANKLINE                | 332,303   |
| 2023          | (2)JIB CRANES F/KPS BIG BLOCK            | 11,097    |
| 2023          | (2)JIB CRANES F/KPS BIG BLOCK            | 11,097    |
| 2023          | (5)SETS OF A FIXTURES-CMT CC MACHINING   | 32,829    |
| 2023          | (5)SETS OF A FIXTURES-CMT CC MACHINING   | 32,829    |
| 2023          | (5)SETS OF A FIXTURES-CMT CC MACHINING   | 32,829    |
| 2023          | (5)SETS OF A FIXTURES-CMT CC MACHINING   | 32,829    |
| 2023          | (5)SETS OF A FIXTURES-CMT CC MACHINING   | 32,829    |
| 2023          | (5)SETS OF A&B FIXTURES-999CC CKC MACH   | 50,364    |
| 2023          | (5)SETS OF A&B FIXTURES-999CC CKC MACH   | 50,364    |
| 2023          | (5)SETS OF A&B FIXTURES-999CC CKC MACH   | 50,364    |
| 2023          | (5)SETS OF A&B FIXTURES-999CC CKC MACH   | 50,364    |
| 2023          | (6)PHYSICAL COMP F/TEST STAND-CH740/1000 | 794,364   |
| 2023          | A&B FIXTURES-CMT CP MACH/CONTINGENCY     | 119,982   |
| 2023          | AUTO FILL STATION F/KPS FLEX LINE        | 12,732    |
| 2023          | AUTOMATIC EXTERNAL DEFIBRILLATOR         | 15,950    |
| 2023          | BASIC AED CABINET WITH ALARM             | 2,200     |
| 2023          | BLOWER HOUSING PRESS & FEEDER LINE       | (109)     |
| 2023          | CASE HEAD STUD SYSTEM REBUILD            | 176,082   |
| 2023          | CH747 BLOWER HOUSING PRESS               | 57,278    |
| 2023          | CLOSURE PLATE PRESS-FLEX LINE            | 3,766     |
| 2023          | CLOSURE PLATE SPUR LINE-FLEX LINE        | 80,015    |
| 2023          | CONCREAT FLOOR WORK                      | 7,058     |
| 2023          | CONROD DISASSEMBLY MACHINE F/CMT ASSY    | 101,026   |
| 2023          | CONVEYOR SYSTEM-FLEX LINE                | 38,626    |
| 2023          | CONVEYOR SYSTEM-FLEX LINE                | 1,827,783 |
| 2023          | CRANCASE SPUR LINE-FLEX LINE             | 54,214    |
| 2023          | CRANK DROP STATION-CH1000-KPS FLEX LINE  | 28,205    |
| 2023          | CRANKCASE LEAK TESTER                    | 134,583   |
| 2023          | CRANKCASE RTV ROBOT-FLEX LINE            | 186,922   |
| 2023          | DC ELECTRIC FASTENING SYSTEM + CONT.     | 51,304    |
| 2023          | DC TOOL-PLUG IN THE SIDE CASE F/CMT ASSY | 15,338    |
| 2023          | ENG.PRODUCTION TESTING PROGRAM-CH1000    | 174,037   |
| 2023          | ENGINE FLIPPER                           | 208,634   |
| 2023          | ENGINE STAND-UP MACHINE                  | 194,908   |
| 2023          | FLOW TESTER FOR EXISTING CRANKLINE       | 71,828    |
| 2023          | FLYWHEEL TORQUE MACHINE                  | 181,056   |
| 2023          | FUEL PUMP MODULE DC TOOL F/CMT ASSY      | 15,077    |
| 2023          | GEAR PRESS-NEW FLEX CRANKLINE            | 1,198     |
| 2023          | GRINDING WHEELS-7000 CRANK CONVERSION    | 1,325     |
| 2023          | HEAD SPUR SUB-ASSY STATION               | 11,377    |
| 2023          | HORN, ROUND GAUGE                        | 2,063     |
| 2023          | KEEPER PRESS F/CMT ASSY                  | 20,439    |
| 2023          | LAPPER-NEW FLEX CRANKLINE                | 932,009   |
| 2023          | LINE SIDE MATERIAL STORAGE SHELFs        | 199,242   |
| 2023          | Load Bank Controls                       | 1,972     |
| 2023          | MAKINO A40-#4-999CC CP MACHINING         | 330,270   |
| 2023          | OIL & GAS RUNS F/KPS FLEX LINE           | 56,545    |
| 2023          | OIL PAN LEAK TESTER DC TOOL F/CMT ASSY   | 5,327     |
| 2023          | OIL SEA/GOV SHAFT MACHINE F/CMT ASSY     | 34,401    |
| 2023          | PALLET WASHER F/CMT ASSY                 | 1,781     |
| 2023          | PALLETS PLUS CONTINGENCY-FLEX LINE       | 569,776   |
| 2023          | POWER DISTRIBUTION UNIT F/KPS BIG BLOCK  | 303,716   |
| 2023          | RBE NEW SAMSCO EVAPORTOR + C             | 102,664   |
| 2023          | SHROUD CACKING GAUGE                     | 7,937     |
| 2023          | Torque Testing Station                   | (109,928) |
| 2023          | TORQUE TURN                              | 160,390   |
| 2023          | VMC DRILL OIL HOLE 1-FLEX CRANKLINE      | 370,130   |
| 2023          | WASHER-NEW FLEX CRANKLINE                | 10,519    |
| 2023          | AUTO LUBE STATION 2 F/CMT ASSY           | 99,384    |
| 2023          | BATTERY TOOLS F/CMT ASSY                 | 11,724    |
| 2023          | CONTROLS SYSTEM F/CMT ASSY               | 111,309   |
| 2023          | MATERIAL RACKING F/CMT ASSY              | 101,421   |
| 2023          | CH1000 CYLINDER HEAD TORQUE MACHINE      | 44,147    |
| 2023          | NAME PALLET SCANNER-KPS FLEX LINE        | 3,377     |
| 2023          | PALLET WASHER SYSTEM-KPS FLEX LINE       | 287,833   |
| 2023          | REPAIR LOOPS-KPS FLEX LINE               | 82,627    |
| 2023          | SAFETY ERGO MATS-KPS FLEX LINE           | 25,922    |
| 2023          | TECHNICIAN REPAIR STATION-KPS FLEX LINE  | 43,424    |
| 2023          | TIMMING CAMERA-KPS FLEX LINE             | 14,739    |
| 2023          | TWIN LINE ASSY LIFT GATE                 | 9,752     |
| 2023          | VALVE COVER MACHINE F/CONSUMER TWIN LINE | 290,798   |
| 2023          | Activator Spraying System                | 5,350     |
| 2023          | Control Panel Hardware                   | 12,840    |
| 2023          | Large film roller                        | 18,190    |
| 2023          | (2)VMC'S-OIL HOLE DRILLING-E/CRANKLINE   | 299,499   |
| 2023          | (2)VMC'S-OIL HOLE DRILLING-E/CRANKLINE   | 299,499   |
| 2023          | (323 )STEEL ENGINEERING SHIPPING PALLETS | 375,689   |
| 2023          | CLOSURE PLATE MAKINO CENTER+C            | 142,579   |
| 2023          | OIL FILTER SUB                           | 54,294    |
| 2023          | SET OF FIXTURES- CMT CRANKCASE           | 148,032   |
| 2023          | VMC-KEYWAY/DRILL/TAP-FLEX CRANKLINE      | 366,739   |
| 2023          | (8)SETS OF B FIXTURES-CMT CC MACHINING   | 38,804    |

| DATE ACQUIRED                          | DESCRIPTION                               | COST              |
|----------------------------------------|-------------------------------------------|-------------------|
| 2023                                   | FILLET ROLLER-NEW FLEX CRANKLINE          | 680,532           |
| 2023                                   | PRESSURE DECAY LEAK TEST MACH-999CC CKC   | 295,488           |
| 2023                                   | VMC-FACE CENTER-FLEX CRANKLINE            | 1,116,354         |
| 2023                                   | CLOSURE PLATE SUB-ASSY STATION-BIG BLOCK  | 428,237           |
| 2023                                   | CRACKCASE SUB-ASSY STATION-KPS BIG BLOCK  | 480,527           |
| 2023                                   | CRANKCASE PRESS F/CMT ASSY                | 242,030           |
| 2023                                   | CRANKCASE PRESS-FLEX LINE                 | 204,223           |
| 2023                                   | OIL FILTER SUB DUNNAGE                    | 59,820            |
| 2023                                   | WAREHOUSE RACKING                         | 518,744           |
| 2023                                   | WASHER F/CRANKCASE MACHINING              | 153,475           |
| 2023                                   | (40)SHIPPING PALLETS F/CMT ASSY           | 113,584           |
| 2023                                   | AVL 1 F/KT-ZT ASSY                        | 67,847            |
| 2023                                   | AVL 2 F/KT-ZT ASSY                        | 66,970            |
| 2023                                   | BREATHING RTV F KT-ZT ASSY                | 15,569            |
| 2023                                   | GOV SHAFT IN CASE SUB                     | 27,108            |
| 2023                                   | Nordson Colormax Powder Booth Paint Syst  | 90,693            |
| 2023                                   | (2)B.A. FAN F/KPS BIG BLOCK & CONTINGENCY | 20,985            |
| 2023                                   | (33)DC ELECTRIC FASTEN SYSTEM-KPS BB      | 91,902            |
| 2023                                   | AUTO LUBE MACH-KPS BIG BLOCK              | 69,327            |
| 2023                                   | AUTO OIL FILL                             | 15,517            |
| 2023                                   | CAM LUBE MACH-KPS BIG BLOCK               | 107,825           |
| 2023                                   | CARB. SUB-ASSY STATION-KPS BIG BLOCK      | 404,745           |
| 2023                                   | CLOSURE PLATE DUNNAGE CH1000 F/BIG BLOCK  | 56,136            |
| 2023                                   | CLOSURE PLATE TORQUE-KPS BIG BLOCK        | 404,959           |
| 2023                                   | CONROD DISASSY MACH-KPS BIG BLOCK         | 95,780            |
| 2023                                   | CONVEYOR ADDITIONS/LL & LZSU              | 63,000            |
| 2023                                   | CONVEYOR SYSTEM-BIG BLOCK                 | 54,723            |
| 2023                                   | CONVEYOR SYSTEM-BIG BLOCK                 | 1,834,986         |
| 2023                                   | CRANKCASE LEAK TESTER-KPS BIG BLOCK       | 102,113           |
| 2023                                   | CRANKSHAFT LOAD ROBOT                     | 88,955            |
| 2023                                   | CYLINDER HEAD TORQUE-KPS BIG BLOCK        | 292,841           |
| 2023                                   | ENGINE FLIPPER F/KPS BIG BLOCK            | 163,772           |
| 2023                                   | ENGINE STAND-UP MACHINE F/KPS BIG BLOCK   | 191,050           |
| 2023                                   | FIXED GUARD DC TOOL F/CMT ASSY            | 14,614            |
| 2023                                   | FLOOR WORK F/KPS BIG BLOCK                | 76,638            |
| 2023                                   | FLYWHEEL TORQUE-KPS BIG BLOCK             | 4,316             |
| 2023                                   | IT INFRASTRUCTURE F/KPS BIG BLOCK         | 48,112            |
| 2023                                   | LINE SIDE MATERIAL STORAGE-KPS BIG BLOCK  | 39,234            |
| 2023                                   | OIL & GAS RUNS F/KPS BIG BLOCK            | 38,619            |
| 2023                                   | OIL COOLER INSTAL. DC TOOL F/CMT ASSY     | 16,017            |
| 2023                                   | OIL FILL STATION-BIG BLOCK                | 178,684           |
| 2023                                   | OIL RES. TORQUE-KPS BIG BLOCK             | 290,981           |
| 2023                                   | OSU DC TOOL F/CMT ASSY                    | 52,822            |
| 2023                                   | PALLET WASHER SYSTEM-KPS BIG BLOCK        | 274,492           |
| 2023                                   | PALLETS - BIG BLOCK                       | 520,371           |
| 2023                                   | PART ALIGNMENT/FASTENING AID              | 98,326            |
| 2023                                   | PHYSICAL CONVEYOR F/10 TEST STAND-CH1000  | 5,144             |
| 2023                                   | PHYSICAL CONVEYOR F/10 TEST STAND-CH1000  | 1,114,166         |
| 2023                                   | PISTON MACHINE-KPS BIG BLOCK              | 74,171            |
| 2023                                   | PLASTIC VALVE COVER 2 DC TOOL F/CMT ASSY  | 21,704            |
| 2023                                   | ROCKER PADDLE HEAD1 FIXTURE F/CMT ASSY    | 6,857             |
| 2023                                   | STANDARD TORQUE TO TURN-KPS BB            | 4,316             |
| 2023                                   | TEST STAND 1-5 F/CMT ASSY                 | 27,261            |
| 2023                                   | TORQUE TO TURN MACHINE F/CMT ASSY         | 17,255            |
| 2023                                   | HEAD VERIFICATION CAMERA(2)-502565 #1     | 43,459            |
| 2023                                   | HEAD VERIFICATION CAMERA(2)-502565 #2     | 43,459            |
| 2023                                   | PISTON VERIFICATION CAMERAS(2)-502565 #1  | 38,027            |
| 2023                                   | PISTON VERIFICATION CAMERAS(2)-502565 #2  | 38,027            |
| 2023                                   | Load Bank Controls                        | 166,239           |
| 2023                                   | Alternator Install Easy Am                | 21,073            |
| 2023                                   | ENERGY STORAGE BATTERY FOR TEST CELL      | 28,588            |
| 2023                                   | Feet Assembler 9000 - 26kW NPD            | 6,758             |
| 2023                                   | OIL AUTO FILL                             | 7,390             |
| 2023                                   | LEAK TESTER-7000 CRANK CONVERSION         | 108,984           |
| 2023                                   | VALVE COVER PRESS-KPS FLEX LINE           | 48,747            |
| 2023                                   | E-coating racks                           | 6,300             |
| 2023                                   | REPURPOSE EK OIL PAN LEAK TESTER-CP MACH  | 33,955            |
| 2023                                   | FLEX LINE ASSY LIFT GATE                  | 22,933            |
| 2023                                   | TEST CELL EQUIPMENT/CONTROLS Bank Loads   | 400,493           |
| 2023                                   | Robot Reinstatement with a new 3D Camera  | 93,698            |
| 2023                                   | MAKINO A40-#5-999CC CP MACHINING          | 155,131           |
| 2023                                   | MAKINO A40-#5-999CC CP MACHINING          | 155,131           |
| 2023                                   | MHMAX PACKAGE F/EXISTING MAKINO CENTER    | 88,800            |
| 2023                                   | MHMAX PACKAGE F/EXISTING MAKINO CENTER    | 88,800            |
| 2023                                   | AIR CLEANER BASE/COVER MAT-MGNT-502565    | 2,927             |
| 2023                                   | CONTROLS/PROGRAMMING- MAIN LINE line      | 92,131            |
| 2023                                   | Crankcase sub press upgrades              | 80,802            |
| 2023                                   | Crankcase sub press upgrades              | 80,802            |
| 2023                                   | Oil Level Sensor DC Tools                 | 101,149           |
| 2023                                   | UTILITIES DISTRIBUTION                    | 18,072            |
| 2023                                   | MIXER SUB CELL UPDATES                    | 22,702            |
| 2023                                   | MIXER SUB CELL UPDATES                    | 22,702            |
| 2023                                   | MIXER SUB CELL UPDATES                    | 22,702            |
| 2023                                   | MIXER SUB CELL UPDATES                    | 22,702            |
| 2023                                   | MIXER SUB CELL UPDATES                    | 22,702            |
| 2023                                   | MIXER SUB CELL UPDATES                    | 22,702            |
| 2023                                   | Stepper Motor Dunnage                     | 145,541           |
| 2023                                   | Leak Test Retro for EL-1                  | 103,241           |
| <b>TOTAL MACHINERY &amp; EQUIPMENT</b> |                                           | <b>28,696,381</b> |
| <b>FURNITURE &amp; FIXTURES</b>        |                                           |                   |



| DATE ACQUIRED                         | DESCRIPTION                                        | COST              |
|---------------------------------------|----------------------------------------------------|-------------------|
| 2023                                  | (1) Zebra 220Xi4 Printers                          | 4,573             |
| 2023                                  | (2) Zebra ZT411 Printer                            | 2,166             |
| 2023                                  | (9) Zebra MC3300-G Wireless Scanner                | 18,059            |
| 2023                                  | Cisco Catalyst 3850 Series Switches -network modul | (6,786)           |
| 2023                                  | IT INFRASTRUCTURE SYSTEM                           | 515               |
| 2023                                  | Samsung S22R350FHN - SR350 Series - LED            | 3,131             |
| 2023                                  | ZEBRA PRINTER                                      | (1,898)           |
| 2023                                  | (2)ZEBRA PRINTER-KPS FLEX LINE                     | 9,450             |
| 2023                                  | (2)ZEBRA PRINTER-KPS FLEX LINE                     | 9,450             |
| 2023                                  | (3)ZEBRA PRINTER-KPS BIG BLOCK                     | 5,009             |
| 2023                                  | (3)ZEBRA PRINTER-KPS BIG BLOCK                     | 5,009             |
| 2023                                  | (3)ZEBRA PRINTER-KPS BIG BLOCK                     | 5,009             |
| 2023                                  | Mobile Cart & Surface Hub 2S                       | 24,623            |
| 2023                                  | MISCELLANEOUS MATERIALS (RACKS/BENCHES), Tables    | 107,825           |
| 2023                                  | Regulator Fixture - 26kW NPD                       | 14,036            |
| <b>TOTAL FURNITURE &amp; FIXTURES</b> |                                                    | <b>200,171</b>    |
| <b>MACHINE TOOLING</b>                |                                                    |                   |
| 2023                                  | Plumbing - Tooling                                 | 2,354             |
| 2023                                  | Software Coding toolings                           | 3,210             |
| 2023                                  | 62 011 06-CAMSHAFT TOOL                            | 6,200             |
| 2023                                  | ALTERNATOR FAN SPACER MACHINED CASTING             | 6,225             |
| 2023                                  | 62 068 XX-MUFFLER W/HEAT SHIELD TOOLING            | 9,800             |
| 2023                                  | 62 313 08-GROMMET/62 326 06-HOSE-TOOLING           | 11,350            |
| 2023                                  | GM110075 BRACKET TOOLING                           | 13,400            |
| 2023                                  | POWER DISTRIBUTION STATION                         | 14,286            |
| 2023                                  | (2)VMC'S-AUTOMATION-TOPSIDE-CMT FLYWHEEL           | 14,686            |
| 2023                                  | 62 013 07 CRANSHAFT TOOLING                        | 15,431            |
| 2023                                  | GM118096 - Alternator Scroll Cover                 | 17,408            |
| 2023                                  | 62 011 06-CAMSHAFT TOOLING                         | 18,898            |
| 2023                                  | (185) PALLETS F/CMT ASSY                           | 22,196            |
| 2023                                  | Tooling for GM108095 - Alternator Scroll           | 40,090            |
| 2023                                  | 62-series AC Base weld tool                        | 55,500            |
| 2023                                  | POWER DROPS F/NEW EQUIPM. F/CMT ASSY               | 60,441            |
| 2023                                  | ALTERNATOR AIR INTAKE DUCT                         | 74,378            |
| 2023                                  | MODIFYING CURRENT TOOLS FOR NEW ALT AIR            | 81,064            |
| 2023                                  | STEEL CONTROLLER MOUNT                             | 92,589            |
| 2023                                  | EES TOOLING                                        | 101,321           |
| 2023                                  | 12X12 FIRE BREAK FOR LEFT PANEL                    | 165,738           |
| 2023                                  | ALTERNATOR ADAPTATION AND FIXTURING                | 171,059           |
| 2023                                  | NEW SHARK FIN HEAT SHIELD                          | 241,786           |
| 2023                                  | UPDATE FOR INNER FRAME                             | 254,015           |
| 2023                                  | STEEL TROUGH                                       | 330,130           |
| 2023                                  | (2) CAMSHAFT MACHINING MILL 1/2 + C                | 49,594            |
| 2023                                  | 62 560 14/15-CRAKCASE/HOLDER BLOCK-TOOL            | 395,700           |
| 2023                                  | STEEL BREAKER COVER                                | 479,158           |
| 2023                                  | INNER EXHAUST & ALT DISCHARGE AIR MIX              | 542,005           |
| 2023                                  | EXHAUST & ALT DISCHARGE AIR PLENUM                 | 605,817           |
| 2023                                  | (2)VMC'S-KEYWAY/DRILL/TAP-BIG BLOCK CS.            | 112,986           |
| 2023                                  | NEW LEFT SIDE PANEL                                | 680,570           |
| <b>Total Machine Tooling</b>          |                                                    | <b>4,689,382</b>  |
| <b>TOTAL PERSONAL PROPERTY</b>        |                                                    | <b>34,732,736</b> |
| <b>INVENTORY</b>                      |                                                    |                   |
|                                       | Raw Materials                                      | 53,338,220        |
|                                       | Work-in-Process                                    | 11,854,789        |
| <b>TOTAL INVENTORY</b>                |                                                    | <b>65,193,009</b> |



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Ann Jones, Chief Administrative Officer  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve a Letter of Engagement with Hicks Law Firm, PLLC to represent the City of Hattiesburg in the Civil Action #2:24-cv-193.  
File Number: 2025-35  
Minute Book #

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## Summary

### Recommendation Statement

I recommend approval of letter of engagement.

Please place this on the January 7, 2025 City Council meeting for consideration.

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# HICKS LAW FIRM PLLC

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## ATTORNEYS AT LAW

L. Clark Hicks, Jr.  
R. Lane Dossett  
Becky Jo Williams

211 South 29th Avenue, Suite 201 (39401)  
Post Office Box 18350  
Hattiesburg, MS 39404-8350

Phone: 601.544.6770  
Fax: 601.544.6775  
clark@hicksattorneys.com

January 7, 2025

Mr. Kermas Eaton  
Hattiesburg City Clerk  
200 Forrest Street  
Hattiesburg, MS 39401  
Email: [keatong@hattiesburgms.com](mailto:keatong@hattiesburgms.com)

Re: Lighthouse Rescue Mission, Inc. v. City of Hattiesburg  
In the United States District Court for the Southern District of Mississippi  
Cause No. 2:24-cv-193

Dear Kermas:

Please accept this letter as a proposal for engagement of my firm to represent the City of Hattiesburg in the above referenced matter.

My usual and customary fees are \$200.00 an hour together with reasonable expenses.

I would appreciate you forwarding this proposal to the Hattiesburg City Council for review. As always, it is my honor to defend and protect the City of Hattiesburg and its various departments and employees.

Best Regards,

Clark

L. Clark Hicks, Jr.  
LCHjr/bfm/4485

E-Mail: [clark@hicksattorneys.com](mailto:clark@hicksattorneys.com)

cc: Moran M. (Randy) Pope, III



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Ratification of claims docket for the period ending December 13, 2024.  
File Number: 2024-779  
Minute Book #

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## Summary

Approve claims docket for the period ending December 13, 2024.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.



INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3         |                      |                     |         |                   |         |       |                   |        |                     |
|---------------------------------------|----------------------|---------------------|---------|-------------------|---------|-------|-------------------|--------|---------------------|
| ACCOUNT/VENDOR                        |                      | INVOICE             | PO      | YEAR/PR           | TYP     | S     | WARRANT           | CHECK  | DESCRIPTION         |
| 001000 BALANCE SHEET                  |                      |                     |         |                   |         |       |                   |        |                     |
| 001000                                | 0520LB               |                     |         | D/F               | LIBRARY |       |                   |        |                     |
| 002158                                | AT&T                 | M8183270010594      | 11/24 0 | 2025              | 3       | INV P | 244.74 121324     | 306281 | 11/24 LONG DISTANCE |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 244.74            |        |                     |
| 001000 060100 GAS/LUBRICANT-CITY BARN |                      |                     |         |                   |         |       |                   |        |                     |
| 003497                                | MAPLES GAS COMPANY   | 294866              | 2500978 | 2025              | 3       | INV P | 17,415.59 121324  | 306370 | GAS & DIESEL/FUEL S |
| 049752                                | PIGOTT OIL COMPANY   | SI-7217             | 2500916 | 2025              | 3       | INV P | 11,376.00 121324  | 306410 | GAS/FUEL STATION    |
| 050513                                | GPM EMPIRE-BULK FUEL | IN-0424884          | 2500764 | 2025              | 3       | INV P | 10,393.18 121324  | 306339 | GAS & DIESEL/FUEL S |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 39,184.77         |        |                     |
| 001000 063700 PREPAID WORKMAN'S COMP  |                      |                     |         |                   |         |       |                   |        |                     |
| 003696                                | MS MUNICIPAL WORKERS | 0108WC2024-3        | 0       | 2025              | 3       | INV P | 177,453.38 121324 | 306379 | 2ND INSTALLMENT MS  |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 177,453.38        |        |                     |
| 001000 129900 MISCELLANEOUS           |                      |                     |         |                   |         |       |                   |        |                     |
| 051214                                | CARTER, SARAH        | REF S CARTER        | 0       | 2025              | 3       | INV P | 240.00 121324     | 306300 | CEM CC TO BE REFUND |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 240.00            |        |                     |
| ORG 001000 TOTAL                      |                      |                     |         |                   |         |       | 217,122.89        |        |                     |
| 001003 CITY COUNCIL                   |                      |                     |         |                   |         |       |                   |        |                     |
| 001003                                | 501000               |                     |         | OTHER EXPENDABLE  | OFF.SPL |       |                   |        |                     |
| 004017                                | REGIONS CARDHOLDER S | 5548-11/30/24       | 0       | 2025              | 3       | INV P | 443.65 121324     | 306427 | 5548-11/30/24 REGIO |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 443.65            |        |                     |
| 001003 601000 AUDITING AND ACCOUNTING |                      |                     |         |                   |         |       |                   |        |                     |
| 004442                                | TMH                  | 239786              | 0       | 2025              | 3       | INV P | 35,000.00 121324  | 306454 | SECOND INTERIM BILL |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 35,000.00         |        |                     |
| 001003 606000 TELEPHONE AND TELEGRAPH |                      |                     |         |                   |         |       |                   |        |                     |
| 002160                                | AT&T MOBILITY        | 287289913717X120524 | 0       | 2025              | 3       | INV P | 40.23 121324      | 306282 | MB2016-287/WIRELESS |
| 002160                                | AT&T MOBILITY        | 287290252011X120524 | 0       | 2025              | 3       | INV P | 201.15 121324     | 306282 | MB2016-287/WIRELESS |
|                                       |                      |                     |         |                   |         |       | 241.38            |        |                     |
| ACCOUNT TOTAL                         |                      |                     |         |                   |         |       | 241.38            |        |                     |
| ORG 001003 TOTAL                      |                      |                     |         |                   |         |       | 35,685.03         |        |                     |
| 001015 CITY COURT                     |                      |                     |         |                   |         |       |                   |        |                     |
| 001015                                | 604800               |                     |         | OTHER PROF.-SAMSA | GRANT   |       |                   |        |                     |
| 002564                                | COURT PROGRAMS INC   | 6652726             | 0       | 2025              | 3       | INV P | 800.00 121324     | 306314 | GR#1H79TI081923-01C |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      | ACCOUNT/VENDOR       |         | INVOICE                  | PO | YEAR/PR | TYP | S | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|----------------------|---------|--------------------------|----|---------|-----|---|-----------|--------|----------------------------|
| 003917                        | PINE BELT MENTAL HEA | 2024-11              | 0       | 2025                     | 3  | INV     | P   |   | 21,336.85 | 121324 | 306413 COURT BHC PINE BELT |
| 004327                        | STANDARD OFFICE SUPP | H35041-00            | 2500762 | 2025                     | 3  | INV     | P   |   | 239.00    | 121324 | 306447 PRINTED FORMS FOR B |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 22,375.85 |        |                            |
| 001015                        | 604900               |                      |         | OTHER PROFESSIONAL SERV. |    |         |     |   |           |        |                            |
| 002564                        | COURT PROGRAMS INC   | #123                 | 0       | 2025                     | 3  | INV     | P   |   | 8,114.00  | 121324 | 306314 COURT ANKLE MONI MB |
| 050404                        | PRECIOUS TATE JASPER | 0013                 | 0       | 2025                     | 3  | INV     | P   |   | 1,275.00  | 121324 | 306420 COURT NON CONTRACT  |
| 050953                        | CONVILLE & CONVILLE  | #2024-005            | 0       | 2025                     | 3  | INV     | P   |   | 4,016.25  | 121324 | 306313 PROTEM HOURS 10/2,3 |
| 050953                        | CONVILLE & CONVILLE  | 2024-006             | 0       | 2025                     | 3  | INV     | P   |   | 2,936.25  | 121324 | 306313 PROTEM HOURS 11/7,1 |
|                               |                      |                      |         |                          |    |         |     |   | 6,952.50  |        |                            |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 16,341.50 |        |                            |
| 001015                        | 604901               |                      |         | OTHER PROF-TECHNOLOGY    |    |         |     |   |           |        |                            |
| 004057                        | RJ YOUNG COMPANY     | INV7241296           | 0       | 2025                     | 3  | INV     | P   |   | 1,615.33  | 121324 | 306430 MB#2024-39 COURT10. |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 1,615.33  |        |                            |
| 001015                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH  |    |         |     |   |           |        |                            |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025                     | 3  | INV     | P   |   | 383.41    | 121324 | 306282 MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY        | 287289913717X120524  | 0       | 2025                     | 3  | INV     | P   |   | 40.23     | 121324 | 306282 MB2016-287/WIRELESS |
| 002160                        | AT&T MOBILITY        | 287290252011X120524  | 0       | 2025                     | 3  | INV     | P   |   | 80.46     | 121324 | 306282 MB2016-287/WIRELESS |
|                               |                      |                      |         |                          |    |         |     |   | 504.10    |        |                            |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 504.10    |        |                            |
| 001015                        | 630000               |                      |         | GAS                      |    |         |     |   |           |        |                            |
| 004321                        | SPIRE                | G2024-4 DEC          | 0       | 2025                     | 3  | INV     | P   |   | 20.00     | 121324 | 306446 SPIRE(WILMUT GAS) V |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 20.00     |        |                            |
| 001015                        | 630500               |                      |         | ELECTRICITY              |    |         |     |   |           |        |                            |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                     | 3  | INV     | P   |   | 269.76    | 121324 | 306389 MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 269.76    |        |                            |
| 001015                        | 699900               |                      |         | SERVICES NOT SPECIFIED   |    |         |     |   |           |        |                            |
| 003750                        | NATIONAL ALLIANCE ON | 2024                 | 0       | 2025                     | 3  | INV     | P   |   | 1,500.00  | 121324 | 306396 COURT ANNUAL NAMI M |
| ACCOUNT TOTAL                 |                      |                      |         |                          |    |         |     |   | 1,500.00  |        |                            |
| ORG 001015 TOTAL              |                      |                      |         |                          |    |         |     |   | 42,626.54 |        |                            |
| 001020                        |                      |                      |         | MAYOR/ADMIN.             |    |         |     |   |           |        |                            |
| 001020                        | 501000               |                      |         | OTHER EXPENDABLE OFF.SPL |    |         |     |   |           |        |                            |
| 003742                        | N & H ELECTRONIC DIS | 26084                | 2501002 | 2025                     | 3  | INV     | P   |   | 44.80     | 121324 | 306395 XLR CABLE FOR PARAD |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                          |         |         |     |       |                 |        |                     |
|-------------------------------|----------------------|--------------------------|---------|---------|-----|-------|-----------------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE                  | PO      | YEAR/PR | TYP | S     | WARRANT         | CHECK  | DESCRIPTION         |
| 003921                        | PINE BELT TROPHY     | TROPHY-MAYORS CUP        | 0       | 2025    | 3   | INV P | 198.00 121324   | 306414 | USM WOMENS PROGRAM- |
| 004017                        | REGIONS CARDHOLDER S | 4341-11/30/24            | 0       | 2025    | 3   | INV P | 254.46 121324   | 306427 | 4341-11/30/24 REGIO |
| 004575                        | WALMART STORES INC   | 429900874980             | 2500434 | 2025    | 3   | INV P | 269.25 121324   | 306463 | WALMART/CANDY/DECOR |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 766.51          |        |                     |
| 001020                        | 505000               | SUBSCRIPTIONS,MAGS,MAPS  |         |         |     |       |                 |        |                     |
| 004017                        | REGIONS CARDHOLDER S | 4524-11/30/24            | 0       | 2025    | 3   | INV P | 17.11 121324    | 306427 | 4524-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 17.11           |        |                     |
| 001020                        | 511500               | FOOD                     |         |         |     |       |                 |        |                     |
| 002500                        | COCA COLA BOTTLING C | 44663598042              | 0       | 2025    | 3   | INV P | 142.50 121324   | 306309 | WATER-ADMIN OFFICE  |
| 004017                        | REGIONS CARDHOLDER S | 4341-11/30/24            | 0       | 2025    | 3   | INV P | 1,097.00 121324 | 306427 | 4341-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 1,239.50        |        |                     |
| 001020                        | 570000               | MTR VEHICLE REP. PTS/SPL |         |         |     |       |                 |        |                     |
| 002160                        | AT&T MOBILITY        | 287308925627X120524      | 0       | 2025    | 3   | INV P | 47.20 121324    | 306282 | MB2016-287/WIRELESS |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 47.20           |        |                     |
| 001020                        | 606000               | TELEPHONE AND TELEGRAPH  |         |         |     |       |                 |        |                     |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824     | 0       | 2025    | 3   | INV P | 56.79 121324    | 306282 | MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY        | 287289913717X120524      | 0       | 2025    | 3   | INV P | 99.48 121324    | 306282 | MB2016-287/WIRELESS |
| 002160                        | AT&T MOBILITY        | 287290252011X120524      | 0       | 2025    | 3   | INV P | 180.50 121324   | 306282 | MB2016-287/WIRELESS |
|                               |                      |                          |         |         |     |       | 336.77          |        |                     |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 336.77          |        |                     |
| 001020                        | 611000               | TRAVEL EXPENSE           |         |         |     |       |                 |        |                     |
| 002196                        | BARKER, THOMAS       | TA 10498                 | 0       | 2025    | 3   | INV P | 68.00 121324    | 306285 | PER DIEM FOR MML EX |
| 004017                        | REGIONS CARDHOLDER S | 4524-11/30/24            | 0       | 2025    | 3   | INV P | 1,869.39 121324 | 306427 | 4524-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 1,937.39        |        |                     |
| 001020                        | 644900               | OTHER RENT               |         |         |     |       |                 |        |                     |
| 004401                        | TAYLOR RENTAL CENTER | RIBBON CUT TENT1203      | 2500825 | 2025    | 3   | INV P | 748.00 121324   | 306452 | TENT FOR EAST OVERP |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 748.00          |        |                     |
| 001020                        | 684000               | DUES AND MEMBERSHIPS     |         |         |     |       |                 |        |                     |
| 004017                        | REGIONS CARDHOLDER S | 6566-11/30/24            | 0       | 2025    | 3   | INV P | 250.00 121324   | 306427 | 6566-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |       | 250.00          |        |                     |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |               |         |                          |          |          |         |                     |                     |             |
|-------------------------------|----------------------|----------------------|---------------|---------|--------------------------|----------|----------|---------|---------------------|---------------------|-------------|
| ACCOUNT/VENDOR                |                      | INVOICE              |               | PO      | YEAR/PR                  |          | TYP S    | WARRANT |                     | CHECK               | DESCRIPTION |
| 001020                        | 684500               |                      |               |         | REGISTRATION FEE/TUITION |          |          |         |                     |                     |             |
| 004017                        | REGIONS              | CARDHOLDER S         | 4524-11/30/24 | 0       | 2025                     | 3 INV P  | 1,500.00 | 121324  | 306427              | 4524-11/30/24 REGIO |             |
| ACCOUNT TOTAL                 |                      |                      |               |         |                          |          | 1,500.00 |         |                     |                     |             |
| ORG 001020 TOTAL              |                      |                      |               |         |                          |          | 6,842.48 |         |                     |                     |             |
| MUNICIPAL CLERK               |                      |                      |               |         |                          |          |          |         |                     |                     |             |
| 001040                        | 606000               |                      |               |         | TELEPHONE AND TELEGRAPH  |          |          |         |                     |                     |             |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0             | 2025    | 3 INV P                  | 41.23    | 121324   | 306282  | MB#2016-287/WIRELES |                     |             |
| 002160                        | AT&T MOBILITY        | 287290252011X120524  | 0             | 2025    | 3 INV P                  | 40.23    | 121324   | 306282  | MB2016-287/WIRELESS |                     |             |
|                               |                      |                      |               |         |                          |          | 81.46    |         |                     |                     |             |
| ACCOUNT TOTAL                 |                      |                      |               |         |                          |          | 81.46    |         |                     |                     |             |
| ADVERTISING                   |                      |                      |               |         |                          |          |          |         |                     |                     |             |
| 001040                        | 615000               |                      |               |         | ADVERTISING              |          |          |         |                     |                     |             |
| 003141                        | HUB CITY SPOKES      | 104512               | 0             | 2025    | 3 INV P                  | 395.28   | 121324   | 306347  | LEGAL NOTICES PUBLI |                     |             |
| 003141                        | HUB CITY SPOKES      | 104527               | 0             | 2025    | 3 INV P                  | 7,009.42 | 121324   | 306347  | LEGAL NOTICES 10.17 |                     |             |
| 003141                        | HUB CITY SPOKES      | 104780               | 0             | 2025    | 3 INV P                  | 272.36   | 121324   | 306347  | LEGAL NOTICES 11.21 |                     |             |
|                               |                      |                      |               |         |                          |          | 7,677.06 |         |                     |                     |             |
| ACCOUNT TOTAL                 |                      |                      |               |         |                          |          | 7,677.06 |         |                     |                     |             |
| ORG 001040 TOTAL              |                      |                      |               |         |                          |          | 7,758.52 |         |                     |                     |             |
| ACCOUNTING DIV.               |                      |                      |               |         |                          |          |          |         |                     |                     |             |
| 001042                        | 500500               |                      |               |         | PRINTED FORMS            |          |          |         |                     |                     |             |
| 004327                        | STANDARD OFFICE SUPP | H34819-00            |               | 2500832 | 2025                     | 3 INV P  | 562.00   | 121324  | 306447              | 5000 #9 WINDOW ENVE |             |
| ACCOUNT TOTAL                 |                      |                      |               |         |                          |          | 562.00   |         |                     |                     |             |
| ORG 001042 TOTAL              |                      |                      |               |         |                          |          | 562.00   |         |                     |                     |             |
| PURCHASING DIV.               |                      |                      |               |         |                          |          |          |         |                     |                     |             |
| 001045                        | 500300               |                      |               |         | PAPER                    |          |          |         |                     |                     |             |
| 004327                        | STANDARD OFFICE SUPP | H35078-00            |               | 2500930 | 2025                     | 3 INV P  | 275.00   | 121324  | 306447              | OFFICE SUPPLIES/PUR |             |
| ACCOUNT TOTAL                 |                      |                      |               |         |                          |          | 275.00   |         |                     |                     |             |
| REGISTRATION FEE/TUITION      |                      |                      |               |         |                          |          |          |         |                     |                     |             |
| 001045                        | 684500               |                      |               |         | REGISTRATION FEE/TUITION |          |          |         |                     |                     |             |
| 004017                        | REGIONS              | CARDHOLDER S         | 6566-11/30/24 | 0       | 2025                     | 3 INV P  | 70.00    | 121324  | 306427              | 6566-11/30/24 REGIO |             |
| ACCOUNT TOTAL                 |                      |                      |               |         |                          |          | 70.00    |         |                     |                     |             |
| ORG 001045 TOTAL              |                      |                      |               |         |                          |          | 345.00   |         |                     |                     |             |
| URBAN DEVELOPMT               |                      |                      |               |         |                          |          |          |         |                     |                     |             |
| 001090                        | 502000               |                      |               |         | MINOR OFFICE EQUIP/FURN. |          |          |         |                     |                     |             |
| 004017                        | REGIONS              | CARDHOLDER S         | 1286-11/30/24 | 0       | 2025                     | 3 INV P  | 520.93   | 121324  | 306427              | 1286-11/30/24 REGIO |             |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |            |                      |         |                           |     |       |           |        |        |                     |
|-------------------------------|----------------------|------------|----------------------|---------|---------------------------|-----|-------|-----------|--------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE    |                      | PO      | YEAR/PR                   | TYP | S     | WARRANT   |        | CHECK  | DESCRIPTION         |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 520.93    |        |        |                     |
| 001090                        | 505000               |            |                      |         | SUBSCRIPTIONS,MAGS,MAPS   |     |       |           |        |        |                     |
| 004017                        | REGIONS              | CARDHOLDER | S 6566-11/30/24      | 0       | 2025                      | 3   | INV P | 5.00      | 121324 | 306427 | 6566-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 5.00      |        |        |                     |
| 001090                        | 559000               |            |                      |         | OTHER OPERATING MATL/SPLY |     |       |           |        |        |                     |
| 004017                        | REGIONS              | CARDHOLDER | S 4341-11/30/24      | 0       | 2025                      | 3   | INV P | 15.00     | 121324 | 306427 | 4341-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 15.00     |        |        |                     |
| 001090                        | 606000               |            |                      |         | TELEPHONE AND TELEGRAPH   |     |       |           |        |        |                     |
| 002160                        | AT&T MOBILITY        |            | 287273578351X1205824 | 0       | 2025                      | 3   | INV P | 59.79     | 121324 | 306282 | MB#2016-287/WIRELES |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 59.79     |        |        |                     |
| 001090                        | 611000               |            |                      |         | TRAVEL EXPENSE            |     |       |           |        |        |                     |
| 004017                        | REGIONS              | CARDHOLDER | S 5548-11/30/24      | 0       | 2025                      | 3   | INV P | 1,111.71  | 121324 | 306427 | 5548-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 1,111.71  |        |        |                     |
| 001090                        | 684500               |            |                      |         | REGISTRATION FEE/TUITION  |     |       |           |        |        |                     |
| 004017                        | REGIONS              | CARDHOLDER | S 2080-11/30/24      | 0       | 2025                      | 3   | INV P | 305.00    | 121324 | 306427 | 2080-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 305.00    |        |        |                     |
| ORG 001090 TOTAL              |                      |            |                      |         |                           |     |       | 2,017.43  |        |        |                     |
| INFO TECHNOLOGY               |                      |            |                      |         |                           |     |       |           |        |        |                     |
| 001091                        | 525000               |            |                      |         | GAS AND OIL               |     |       |           |        |        |                     |
| 001091                        | 525000               |            |                      |         | GAS AND OIL               |     |       |           |        |        |                     |
| 049764                        | GPM EMPIRE-FLASHMARK |            | 9440028              | 0       | 2025                      | 3   | INV P | 18.40     | 121324 | 306340 | MINIT MART FUEL IT- |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 18.40     |        |        |                     |
| 001091                        | 603500               |            |                      |         | DATA PROCESSING           |     |       |           |        |        |                     |
| 003583                        | METRIX SOLUTIONS     |            | M117426              | 0       | 2025                      | 3   | INV P | 1,503.84  | 121324 | 306375 | CYLANCE QUARTERLY R |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 1,503.84  |        |        |                     |
| 001091                        | 604900               |            |                      |         | OTHER PROFESSIONAL SERV.  |     |       |           |        |        |                     |
| 003342                        | KRONOS INCORPORATED  |            | 12301366             | 2501017 | 2025                      | 3   | INV P | 6,000.00  | 121324 | 306361 | UKG WORKFORCE MIGRA |
| 003342                        | KRONOS INCORPORATED  |            | 12301372             | 2501017 | 2025                      | 3   | INV P | 50,000.00 | 121324 | 306361 | UKG WORKFORCE MIGRA |
|                               |                      |            |                      |         |                           |     |       | 56,000.00 |        |        |                     |
| ACCOUNT TOTAL                 |                      |            |                      |         |                           |     |       | 56,000.00 |        |        |                     |
| 001091                        | 606000               |            |                      |         | TELEPHONE AND TELEGRAPH   |     |       |           |        |        |                     |
| 002160                        | AT&T MOBILITY        |            | 287289913717X120524  | 0       | 2025                      | 3   | INV P | 213.18    | 121324 | 306282 | MB2016-287/WIRELESS |
| 002160                        | AT&T MOBILITY        |            | 287290252011X120524  | 0       | 2025                      | 3   | INV P | 52.26     | 121324 | 306282 | MB2016-287/WIRELESS |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |               |         |                        |     |       |           |        |                            |
|-------------------------------|----------------------|---------------|---------|------------------------|-----|-------|-----------|--------|----------------------------|
| ACCOUNT/VENDOR                |                      | INVOICE       | PO      | YEAR/PR                | TYP | S     | WARRANT   | CHECK  | DESCRIPTION                |
|                               |                      |               |         |                        |     |       | 265.44    |        |                            |
| ACCOUNT TOTAL                 |                      |               |         |                        |     |       | 265.44    |        |                            |
| 001091                        | 606800               |               |         | NETWORK                |     |       |           |        |                            |
| 002384                        | C SPIRE (MEGAGATE)   | 205876-97     | 0       | 2025                   | 3   | INV P | 669.00    | 121324 | 306297 NETWORK/INTERET - M |
| 002384                        | C SPIRE (MEGAGATE)   | 3000667134-40 | 0       | 2025                   | 3   | INV P | 775.00    | 121324 | 306297 NETWORK/INTERET - M |
| 002384                        | C SPIRE (MEGAGATE)   | 683013-86     | 0       | 2025                   | 3   | INV P | 9,172.42  | 121324 | 306297 NETWORK/INTERET - M |
|                               |                      |               |         |                        |     |       | 10,616.42 |        |                            |
| 003912                        | PILEUM CORPORATION   | P116842       | 0       | 2025                   | 3   | INV P | 4,977.50  | 121324 | 306411 BILLABLE TIME - IT  |
| ACCOUNT TOTAL                 |                      |               |         |                        |     |       | 15,593.92 |        |                            |
| 001091                        | 636500               |               |         | OFFICE EQUIPMENT R&M   |     |       |           |        |                            |
| 003342                        | KRONOS INCORPORATED  | 12115156      | 0       | 2025                   | 3   | INV P | 135.00    | 121324 | 306361 TOUCH ID PLUS FOR H |
| 003342                        | KRONOS INCORPORATED  | CM 1184954    | 0       | 2025                   | 3   | CRM P | -5,311.10 | 121324 | 306361 KRONOS PRIVATE CLOU |
| 003342                        | KRONOS INCORPORATED  | CM 1197447    | 0       | 2025                   | 3   | CRM P | -135.00   | 121324 | 306361 EQUIPMENT CREDIT -  |
| 003342                        | KRONOS INCORPORATED  | CM 1197475    | 0       | 2025                   | 3   | CRM P | -720.00   | 121324 | 306361 EQUIPMENT CREDIT -  |
|                               |                      |               |         |                        |     |       | -6,031.10 |        |                            |
| 003583                        | METRIX SOLUTIONS     | M116533       | 0       | 2025                   | 3   | INV P | 2,148.70  | 121324 | 306375 OFFICE 365 LICENSES |
| 003583                        | METRIX SOLUTIONS     | M118136       | 2500779 | 2025                   | 3   | INV P | 4,740.00  | 121324 | 306375 KNOWBE4 SILVER RENE |
|                               |                      |               |         |                        |     |       | 6,888.70  |        |                            |
| 004050                        | RICOH CORP           | 5070541500    | 0       | 2025                   | 3   | INV P | .22       | 121324 | 306428 CHARGES FOR PRODUCT |
| 004482                        | TYLER TECHNOLGIES IN | 025-487656    | 0       | 2025                   | 3   | INV P | 18,455.83 | 121324 | 306460 ENERGOV SPT&MTN 1/2 |
| ACCOUNT TOTAL                 |                      |               |         |                        |     |       | 19,313.65 |        |                            |
| 001091                        | 732700               |               |         | DATA PROCESSING EQUIP. |     |       |           |        |                            |
| 002613                        | DAKTECH COMPUTERS    | 348200        | 2500911 | 2025                   | 3   | INV P | 2,259.00  | 121324 | 306317 COMPUTER - GIS - IT |
| ACCOUNT TOTAL                 |                      |               |         |                        |     |       | 2,259.00  |        |                            |
| ORG 001091 TOTAL              |                      |               |         |                        |     |       | 94,954.25 |        |                            |
| 001092                        |                      |               |         | GEN. GOVT. BLDG        |     |       |           |        |                            |
| 001092                        | 513000               |               |         | CHEMICALS              |     |       |           |        |                            |
| 002459                        | CHEM-AQUA            | 8768724       | 0       | 2025                   | 3   | INV P | 625.00    | 121324 | 306302 WATER TRMNT PRGRM 0 |
| 002459                        | CHEM-AQUA            | 8847415       | 0       | 2025                   | 3   | INV P | 625.00    | 121324 | 306302 WATER TRMNT PROGRAM |
| 002459                        | CHEM-AQUA            | 8926839       | 0       | 2025                   | 2   | INV P | 625.00    | 121324 | 306302 WATER TRMNT PROGRAM |
|                               |                      |               |         |                        |     |       | 1,875.00  |        |                            |
| ACCOUNT TOTAL                 |                      |               |         |                        |     |       | 1,875.00  |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                     | ACCOUNT/VENDOR |                         | INVOICE            | PO      | YEAR/PR | TYP | S     | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|---------------------|----------------|-------------------------|--------------------|---------|---------|-----|-------|-----------|--------|----------------------------|
| 001092                        | 630000              | 004321         | SPIRE                   | G2024-4 DEC        | 0       | 2025    | 3   | INV P | 610.93    | 121324 | 306446 SPIRE(WILMUT GAS) V |
| ACCOUNT TOTAL                 |                     |                |                         |                    |         |         |     |       | 610.93    |        |                            |
| 001092                        | 630500              | 003700         | MS POWER COMPANY        | E2024-10 DEC       | 0       | 2025    | 3   | INV P | 4,910.70  | 121324 | 306389 MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                     |                |                         |                    |         |         |     |       | 4,910.70  |        |                            |
| 001092                        | 644900              | 002720         | EDWARDS PROPERTY MGM    | FILE 2024 1/25     | 0       | 2025    | 3   | INV P | 1,419.00  | 121324 | 306322 1/2025 DRIVERS LICE |
| 002741                        | ENDOM TRAILERS      | R72846         |                         |                    | 2402736 | 2025    | 3   | INV P | 150.00    | 121324 | 306328 CITY HALL INSURANCE |
| ACCOUNT TOTAL                 |                     |                |                         |                    |         |         |     |       | 1,569.00  |        |                            |
| ORG 001092 TOTAL              |                     |                |                         |                    |         |         |     |       | 8,965.63  |        |                            |
| 001093                        |                     |                |                         | INTERMODAL FAC O&M |         |         |     |       |           |        |                            |
| 001093                        | 630500              | 003700         | MS POWER COMPANY        | E2024-10 DEC       | 0       | 2025    | 3   | INV P | 2,538.60  | 121324 | 306389 MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                     |                |                         |                    |         |         |     |       | 2,538.60  |        |                            |
| ORG 001093 TOTAL              |                     |                |                         |                    |         |         |     |       | 2,538.60  |        |                            |
| 001095                        |                     |                |                         | G/G INS.OTH SER    |         |         |     |       |           |        |                            |
| 001095                        | 602500              | 002377         | BUTLER, SNOW, O'MARA, S | 10454382           | 0       | 2025    | 3   | INV P | 82.00     | 121324 | 306293 ARPA ADMINISTRATION |
| 003090                        | HICKS LAW FIRM, LLC | 11659          |                         |                    | 0       | 2025    | 3   | INV P | 11,220.00 | 121324 | 306345 BRYAN SALIBA AND DE |
| 003090                        | HICKS LAW FIRM, LLC | 11660          |                         |                    | 0       | 2025    | 3   | INV P | 1,680.00  | 121324 | 306345 COH - GENERAL FILE  |
| 003090                        | HICKS LAW FIRM, LLC | 11661          |                         |                    | 0       | 2025    | 3   | INV P | 1,900.00  | 121324 | 306345 HOPE CHATMAN V COH  |
| 003090                        | HICKS LAW FIRM, LLC | 11662          |                         |                    | 0       | 2025    | 3   | INV P | 1,500.00  | 121324 | 306345 HALL AVENUE EAST PR |
| 003090                        | HICKS LAW FIRM, LLC | 11663          |                         |                    | 0       | 2025    | 3   | INV P | 1,200.00  | 121324 | 306345 JAY RIELS V CIVIL S |
| 003090                        | HICKS LAW FIRM, LLC | 11664          |                         |                    | 0       | 2025    | 3   | INV P | 600.00    | 121324 | 306345 AUDRY REGNAL BLACKL |
| 003090                        | HICKS LAW FIRM, LLC | 11673          |                         |                    | 0       | 2025    | 3   | INV P | 700.00    | 121324 | 306345 PLAAS INCORPORATED  |
|                               |                     |                |                         |                    |         |         |     |       | 18,800.00 |        |                            |
| 003944                        | POPE & POPE, PA     | 2489           |                         |                    | 0       | 2025    | 3   | INV P | 1,785.60  | 121324 | 306416 GENERAL OUT OF POCK |
| 049330                        | PHELPS DUNBAR LLP   | 1389552        |                         |                    | 0       | 2025    | 3   | INV P | 172.50    | 121324 | 306408 GENERAL ADVICE AND  |
| 050662                        | CAREY R VARNADO     | 1048           |                         |                    | 0       | 2025    | 3   | INV P | 500.00    | 121324 | 306298 MONTHLY ATTORNEY FE |
| ACCOUNT TOTAL                 |                     |                |                         |                    |         |         |     |       | 21,340.10 |        |                            |
| 001095                        | 602701              | 002523         | COMCAST CABLEVISION     | NOV 30-DEC 29      | 0       | 2025    | 3   | INV P | 211.10    | 121324 | 306311 COMCAST BUSINESS EM |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                          |         |         |      |       |            |          |        |               |               |          |
|-------------------------------|----------------------|--------------------------|---------|---------|------|-------|------------|----------|--------|---------------|---------------|----------|
| ACCOUNT/VENDOR                |                      | INVOICE                  | PO      | YEAR/PR | TYP  | S     | WARRANT    |          | CHECK  | DESCRIPTION   |               |          |
| 003576                        | MEDICAL ANALYSIS-GHV | 11258                    | 0       | 2025    | 3    | INV P | 30,443.42  | 121324   | 306374 | 11/24         | EMPLOYEE CLIN |          |
| 047011                        | JANI-KING OF SOUTH E | SEM12240206              | 2500534 | 2025    | 3    | INV P | 415.00     | 121324   | 306354 | TWO-QUOTE     | JANITORIA     |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 31,069.52  |          |        |               |               |          |
| 001095                        | 604900               | OTHER PROFESSIONAL SERV. |         |         |      |       |            |          |        |               |               |          |
| 003256                        | JOHNSON CONTROLS, IN | 00074094080              | 2404475 | 2025    | 3    | INV P | 12,940.25  | 121324   | 306358 | M & V         | SERVICES AND  |          |
| 004477                        | TURNER, JASON        | TREELIGHTING24           | 0       | 2025    | 3    | INV P | 1,100.00   | 121324   | 306459 | SOUND FOR     | CHRISTMAS     |          |
| 004694                        | ZAC FAIRLEY APPRAISA | 1194                     | 0       | 2025    | 3    | INV P | 1,000.00   | 121324   | 306468 | APPRASIAL     | REPORT-PP     |          |
| 048978                        | RION SNOWDEN ARCHITE | 1139                     | 0       | 2025    | 3    | INV P | 37,533.38  | 121324   | 306429 | DESIGN        | REPAIRS/RENO  |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 52,573.63  |          |        |               |               |          |
| 001095                        | 606000               | TELEPHONE AND TELEGRAPH  |         |         |      |       |            |          |        |               |               |          |
| 002158                        | AT&T                 | L2024 11.20.24           | 0       | 2025    | 3    | INV P | 51.52      | 121324   | 306278 | AT&T, BLUE    | LIGHTS O      |          |
| 002158                        | AT&T                 | L2024-11/28/24           | 0       | 2025    | 3    | INV P | 717.65     | 121324   | 306278 | AT&T BLUE     | LIGHTS ON     |          |
| 002158                        | AT&T                 | M8183270010594           | 11/24   | 0       | 2025 | 3     | INV P      | 5,409.25 | 121324 | 306281        | 11/24 LONG    | DISTANCE |
|                               |                      |                          |         |         |      |       | 6,178.42   |          |        |               |               |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 6,178.42   |          |        |               |               |          |
| 001095                        | 607000               | POSTAGE                  |         |         |      |       |            |          |        |               |               |          |
| 050092                        | PITNEY BOWES BANK    | 3319939753               | 0       | 2025    | 3    | INV P | 1,161.24   | 121324   | 306415 | PITNEY BOWES  | LEASE         |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 1,161.24   |          |        |               |               |          |
| ORG 001095 TOTAL              |                      |                          |         |         |      |       | 112,322.91 |          |        |               |               |          |
| 001096                        | FED PROG ADMIN       |                          |         |         |      |       |            |          |        |               |               |          |
| 001096                        | 611000               | TRAVEL EXPENSE           |         |         |      |       |            |          |        |               |               |          |
| 002869                        | FUELMAN OF MS        | NP67320953A              | 0       | 2025    | 3    | INV P | 26.44      | 121324   | 306335 | FUEL FOR      | CITY VEHIC    |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 26.44      |          |        |               |               |          |
| ORG 001096 TOTAL              |                      |                          |         |         |      |       | 26.44      |          |        |               |               |          |
| 001100                        | POLICE/PUB.SFTY      |                          |         |         |      |       |            |          |        |               |               |          |
| 001100                        | 501000               | OTHER EXPENDABLE OFF.SPL |         |         |      |       |            |          |        |               |               |          |
| 048766                        | OFFICE DEPOT         | 395645878001             | 2500760 | 2025    | 3    | INV P | 20.08      | 121324   | 306400 | OFFICE CHAIRS | FOR D         |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 20.08      |          |        |               |               |          |
| 001100                        | 525000               | GAS AND OIL              |         |         |      |       |            |          |        |               |               |          |
| 049764                        | GPM EMPIRE-FLASHMARK | 9440027                  | 0       | 2025    | 3    | INV P | 12.50      | 121324   | 306340 | MINIT MART    | FUEL POL      |          |
| ACCOUNT TOTAL                 |                      |                          |         |         |      |       | 12.50      |          |        |               |               |          |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                     |         |                          |     |       |                 |       |             |                     |
|-------------------------------|----------------------|---------------------|---------|--------------------------|-----|-------|-----------------|-------|-------------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE             | PO      | YEAR/PR                  | TYP | S     | WARRANT         | CHECK | DESCRIPTION |                     |
| 001100                        | 535000               |                     |         | UNIFORMS, BADGES, ETC.   |     |       |                 |       |             |                     |
| 002769                        | EXPRESS PRESS        | 57566A-BO           | 2500398 | 2025                     | 3   | INV P | 42.99 121324    |       | 306331      | LONG SLEEVE SHIRTS  |
| 002879                        | GALL'S LLC           | 029848877           | 2500972 | 2025                     | 3   | INV P | 224.95 121324   |       | 306336      | EQUIP FOR STOCK/ SH |
| 003588                        | MID SOUTH UNIFORM &  | 654655              | 2500217 | 2025                     | 3   | INV P | 4,658.40 121324 |       | 306376      | TROUSERS (12) FRENC |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |       | 4,926.34        |       |             |                     |
| 001100                        | 535500               |                     |         | WEARING APPAREL          |     |       |                 |       |             |                     |
| 004017                        | REGIONS CARDHOLDER S | 1286-11/30/24       | 0       | 2025                     | 3   | INV P | 489.90 121324   |       | 306427      | 1286-11/30/24 REGIO |
| 004017                        | REGIONS CARDHOLDER S | 6566-11/30/24       | 0       | 2025                     | 3   | INV P | -21.35 121324   |       | 306427      | 6566-11/30/24 REGIO |
|                               |                      |                     |         |                          |     |       | 468.55          |       |             |                     |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |       | 468.55          |       |             |                     |
| 001100                        | 546000               |                     |         | MINOR EQUIPMENT          |     |       |                 |       |             |                     |
| 048766                        | OFFICE DEPOT         | 395645878001        | 2500760 | 2025                     | 3   | INV P | 699.98 121324   |       | 306400      | OFFICE CHAIRS FOR D |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |       | 699.98          |       |             |                     |
| 001100                        | 570000               |                     |         | MTR VEHICLE REP. PTS/SPL |     |       |                 |       |             |                     |
| 002060                        | ADVANCE AUTO PARTS   | 5604433774430       | 2500947 | 2025                     | 3   | INV P | 906.57 121324   |       | 306271      | PARTS FOR SHOP AND  |
| 002160                        | AT&T MOBILITY        | 287308925627X120524 | 0       | 2025                     | 3   | INV P | 4,413.20 121324 |       | 306282      | MB2016-287/WIRELESS |
| 003915                        | PINE BELT CDJR, INC  | 96223               | 2501046 | 2025                     | 3   | INV P | 575.16 121324   |       | 306412      | PARTS FOR SHOP-HPD  |
| 004017                        | REGIONS CARDHOLDER S | 6566-11/30/24       | 0       | 2025                     | 3   | INV P | 35.99 121324    |       | 306427      | 6566-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |       | 5,930.92        |       |             |                     |
| 001100                        | 603000               |                     |         | VETERINARIAN             |     |       |                 |       |             |                     |
| 003106                        | HOLLAND VETERINARY H | 77875               | 0       | 2025                     | 3   | INV P | 568.83 121324   |       | 306346      | VET VISIT FOR IVY ( |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |       | 568.83          |       |             |                     |
| 001100                        | 604900               |                     |         | OTHER PROFESSIONAL SERV. |     |       |                 |       |             |                     |
| 002471                        | CINTAS CORPORATION # | 4212987876          | 0       | 2025                     | 3   | INV P | 151.96 121324   |       | 306303      | MAT RENTALS FOR PUB |
| 002471                        | CINTAS CORPORATION # | 4213817606          | 0       | 2025                     | 3   | INV P | 60.98 121324    |       | 306303      | MAT RENTALS FOR PUB |
|                               |                      |                     |         |                          |     |       | 212.94          |       |             |                     |
| 002522                        | COMCAST              | 11.22.24-12.21.24   | 0       | 2025                     | 3   | INV P | 141.33 121324   |       | 306310      | CONVERTER BOX LEASE |
| 002750                        | EQUIFAX INFORMATION  | 2062974938          | 0       | 2025                     | 3   | INV P | 21.34 121324    |       | 306329      | ONLINE INVESTIGATIO |
| 004272                        | SOUTHERN FIRE & SPRI | 24-17793            | 0       | 2025                     | 3   | INV P | 250.00 121324   |       | 306438      | ANNUAL INSP. OF FIR |
| 004453                        | TRANSUNION RISK AND  | 362606-202411-1     | 0       | 2025                     | 3   | INV P | 413.20 121324   |       | 306458      | ONLINE INVESTIGATIO |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                             |                         |         |         |      |         |           |        |        |                     |
|-------------------------------|-----------------------------|-------------------------|---------|---------|------|---------|-----------|--------|--------|---------------------|
| ACCOUNT/VENDOR                |                             | INVOICE                 | PO      | YEAR/PR | TYP  | S       | WARRANT   |        | CHECK  | DESCRIPTION         |
| 047055                        | INTERPRETERS & TRANS        | 208418                  | 0       | 2025    | 3    | INV P   | 164.68    | 121324 | 306351 | INTERPRETERS SERVIC |
| 047187                        | FOUR SEASONS LAWN           | 19964                   | 0       | 2025    | 3    | INV P   | 2,576.50  | 121324 | 306333 | LAWN MAINTENANCE FO |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 3,779.99  |        |        |                     |
| 001100                        | 604921                      | NOLA EXPENSE            |         |         |      |         |           |        |        |                     |
| 048940                        | WEST NETWORKS LLC           | INV-202607              | 2500999 | 2025    | 3    | INV P   | 490.00    | 121324 | 306467 | NOLA CAMERA WARRANT |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 490.00    |        |        |                     |
| 001100                        | 606000                      | TELEPHONE AND TELEGRAPH |         |         |      |         |           |        |        |                     |
| 002158                        | AT&T                        | 0563152379001           | 11/24   | 0       | 2025 | 3 INV P | 48.90     | 121324 | 306280 | POLICE DISPATCH     |
| 002158                        | AT&T                        | L2024-11/28             |         | 0       | 2025 | 3 INV P | 202.00    | 121324 | 306278 | AT&T A PARKER-DEPT  |
| 002158                        | AT&T                        | M3182220010593          | 11/24   | 0       | 2025 | 3 INV P | 413.50    | 121324 | 306279 | POLICE              |
|                               |                             |                         |         |         |      |         | 664.40    |        |        |                     |
| 002160                        | AT&T MOBILITY               | 287273578351X1205824    | 0       | 2025    | 3    | INV P   | 610.99    | 121324 | 306282 | MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY               | 287289913717X120524     | 0       | 2025    | 3    | INV P   | 8,573.27  | 121324 | 306282 | MB2016-287/WIRELESS |
| 002160                        | AT&T MOBILITY               | 287290252011X120524     | 0       | 2025    | 3    | INV P   | 28.48     | 121324 | 306282 | MB2016-287/WIRELESS |
|                               |                             |                         |         |         |      |         | 9,212.74  |        |        |                     |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 9,877.14  |        |        |                     |
| 001100                        | 611000                      | TRAVEL EXPENSE          |         |         |      |         |           |        |        |                     |
| 004210                        | SIMS, JULIUS HARDY          | 105050T                 | 0       | 2025    | 3    | INV P   | 990.40    | 121324 | 306435 | TRAVEL ADVANCE FOR  |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 990.40    |        |        |                     |
| 001100                        | 612000                      | FREIGHT                 |         |         |      |         |           |        |        |                     |
| 002879                        | GALL'S LLC                  | 029848877               | 2500972 | 2025    | 3    | INV P   | 14.72     | 121324 | 306336 | EQUIP FOR STOCK/ SH |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 14.72     |        |        |                     |
| 001100                        | 630500                      | ELECTRICITY             |         |         |      |         |           |        |        |                     |
| 003700                        | MS POWER COMPANY            | E2024-10 DEC            | 0       | 2025    | 3    | INV P   | 13,192.02 | 121324 | 306389 | MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 13,192.02 |        |        |                     |
| 001100                        | 635000                      | BUILDING R&M            |         |         |      |         |           |        |        |                     |
| 004017                        | REGIONS CARDHOLDER S        | 4341-11/30/24           | 0       | 2025    | 3    | INV P   | 114.28    | 121324 | 306427 | 4341-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                             |                         |         |         |      |         | 114.28    |        |        |                     |
| 001100                        | 638400                      | MOTOR VEHICLE EQ. R&M   |         |         |      |         |           |        |        |                     |
| 003421                        | LIL TIRE SHOPPE (BR 1129775 |                         | 2501056 | 2025    | 3    | INV P   | 342.30    | 121324 | 306367 | REPAIRS TO UNIT# 20 |
| 003861                        | PATTERSON AUTO ELECT        | 82440                   | 2500799 | 2025    | 3    | INV P   | 2,535.80  | 121324 | 306404 | REPAIRS TO UNIT# 18 |
| 003861                        | PATTERSON AUTO ELECT        | 82534                   | 2500797 | 2025    | 3    | INV P   | 485.00    | 121324 | 306404 | REPAIRS TO UNIT# 17 |
| 003861                        | PATTERSON AUTO ELECT        | 82554                   | 2500654 | 2025    | 3    | INV P   | 462.50    | 121324 | 306404 | REPAIRS TO UNIT# 21 |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                          |         |         |     |     |           |           |        |             |                     |
|-------------------------------|----------------------|--------------------------|---------|---------|-----|-----|-----------|-----------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE                  | PO      | YEAR/PR | TYP | S   | WARRANT   |           | CHECK  | DESCRIPTION |                     |
|                               |                      |                          |         |         |     |     | 3,483.30  |           |        |             |                     |
| 047257                        | L & K EQUIPMENT      | 757                      | 2500544 | 2025    | 3   | INV | P         | 933.92    | 121324 | 306363      | AIR COMPRESSOR REPA |
| 047486                        | JASPER ENGINE EXC    | 13995534                 | 2500886 | 2025    | 3   | INV | P         | 4,999.00  | 121324 | 306355      | REPAIRS TO UNIT# 19 |
| 047725                        | HI-FI CRUISIN        | 131743                   | 2500396 | 2025    | 3   | INV | P         | 370.00    | 121324 | 306344      | REPAIRS TO UNIT# 22 |
| 047725                        | HI-FI CRUISIN        | 131790                   | 0       | 2025    | 3   | INV | P         | 180.00    | 121324 | 306344      | INSTALL AND LABOR C |
| 047725                        | HI-FI CRUISIN        | 131791                   | 0       | 2025    | 3   | INV | P         | 45.00     | 121324 | 306344      | INSTALL AND LABOR C |
|                               |                      |                          |         |         |     |     | 595.00    |           |        |             |                     |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |     | 10,353.52 |           |        |             |                     |
| 001100                        | 639800               | TOW IN CHARGES           |         |         |     |     |           |           |        |             |                     |
| 003389                        | LARRY'S WRECKER SERV | 12572                    | 0       | 2025    | 3   | INV | P         | 70.00     | 121324 | 306365      | TOWING OF UNIT# 208 |
| 003389                        | LARRY'S WRECKER SERV | 12633A                   | 0       | 2025    | 3   | INV | P         | 70.00     | 121324 | 306365      | TOWING OF UNIT# 175 |
| 003389                        | LARRY'S WRECKER SERV | 12798                    | 0       | 2025    | 3   | INV | P         | 70.00     | 121324 | 306365      | TOWING OF UNIT# 183 |
| 003389                        | LARRY'S WRECKER SERV | 13465A                   | 0       | 2025    | 3   | INV | P         | 70.00     | 121324 | 306365      | TOWING OF UNIT# 208 |
| 003389                        | LARRY'S WRECKER SERV | 13612                    | 0       | 2025    | 3   | INV | P         | 70.00     | 121324 | 306365      | TOWING OF UNIT# 193 |
|                               |                      |                          |         |         |     |     | 350.00    |           |        |             |                     |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |     | 350.00    |           |        |             |                     |
| 001100                        | 641000               | OFFICE EQUIPMENT RENT    |         |         |     |     |           |           |        |             |                     |
| 002383                        | C D W GOVERNMENT     | AB7YW5L                  | 2500967 | 2025    | 3   | INV | P         | 674.07    | 121324 | 306295      | CREATIVE CLOUD FOR  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |     | 674.07    |           |        |             |                     |
| 001100                        | 641700               | MOTORCYCLE RENT          |         |         |     |     |           |           |        |             |                     |
| 049468                        | EMAG DAYTONA HD LLC  | 01012025                 | 0       | 2025    | 3   | INV | P         | 16,500.00 | 121324 | 306323      | MB 2022-235 MOTOR L |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |     | 16,500.00 |           |        |             |                     |
| 001100                        | 684500               | REGISTRATION FEE/TUITION |         |         |     |     |           |           |        |             |                     |
| 004017                        | REGIONS CARDHOLDER S | 6566-11/30/24            | 0       | 2025    | 3   | INV | P         | 67.65     | 121324 | 306427      | 6566-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |     | 67.65     |           |        |             |                     |
| ORG 001100 TOTAL              |                      |                          |         |         |     |     | 69,030.99 |           |        |             |                     |
| 001131                        | JOINT P&F TRNG.      |                          |         |         |     |     |           |           |        |             |                     |
| 001131                        | 599000               | OTHER REPAIR/MAINT. SPL. |         |         |     |     |           |           |        |             |                     |
| 002492                        | CLEMTS HARDWARE      | 132842                   | 2500806 | 2025    | 3   | INV | P         | 77.39     | 121324 | 306307      | PPE REPAIR MATERIAL |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |     | 77.39     |           |        |             |                     |
| 001131                        | 630000               | GAS                      |         |         |     |     |           |           |        |             |                     |
| 004321                        | SPIRE                | G2024-4 DEC              | 0       | 2025    | 3   | INV | P         | 149.00    | 121324 | 306446      | SPIRE(WILMUT GAS) V |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                     |         |                          |     |       |          |        |                            |
|-------------------------------|----------------------|---------------------|---------|--------------------------|-----|-------|----------|--------|----------------------------|
| ACCOUNT/VENDOR                |                      | INVOICE             | PO      | YEAR/PR                  | TYP | S     | WARRANT  | CHECK  | DESCRIPTION                |
|                               |                      |                     |         | ACCOUNT TOTAL            |     |       | 149.00   |        |                            |
| 001131                        | 630500               |                     |         | ELECTRICITY              |     |       |          |        |                            |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC        | 0       | 2025                     | 3   | INV P | 785.86   | 121324 | 306389 MISSISSIPPI POWER-V |
|                               |                      |                     |         | ACCOUNT TOTAL            |     |       | 785.86   |        |                            |
| 001131                        | 6845FR               |                     |         | REGISTRATION-FIRE        |     |       |          |        |                            |
| 004017                        | REGIONS CARDHOLDER S | 5548-11/30/24       | 0       | 2025                     | 3   | INV P | 64.00    | 121324 | 306427 5548-11/30/24 REGIO |
| 004331                        | STATE FIRE ACADEMY   | 32979               | 0       | 2025                     | 3   | INV P | 1,764.75 | 121324 | 306449 (15)DRIVER/OPERATOR |
|                               |                      |                     |         | ACCOUNT TOTAL            |     |       | 1,828.75 |        |                            |
|                               |                      |                     |         | ORG 001131 TOTAL         |     |       | 2,841.00 |        |                            |
| FIRE DIVISION                 |                      |                     |         |                          |     |       |          |        |                            |
| 001160                        | 510000               |                     |         | CLEANING/JANITORIAL      |     | SPLY  |          |        |                            |
| 002471                        | CINTAS CORPORATION # | 4209166474          | 0       | 2025                     | 3   | INV P | 94.95    | 121324 | 306303 HFD STATION 9 CLEAN |
| 002471                        | CINTAS CORPORATION # | 4213186770          | 0       | 2025                     | 3   | INV P | 24.69    | 121324 | 306304 HFD MECHANIC SHOP C |
| 002471                        | CINTAS CORPORATION # | 4213939778          | 0       | 2025                     | 3   | INV P | 24.69    | 121324 | 306304 HFD MECHANIC SHOP C |
|                               |                      |                     |         |                          |     |       | 144.33   |        |                            |
| 048909                        | BRADY COMPANIES, LLC | 9503135             | 2500909 | 2025                     | 3   | INV P | 901.75   | 121324 | 306290 HFD CLEANING & JANI |
|                               |                      |                     |         | ACCOUNT TOTAL            |     |       | 1,046.08 |        |                            |
| 001160                        | 535000               |                     |         | UNIFORMS, BADGES, ETC.   |     |       |          |        |                            |
| 003588                        | MID SOUTH UNIFORM &  | 654515              | 2404941 | 2025                     | 3   | INV P | 1,090.69 | 121324 | 306376 HFD SAFETY VEST FOR |
| 003588                        | MID SOUTH UNIFORM &  | 654527              | 2500469 | 2025                     | 3   | INV P | 1,098.55 | 121324 | 306376 HFD UNIFORM BOOTS F |
|                               |                      |                     |         |                          |     |       | 2,189.24 |        |                            |
|                               |                      |                     |         | ACCOUNT TOTAL            |     |       | 2,189.24 |        |                            |
| 001160                        | 535500               |                     |         | WEARING APPAREL          |     |       |          |        |                            |
| 003588                        | MID SOUTH UNIFORM &  | 654515              | 2404941 | 2025                     | 3   | INV P | 415.70   | 121324 | 306376 HFD SAFETY VEST FOR |
|                               |                      |                     |         | ACCOUNT TOTAL            |     |       | 415.70   |        |                            |
| 001160                        | 570000               |                     |         | MTR VEHICLE REP. PTS/SPL |     |       |          |        |                            |
| 002160                        | AT&T MOBILITY        | 287308925627X120524 | 0       | 2025                     | 3   | INV P | 354.00   | 121324 | 306282 MB2016-287/WIRELESS |
| 002733                        | EMERGENCY EQUIPMENT  | 508735              | 2500692 | 2025                     | 3   | INV P | 27.30    | 121324 | 306324 HFD ENGINE 2 UNIT # |
| 003034                        | HATTIESBURG HYDRAULI | 108290              | 2500874 | 2025                     | 3   | INV P | 480.51   | 121324 | 306342 HFD ENGINE 1 UNIT # |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0498        | 2500977 | 2025                     | 3   | INV P | 91.15    | 121324 | 306318 HFD LADDER 6 UNIT # |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0510        | 2501096 | 2025                     | 3   | INV P | 277.63   | 121324 | 306318 HFD RESERVE RESCUE  |
|                               |                      |                     |         |                          |     |       | 368.78   |        |                            |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |         |                         |     |       |          |        |                            |
|-------------------------------|----------------------|----------------------|---------|-------------------------|-----|-------|----------|--------|----------------------------|
| ACCOUNT/VENDOR                |                      | INVOICE              | PO      | YEAR/PR                 | TYP | S     | WARRANT  | CHECK  | DESCRIPTION                |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 1,230.59 |        |                            |
| 001160                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH |     |       |          |        |                            |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025                    | 3   | INV P | 59.79    | 121324 | 306282 MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY        | 287290217384X120524  | 0       | 2025                    | 3   | INV P | 1,555.68 | 121324 | 306282 MB2016-287/WIRELESS |
|                               |                      |                      |         |                         |     |       | 1,615.47 |        |                            |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 1,615.47 |        |                            |
| 001160                        | 612000               |                      |         | FREIGHT                 |     |       |          |        |                            |
| 002733                        | EMERGENCY EQUIPMENT  | 508735               | 2500692 | 2025                    | 3   | INV P | 13.95    | 121324 | 306324 HFD ENGINE 2 UNIT # |
| 003588                        | MID SOUTH UNIFORM &  | 654527               | 2500469 | 2025                    | 3   | INV P | 30.00    | 121324 | 306376 HFD UNIFORM BOOTS F |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0510         | 2501096 | 2025                    | 3   | INV P | 45.00    | 121324 | 306318 HFD RESERVE RESCUE  |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 88.95    |        |                            |
| 001160                        | 630000               |                      |         | GAS                     |     |       |          |        |                            |
| 004321                        | SPIRE                | G2024 NOV 20         | 0       | 2025                    | 3   | INV P | 180.75   | 121324 | 306446 SPIRE-3802 MONTAGUE |
| 004321                        | SPIRE                | G2024-4 DEC          | 0       | 2025                    | 3   | INV P | 57.91    | 121324 | 306446 SPIRE(WILMUT GAS) V |
|                               |                      |                      |         |                         |     |       | 238.66   |        |                            |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 238.66   |        |                            |
| 001160                        | 630500               |                      |         | ELECTRICITY             |     |       |          |        |                            |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                    | 3   | INV P | 2,499.15 | 121324 | 306389 MISSISSIPPI POWER-V |
| 003873                        | PEARL RIVER VALLEY E | 2024 11.26.24        | 0       | 2025                    | 3   | INV P | 713.60   | 121324 | 306407 PEARL RIVER VALLEY- |
| 004282                        | SOUTHERN PINE ELECTR | E2024 11.15.24       | 0       | 2025                    | 3   | INV P | 137.52   | 121324 | 306442 SOUTHERN PINE ELECT |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 3,350.27 |        |                            |
| 001160                        | 631500               |                      |         | WATER                   |     |       |          |        |                            |
| 002146                        | ARNOLD LINE WATER AS | T2024 11/19/2024     | 0       | 2025                    | 3   | INV P | 2.00     | 121324 | 306275 ARNOLD LINE WATER,  |
| 048680                        | RAWLS SPRINGS UTILIT | T2024 11/15/2024     | 0       | 2025                    | 3   | INV P | 52.92    | 121324 | 306426 RAWLS SPRINGS-ACCT  |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 54.92    |        |                            |
| 001160                        | 635000               |                      |         | BUILDING R&M            |     |       |          |        |                            |
| 002256                        | BILL'S PLUMBING CO   | 45962                | 0       | 2025                    | 3   | INV P | 429.04   | 121324 | 306286 HFD STATION 7 EMERG |
| 003225                        | JACKSON, ROOSEVELT I | 729116               | 2500902 | 2025                    | 3   | INV P | 4,585.00 | 121324 | 306353 HFD STATION 5 REPAI |
| ACCOUNT TOTAL                 |                      |                      |         |                         |     |       | 5,014.04 |        |                            |
| 001160                        | 638400               |                      |         | MOTOR VEHICLE EQ. R&M   |     |       |          |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                |         |                          |     |     |   |           |        |             |                    |                 |
|-------------------------------|----------------------|----------------|---------|--------------------------|-----|-----|---|-----------|--------|-------------|--------------------|-----------------|
| ACCOUNT/VENDOR                |                      | INVOICE        | PO      | YEAR/PR                  | TYP | S   |   | WARRANT   | CHECK  | DESCRIPTION |                    |                 |
| 002733                        | EMERGENCY EQUIPMENT  | 509573         | 2500752 | 2025                     | 3   | INV | P | 527.50    | 121324 | 306324      | HFD                | LADDER 1 REPAIR |
| 004297                        | SOUTHERN TIRE MART ( | 2520170614     | 2500872 | 2025                     | 3   | INV | P | 2,760.84  | 121324 | 306444      | HFD                | ENGINE 6 UNIT # |
| 004297                        | SOUTHERN TIRE MART ( | 2520171233     | 2500992 | 2025                     | 3   | INV | P | 2,072.38  | 121324 | 306444      | HFD                | ENGINE 2 UNIT # |
|                               |                      |                |         |                          |     |     |   | 4,833.22  |        |             |                    |                 |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0498   | 2500977 | 2025                     | 3   | INV | P | 405.00    | 121324 | 306318      | HFD                | LADDER 6 UNIT # |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0510   | 2501096 | 2025                     | 3   | INV | P | 135.00    | 121324 | 306318      | HFD                | RESERVE RESCUE  |
|                               |                      |                |         |                          |     |     |   | 540.00    |        |             |                    |                 |
| ACCOUNT TOTAL                 |                      |                |         |                          |     |     |   | 5,900.72  |        |             |                    |                 |
| 001160                        | 641000               |                |         | OFFICE EQUIPMENT RENT    |     |     |   |           |        |             |                    |                 |
| 004050                        | RICOH CORP           | 5070548805     | 0       | 2025                     | 3   | INV | P | 23.12     | 121324 | 306428      | HFD                | ADMIN COPIER RE |
| ACCOUNT TOTAL                 |                      |                |         |                          |     |     |   | 23.12     |        |             |                    |                 |
| 001160                        | 642500               |                |         | CYLINDER RENT            |     |     |   |           |        |             |                    |                 |
| 002071                        | AIRGAS USA LLC (NORD | 5512496543     | 0       | 2025                     | 3   | INV | P | 56.16     | 121324 | 306272      | HFD                | MEDICAL OXYGEN  |
| 004273                        | SOUTHERN GAS & SUPPL | 38965717       | 0       | 2025                     | 3   | INV | P | 146.90    | 121324 | 306439      | HFD                | MEDICAL OXYGEN  |
| 004273                        | SOUTHERN GAS & SUPPL | 38973309       | 0       | 2025                     | 3   | INV | P | 72.71     | 121324 | 306439      | HFD                | MEDICAL OXYGEN  |
|                               |                      |                |         |                          |     |     |   | 219.61    |        |             |                    |                 |
| ACCOUNT TOTAL                 |                      |                |         |                          |     |     |   | 275.77    |        |             |                    |                 |
| 001160                        | 644900               |                |         | OTHER RENT               |     |     |   |           |        |             |                    |                 |
| 048592                        | SUNBELT RENTALS, INC | 154912055-0005 | 0       | 2025                     | 3   | INV | P | 2,860.99  | 121324 | 306451      | HFD                | STATION 1 AC RE |
| 048592                        | SUNBELT RENTALS, INC | 156026029-0004 | 0       | 2025                     | 3   | INV | P | 2,862.14  | 121324 | 306451      | HFD                | STATION 1 AC RE |
|                               |                      |                |         |                          |     |     |   | 5,723.13  |        |             |                    |                 |
| ACCOUNT TOTAL                 |                      |                |         |                          |     |     |   | 5,723.13  |        |             |                    |                 |
| ORG 001160 TOTAL              |                      |                |         |                          |     |     |   | 27,166.66 |        |             |                    |                 |
| 001180                        |                      |                |         | LAND DEVEL.ADM.          |     |     |   |           |        |             |                    |                 |
| 001180                        | 501000               |                |         | OTHER EXPENDABLE OFF.SPL |     |     |   |           |        |             |                    |                 |
| 004328                        | STAPLES              | 6018145432     | 2500864 | 2025                     | 3   | INV | P | 173.03    | 121324 | 306448      | TONER CARTRIDGES   |                 |
| ACCOUNT TOTAL                 |                      |                |         |                          |     |     |   | 173.03    |        |             |                    |                 |
| 001180                        | 505000               |                |         | SUBSCRIPTIONS,MAGS,MAPS  |     |     |   |           |        |             |                    |                 |
| 004017                        | REGIONS CARDHOLDER S | 1286-11/30/24  | 0       | 2025                     | 3   | INV | P | 455.40    | 121324 | 306427      | 1286-11/30/24      | REGIO           |
| ACCOUNT TOTAL                 |                      |                |         |                          |     |     |   | 455.40    |        |             |                    |                 |
| 001180                        | 525000               |                |         | GAS AND OIL              |     |     |   |           |        |             |                    |                 |
| 002869                        | FUELMAN OF MS        | NP67299244-1   | 0       | 2025                     | 3   | INV | P | 24.20     | 121324 | 306334      | FUEL - WILEY QUINN |                 |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |       | ACCOUNT/VENDOR | INVOICE | PO      | YEAR/PR                  | TYP | S   | WARRANT  | CHECK  | DESCRIPTION                |                            |
|-------------------------------|----------------------|----------------------|-------|----------------|---------|---------|--------------------------|-----|-----|----------|--------|----------------------------|----------------------------|
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 24.20    |        |                            |                            |
| 001180                        | 546000               |                      |       |                |         |         | MINOR EQUIPMENT          |     |     |          |        |                            |                            |
| 004017                        | REGIONS              | CARDHOLDER           | S     | 4341-11/30/24  | 0       | 2025    | 3                        | INV | P   | 260.59   | 121324 | 306427 4341-11/30/24 REGIO |                            |
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 260.59   |        |                            |                            |
| 001180                        | 570000               |                      |       |                |         |         | MTR VEHICLE REP. PTS/SPL |     |     |          |        |                            |                            |
| 002160                        | AT&T MOBILITY        | 287308925627X120524  |       |                |         | 0       | 2025                     | 3   | INV | P        | 283.20 | 121324                     | 306282 MB2016-287/WIRELESS |
| 004316                        | SPEEDY PRINTING & SI | 33467                |       |                |         | 2500953 | 2025                     | 3   | INV | P        | 380.00 | 121324                     | 306445 DECALS - FOUR VEHIC |
| 048827                        | CARQUEST             | 42684                |       |                |         | 2500793 | 2025                     | 2   | INV | P        | 11.91  | 121324                     | 306299 HOSE REPAIR - UNIT  |
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 675.11   |        |                            |                            |
| 001180                        | 601800               |                      |       |                |         |         | LOT CLEARING             |     |     |          |        |                            |                            |
| 004417                        | TERRY'S              | BACKHOE              | AND   | 1062           | 0       | 2025    | 2                        | INV | P   | 247.25   | 121324 | 306453 LOT CLEARING - 715  |                            |
| 004417                        | TERRY'S              | BACKHOE              | AND   | 1063           | 0       | 2025    | 2                        | INV | P   | 247.25   | 121324 | 306453 LOT CLEARING - 714  |                            |
| 004417                        | TERRY'S              | BACKHOE              | AND   | 1064           | 0       | 2025    | 2                        | INV | P   | 247.25   | 121324 | 306453 LOT CLEARING - 702  |                            |
| 004417                        | TERRY'S              | BACKHOE              | AND   | 1065           | 0       | 2025    | 2                        | INV | P   | 247.25   | 121324 | 306453 LOT CLEARING - 700  |                            |
| 004417                        | TERRY'S              | BACKHOE              | AND   | 1068           | 0       | 2025    | 3                        | INV | P   | 247.25   | 121324 | 306453 LOT CLEARING - 1203 |                            |
|                               |                      |                      |       |                |         |         |                          |     |     | 1,236.25 |        |                            |                            |
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 1,236.25 |        |                            |                            |
| 001180                        | 606000               |                      |       |                |         |         | TELEPHONE AND TELEGRAPH  |     |     |          |        |                            |                            |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 |       |                |         | 0       | 2025                     | 3   | INV | P        | 963.99 | 121324                     | 306282 MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY        | 287290252011X120524  |       |                |         | 0       | 2025                     | 3   | INV | P        | 705.73 | 121324                     | 306282 MB2016-287/WIRELESS |
|                               |                      |                      |       |                |         |         |                          |     |     | 1,669.72 |        |                            |                            |
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 1,669.72 |        |                            |                            |
| 001180                        | 638400               |                      |       |                |         |         | MOTOR VEHICLE EQ. R&M    |     |     |          |        |                            |                            |
| 003712                        | MS STATE/TAX         | COMM/TA              | 22415 | NEW TAG        | 0       | 2025    | 3                        | INV | P   | 12.00    | 121324 | 306390 UNIT #22415/VIN#KL7 |                            |
| 003712                        | MS STATE/TAX         | COMM/TA              | 22416 | NEW TAG        | 0       | 2025    | 3                        | INV | P   | 12.00    | 121324 | 306391 UNIT #22416/VIN#KL7 |                            |
| 003712                        | MS STATE/TAX         | COMM/TA              | 22417 | NEW TAG        | 0       | 2025    | 3                        | INV | P   | 12.00    | 121324 | 306392 UNIT #22417/VIN#KL7 |                            |
| 003712                        | MS STATE/TAX         | COMM/TA              | 22418 | NEW TAG        | 0       | 2025    | 3                        | INV | P   | 12.00    | 121324 | 306393 UNIT #22418/VIN#KL7 |                            |
|                               |                      |                      |       |                |         |         |                          |     |     | 48.00    |        |                            |                            |
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 48.00    |        |                            |                            |
| 001180                        | 684000               |                      |       |                |         |         | DUES AND MEMBERSHIPS     |     |     |          |        |                            |                            |
| 004017                        | REGIONS              | CARDHOLDER           | S     | 6566-11/30/24  | 0       | 2025    | 3                        | INV | P   | 500.00   | 121324 | 306427 6566-11/30/24 REGIO |                            |
| ACCOUNT TOTAL                 |                      |                      |       |                |         |         |                          |     |     | 500.00   |        |                            |                            |
| 001180                        | 740000               |                      |       |                |         |         | AUTOMOBILES              |     |     |          |        |                            |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |  |  |  |                           |         |         |     |     |            |           |        |             |                     |
|-------------------------------|--|--|--|---------------------------|---------|---------|-----|-----|------------|-----------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |  |  |  | INVOICE                   | PO      | YEAR/PR | TYP | S   | WARRANT    |           | CHECK  | DESCRIPTION |                     |
| 050814 MADISON MAC HAIK       |  |  |  | DEAL#814552-558           | 2403434 | 2025    | 2   | INV | P          | 98,000.00 | 121324 | 306369      | FOUR 2025 CHEVY TRA |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 98,000.00  |           |        |             |                     |
| ORG 001180 TOTAL              |  |  |  |                           |         |         |     |     | 103,042.30 |           |        |             |                     |
| 001190                        |  |  |  | P/S CONTRAC.SER           |         |         |     |     |            |           |        |             |                     |
| 001190 602700                 |  |  |  | MEDICAL                   |         |         |     |     |            |           |        |             |                     |
| 050313 ASSOCIATION PROGRAM    |  |  |  | 240426073527              | 0       | 2025    | 3   | INV | P          | 800.40    | 121324 | 306277      | INMATE MEDICAL      |
| 050313 ASSOCIATION PROGRAM    |  |  |  | 240930120808              | 0       | 2025    | 3   | INV | P          | 11,822.18 | 121324 | 306277      | INMATE MEDICAL BILL |
|                               |  |  |  |                           |         |         |     |     | 12,622.58  |           |        |             |                     |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 12,622.58  |           |        |             |                     |
| ORG 001190 TOTAL              |  |  |  |                           |         |         |     |     | 12,622.58  |           |        |             |                     |
| 001191                        |  |  |  | TRAFFIC MAINT.            |         |         |     |     |            |           |        |             |                     |
| 001191 554000                 |  |  |  | TRAFFIC CONTROL EQ. SPLY. |         |         |     |     |            |           |        |             |                     |
| 003953 POWELL CONSTRUCTION    |  |  |  | 4231                      | 0       | 2025    | 2   | INV | P          | 4,975.00  | 121324 | 306418      | TRAFFIC SIGNAL REPA |
| 003953 POWELL CONSTRUCTION    |  |  |  | 4241                      | 0       | 2025    | 2   | INV | P          | 1,750.00  | 121324 | 306418      | PARK AVE SPLIT PHAS |
|                               |  |  |  |                           |         |         |     |     | 6,725.00   |           |        |             |                     |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 6,725.00   |           |        |             |                     |
| 001191 570000                 |  |  |  | MTR VEHICLE REP. PTS/SPL  |         |         |     |     |            |           |        |             |                     |
| 002160 AT&T MOBILITY          |  |  |  | 287308925627X120524       | 0       | 2025    | 3   | INV | P          | 165.20    | 121324 | 306282      | MB2016-287/WIRELESS |
| 004297 SOUTHERN TIRE MART (   |  |  |  | 2520169012                | 2500617 | 2025    | 3   | INV | P          | 19.95     | 121324 | 306444      | TIRE STEM           |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 185.15     |           |        |             |                     |
| 001191 606000                 |  |  |  | TELEPHONE AND TELEGRAPH   |         |         |     |     |            |           |        |             |                     |
| 002160 AT&T MOBILITY          |  |  |  | 287273578351X1205824      | 0       | 2025    | 3   | INV | P          | 170.37    | 121324 | 306282      | MB#2016-287/WIRELES |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 170.37     |           |        |             |                     |
| 001191 630500                 |  |  |  | ELECTRICITY               |         |         |     |     |            |           |        |             |                     |
| 003700 MS POWER COMPANY       |  |  |  | E2024-10 DEC              | 0       | 2025    | 3   | INV | P          | 1,050.86  | 121324 | 306389      | MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 1,050.86   |           |        |             |                     |
| 001191 643000                 |  |  |  | UNIFORM RENT              |         |         |     |     |            |           |        |             |                     |
| 002471 CINTAS CORPORATION #   |  |  |  | 4213186315                | 0       | 2025    | 3   | INV | P          | 19.87     | 121324 | 306304      | TRAFFIC UNIFORM S   |
| ACCOUNT TOTAL                 |  |  |  |                           |         |         |     |     | 19.87      |           |        |             |                     |
| 001191 643500                 |  |  |  | MOP-MAT-RAG RENT          |         |         |     |     |            |           |        |             |                     |
| 002471 CINTAS CORPORATION #   |  |  |  | 4213186220                | 0       | 2025    | 3   | INV | P          | 8.56      | 121324 | 306305      | TRAFFIC MATS SC/820 |
| 002471 CINTAS CORPORATION #   |  |  |  | 4213937717                | 0       | 2025    | 3   | INV | P          | 8.56      | 121324 | 306305      | TRAFFIC UNIFORM S   |
| 002471 CINTAS CORPORATION #   |  |  |  | 4213938151                | 0       | 2025    | 3   | INV | P          | 25.00     | 121324 | 306304      | TRAFFIC UNIFORM S   |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                                 |                |         |                          |     |       |          |        |        |                     |  |
|-------------------------------|---------------------------------|----------------|---------|--------------------------|-----|-------|----------|--------|--------|---------------------|--|
| ACCOUNT/VENDOR                |                                 | INVOICE        | PO      | YEAR/PR                  | TYP | S     | WARRANT  |        | CHECK  | DESCRIPTION         |  |
|                               |                                 |                |         |                          |     |       | 42.12    |        |        |                     |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 42.12    |        |        |                     |  |
| 001191                        | 687000                          |                |         | CUSTODIAL SERVICE        |     |       |          |        |        |                     |  |
| 050419                        | SCRUB HUB LLC                   | 12             | 2401114 | 2025                     | 3   | INV P | 432.72   | 121324 | 306432 | TWO-QUOTE JANITORIA |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 432.72   |        |        |                     |  |
| ORG 001191 TOTAL              |                                 |                |         |                          |     |       | 8,626.09 |        |        |                     |  |
| STREET DIV.                   |                                 |                |         |                          |     |       |          |        |        |                     |  |
| 001201                        |                                 |                |         | MINOR OFFICE EQUIP/FURN. |     |       |          |        |        |                     |  |
| 001201                        | 502000                          |                |         |                          |     |       |          |        |        |                     |  |
| 002383                        | C D W GOVERNMENT                | AB6816Z        | 2500885 | 2025                     | 3   | INV P | 399.00   | 121324 | 306295 | RICOH SCANSNAP ix14 |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 399.00   |        |        |                     |  |
| ASPHALT & ASPHALT PROD.       |                                 |                |         |                          |     |       |          |        |        |                     |  |
| 001201                        | 540000                          |                |         |                          |     |       |          |        |        |                     |  |
| 002442                        | CENTRAL PIPE SUPPLY             | S100394467.001 | 2500795 | 2025                     | 3   | INV P | 1,950.00 | 121324 | 306301 | PERMA-PATCH/60LB BA |  |
| 004586                        | WARREN PAVING INC               | 100348         | 2500788 | 2025                     | 3   | INV P | 65.95    | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
| 004586                        | WARREN PAVING INC               | 100387         | 2500135 | 2025                     | 3   | INV P | 311.71   | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
| 004586                        | WARREN PAVING INC               | 100388         | 2500135 | 2025                     | 3   | INV P | 91.07    | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
| 004586                        | WARREN PAVING INC               | 100403         | 2500788 | 2025                     | 3   | INV P | 248.01   | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
| 004586                        | WARREN PAVING INC               | 100447         | 2500788 | 2025                     | 3   | INV P | 119.83   | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
| 004586                        | WARREN PAVING INC               | 100516         | 2500788 | 2025                     | 3   | INV P | 147.70   | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
| 004586                        | WARREN PAVING INC               | 100580         | 2500788 | 2025                     | 3   | INV P | 505.32   | 121324 | 306465 | ASPHALT/VARIOUS LOC |  |
|                               |                                 |                |         |                          |     |       | 1,489.59 |        |        |                     |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 3,439.59 |        |        |                     |  |
| CONCRETE, CEMENT, ETC.        |                                 |                |         |                          |     |       |          |        |        |                     |  |
| 001201                        | 540500                          |                |         |                          |     |       |          |        |        |                     |  |
| 002714                        | ECONOMY SUPPLY CO               | 134955         | 2500888 | 2025                     | 3   | INV P | 1,505.00 | 121324 | 306321 | PORTLAND CEMENT     |  |
| 047525                        | DELTA INDUSTRIES                | 866611         | 2500138 | 2025                     | 3   | INV P | 1,430.00 | 121324 | 306319 | CONCRETE/VARIOUS LO |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 2,935.00 |        |        |                     |  |
| BRICK, STONE, MORTAR, ETC.    |                                 |                |         |                          |     |       |          |        |        |                     |  |
| 001201                        | 541000                          |                |         |                          |     |       |          |        |        |                     |  |
| 049415                        | VULCAN MATERIALS                | 2384126        | 2500826 | 2025                     | 3   | INV P | 975.25   | 121324 | 306462 | 610 LIMESTONE BASE  |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 975.25   |        |        |                     |  |
| DRAINAGE PIPE & CULVERTS      |                                 |                |         |                          |     |       |          |        |        |                     |  |
| 001201                        | 542000                          |                |         |                          |     |       |          |        |        |                     |  |
| 004284                        | SOUTHERN PIPE & SUPP            | 5145888-00     | 2500830 | 2025                     | 3   | INV P | 1,295.00 | 121324 | 306443 | 12" DRAINAGE PIPE   |  |
| ACCOUNT TOTAL                 |                                 |                |         |                          |     |       | 1,295.00 |        |        |                     |  |
| OTHER OPERATING MATL/SPLY     |                                 |                |         |                          |     |       |          |        |        |                     |  |
| 001201                        | 559000                          |                |         |                          |     |       |          |        |        |                     |  |
| 002471                        | CINTAS CORPORATION # 4213186277 |                | 0       | 2025                     | 3   | INV P | 12.10    | 121324 | 306305 | HAND SANITIZERS AND |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |            |         |         |     |     |   |         |        |             |                     |
|-------------------------------|----------------------|------------|---------|---------|-----|-----|---|---------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE    | PO      | YEAR/PR | TYP | S   |   | WARRANT | CHECK  | DESCRIPTION |                     |
| 002471                        | CINTAS CORPORATION # | 4213938147 | 0       | 2025    | 3   | INV | P | 12.10   | 121324 | 306304      | HAND SANITIZER STAN |
|                               |                      |            |         |         |     |     |   | 24.20   |        |             |                     |
| 002535                        | COMSOUTH             | 208341     | 2500733 | 2025    | 3   | INV | P | 115.00  | 121324 | 306312      | HAND HELD RADIO BAT |
|                               |                      |            |         |         |     |     |   |         |        |             |                     |
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## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3                                                                       |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
|-----------------------------------------------------------------------------------------------------|---------------|----------------|---------|---------------------|----|---------|-----|-----|------------|------------|-------------|--------|---------------------|---------|
| ACCOUNT/VENDOR                                                                                      |               |                |         | INVOICE             | PO | YEAR/PR | TYP | S   | WARRANT    | CHECK      | DESCRIPTION |        |                     |         |
| ACCOUNT TOTAL                                                                                       |               |                |         |                     |    |         |     |     | 613.47     |            |             |        |                     |         |
| ORG 001201 TOTAL                                                                                    |               |                |         |                     |    |         |     |     | 23,846.76  |            |             |        |                     |         |
| 001202 STREET LIGHTS                                                                                |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 001202 630500 ELECTRICITY                                                                           |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024 DEC 3         | 0  | 2025    | 3   | INV | P          | 53.88      | 121324      | 306383 | MISSISSIPPI         | POWER-4 |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024 DEC 6         | 0  | 2025    | 3   | INV | P          | 103.81     | 121324      | 306388 | MISSISSIPPI         | POWER-9 |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024 NOV 22        | 0  | 2025    | 3   | INV | P          | 96.00      | 121324      | 306380 | MISSISSIPPI         | POWER-1 |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024 NOV 26        | 0  | 2025    | 3   | INV | P          | 196.57     | 121324      | 306381 | MISSISSIPPI         | POWER-V |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024 NOV 27        | 0  | 2025    | 3   | INV | P          | 117.09     | 121324      | 306382 | MISSISSIPPI         | POWER-6 |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024-10 DEC        | 0  | 2025    | 3   | INV | P          | 107,597.03 | 121324      | 306389 | MISSISSIPPI         | POWER-V |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024-12-03B        | 0  | 2025    | 3   | INV | P          | 105.76     | 121324      | 306385 | MISSISSIPPI         | POWER-2 |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024-3 DEC         | 0  | 2025    | 3   | INV | P          | 51.38      | 121324      | 306387 | MISSISSIPPI         | POWER-8 |
| 003700                                                                                              | MS            | POWER          | COMPANY | E2024-5 DEC         | 0  | 2025    | 3   | INV | P          | 51.38      | 121324      | 306386 | MISSISSIPPI         | POWER-1 |
|                                                                                                     |               |                |         |                     |    |         |     |     | 108,372.90 |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024 11.06.24 0 2025 3 INV P 876.90 121324 306407 PEARL RIVER VALLEY-   |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024 11.21.24 0 2025 3 INV P 1,212.62 121324 306407 PEARL RIVER VALLEY- |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024 11.22.24 0 2025 3 INV P 56.36 121324 306407 PEARL RIVER VALLEY-    |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024 11.26.24 0 2025 3 INV P 75.11 121324 306407 PEARL RIVER VALLEY-    |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024 11.27.24B 0 2025 3 INV P 644.14 121324 306407 PEARL RIVER VALLEY-  |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024-11.26A 0 2025 3 INV P 2,327.48 121324 306407 PEARL RIVER VALLEY-   |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024-11.27.24 0 2025 3 INV P 55.46 121324 306407 PEARL RIVER VALLEY-    |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003873 PEARL RIVER VALLEY E 2024-11.27C 0 2025 3 INV P 396.00 121324 306407 PEARL RIVER VALLEY      |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
|                                                                                                     |               |                |         |                     |    |         |     |     | 5,644.07   |            |             |        |                     |         |
| 004282 SOUTHERN PINE ELECTR E2024-12.02 0 2025 3 INV P 1,979.53 121324 306442 SOUTHERN PINE ELECT   |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| ACCOUNT TOTAL                                                                                       |               |                |         |                     |    |         |     |     | 115,996.50 |            |             |        |                     |         |
| ORG 001202 TOTAL                                                                                    |               |                |         |                     |    |         |     |     | 115,996.50 |            |             |        |                     |         |
| 001203 ENGR/PUBLIC SER                                                                              |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 001203 501000 OTHER EXPENDABLE OFF.SPL                                                              |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 004017                                                                                              | REGIONS       | CARDHOLDER     | S       | 4341-11/30/24       | 0  | 2025    | 3   | INV | P          | 57.76      | 121324      | 306427 | 4341-11/30/24       | REGIO   |
| ACCOUNT TOTAL                                                                                       |               |                |         |                     |    |         |     |     | 57.76      |            |             |        |                     |         |
| 001203 570000 MTR VEHICLE REP. PTS/SPL                                                              |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 002160                                                                                              | AT&T          | MOBILITY       |         | 287308925627X120524 | 0  | 2025    | 3   | INV | P          | 165.20     | 121324      | 306282 | MB2016-287/WIRELESS |         |
| ACCOUNT TOTAL                                                                                       |               |                |         |                     |    |         |     |     | 165.20     |            |             |        |                     |         |
| 001203 601500 ENGINEERING                                                                           |               |                |         |                     |    |         |     |     |            |            |             |        |                     |         |
| 003764                                                                                              | NEEL-SCHAFFER | INC            |         | 1101217             | 0  | 2025    | 3   | INV | P          | 2,037.32   | 121324      | 306397 | MB 2021-373         | MS4 PRO |
| 004197                                                                                              | SHOWS         | DEARMAN & WAIT |         | 24494               | 0  | 2025    | 3   | INV | P          | 6,517.50   | 121324      | 306434 | MB 2012-1/34        | 2024 F  |
| ACCOUNT TOTAL                                                                                       |               |                |         |                     |    |         |     |     | 8,554.82   |            |             |        |                     |         |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |         |                          |     |       |           |        |             |                     |
|-------------------------------|----------------------|----------------------|---------|--------------------------|-----|-------|-----------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE              | PO      | YEAR/PR                  | TYP | S     | WARRANT   | CHECK  | DESCRIPTION |                     |
| 001203                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH  |     |       |           |        |             |                     |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025                     | 3   | INV P | 137.25    | 121324 | 306282      | MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY        | 287289913717X120524  | 0       | 2025                     | 3   | INV P | 152.30    | 121324 | 306282      | MB2016-287/WIRELESS |
| 002160                        | AT&T MOBILITY        | 287290252011X120524  | 0       | 2025                     | 3   | INV P | 80.46     | 121324 | 306282      | MB2016-287/WIRELESS |
|                               |                      |                      |         |                          |     |       | 370.01    |        |             |                     |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 370.01    |        |             |                     |
| 001203                        | 630000               |                      |         | GAS                      |     |       |           |        |             |                     |
| 004321                        | SPIRE                | G2024-4 DEC          | 0       | 2025                     | 3   | INV P | 24.74     | 121324 | 306446      | SPIRE(WILMUT GAS) V |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 24.74     |        |             |                     |
| 001203                        | 630500               |                      |         | ELECTRICITY              |     |       |           |        |             |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                     | 3   | INV P | 563.65    | 121324 | 306389      | MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 563.65    |        |             |                     |
| 001203                        | 687000               |                      |         | CUSTODIAL SERVICE        |     |       |           |        |             |                     |
| 050419                        | SCRUB HUB LLC        | 12                   | 2401114 | 2025                     | 3   | INV P | 432.72    | 121324 | 306432      | TWO-QUOTE JANITORIA |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 432.72    |        |             |                     |
| ORG 001203 TOTAL              |                      |                      |         |                          |     |       | 10,168.90 |        |             |                     |
| 001204                        |                      |                      |         | SHOP DIVISION            |     |       |           |        |             |                     |
| 001204                        | 630500               |                      |         | ELECTRICITY              |     |       |           |        |             |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                     | 3   | INV P | 2,891.80  | 121324 | 306389      | MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 2,891.80  |        |             |                     |
| 001204                        | 639400               |                      |         | DISINFECT./EXTERMINATION |     |       |           |        |             |                     |
| 003040                        | HAVARD PEST CONTROL  | 2364572              | 0       | 2025                     | 3   | INV P | 48.00     | 121324 | 306343      | HAVARD PEST CONTROL |
| 003040                        | HAVARD PEST CONTROL  | 2380320              | 0       | 2025                     | 3   | INV P | 90.00     | 121324 | 306343      | HAVARD PEST CONTROL |
|                               |                      |                      |         |                          |     |       | 138.00    |        |             |                     |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 138.00    |        |             |                     |
| 001204                        | 643000               |                      |         | UNIFORM RENT             |     |       |           |        |             |                     |
| 002471                        | CINTAS CORPORATION # | 4213186294           | 0       | 2025                     | 3   | INV P | 49.65     | 121324 | 306304      | UNIFORM RENTAL/PW S |
| ACCOUNT TOTAL                 |                      |                      |         |                          |     |       | 49.65     |        |             |                     |
| ORG 001204 TOTAL              |                      |                      |         |                          |     |       | 3,079.45  |        |             |                     |
| 001205                        |                      |                      |         | G O & F S DIV.           |     |       |           |        |             |                     |
| 001205                        | 630500               |                      |         | ELECTRICITY              |     |       |           |        |             |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                     | 3   | INV P | 75.73     | 121324 | 306389      | MISSISSIPPI POWER-V |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      | ACCOUNT/VENDOR      |         | INVOICE | PO                       | YEAR/PR                        | TYP | S | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|---------------------|---------|---------|--------------------------|--------------------------------|-----|---|-----------|--------|----------------------------|
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 75.73     |        |                            |
|                               |                      |                     |         |         | ORG 001205 TOTAL         |                                |     |   | 75.73     |        |                            |
| 001206 DRAINAGE DIV.          |                      |                     |         |         |                          |                                |     |   |           |        |                            |
| 001206                        | 606000               |                     |         |         |                          | TELEPHONE AND TELEGRAPH        |     |   |           |        |                            |
| 002160                        | AT&T MOBILITY        | 287290252011X120524 | 0       |         |                          | 2025 3 INV P                   |     |   | 542.41    | 121324 | 306282 MB2016-287/WIRELESS |
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 542.41    |        |                            |
| 001206 721504                 |                      |                     |         |         |                          |                                |     |   |           |        |                            |
| 004197                        | SHOWS DEARMAN & WAIT | 24513               | 0       |         |                          | GORDONS CRK SHEET PILING-DRAIN |     |   | 20,620.00 | 121324 | 306434 MB 2022-386 GORDONS |
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 20,620.00 |        |                            |
| 001206 729500                 |                      |                     |         |         |                          |                                |     |   |           |        |                            |
| 004197                        | SHOWS DEARMAN & WAIT | 24508               | 0       |         |                          | OTHER IMPROVEMENTS             |     |   | 232.50    | 121324 | 306434 MB 2012-1/34 DRAIN  |
| 004197                        | SHOWS DEARMAN & WAIT | 24520               | 0       |         |                          | 2025 3 INV P                   |     |   | 1,860.00  | 121324 | 306434 MB 2012-1/34 DRAIN  |
| 004197                        | SHOWS DEARMAN & WAIT | 24521               | 0       |         |                          | 2025 3 INV P                   |     |   | 697.50    | 121324 | 306434 MB 2012-1/34 706 S  |
|                               |                      |                     |         |         |                          |                                |     |   | 2,790.00  |        |                            |
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 2,790.00  |        |                            |
|                               |                      |                     |         |         | ORG 001206 TOTAL         |                                |     |   | 23,952.41 |        |                            |
| 001207 CONSTRUCTION           |                      |                     |         |         |                          |                                |     |   |           |        |                            |
| 001207                        | 535500               |                     |         |         |                          | WEARING APPAREL                |     |   |           |        |                            |
| 002795                        | FASTENAL COMPANY     | MSHAT243769         | 2500747 |         |                          | 2025 3 INV P                   |     |   | 257.62    | 121324 | 306332 RAIN BOOTS FOR CONS |
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 257.62    |        |                            |
| 001207 559000                 |                      |                     |         |         |                          |                                |     |   |           |        |                            |
| 002714                        | ECONOMY SUPPLY CO    | 135312              | 2500824 |         |                          | OTHER OPERATING MATL/SPLY      |     |   | 10.95     | 121324 | 306321 BLADE FOR SAW/CONST |
| 002795                        | FASTENAL COMPANY     | MSHAT243778         | 2500914 |         |                          | 2025 3 INV P                   |     |   | 243.96    | 121324 | 306332 ENDLESS ROUND SLING |
| 003987                        | PUCKETT RENTS        | 1084354-0001        | 2500932 |         |                          | 2025 3 INV P                   |     |   | 92.78     | 121324 | 306423 ORANCE FENCING/PW/P |
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 347.69    |        |                            |
| 001207 560500                 |                      |                     |         |         |                          |                                |     |   |           |        |                            |
| 002883                        | GARNER LUMLEY ELECTR | 614835              | 2500756 |         |                          | ELECTRICAL SUPPLIES            |     |   | 270.00    | 121324 | 306337 ZIP TIES FOR WRAPPI |
| 002883                        | GARNER LUMLEY ELECTR | 614936              | 2500993 |         |                          | 2025 3 INV P                   |     |   | 185.56    | 121324 | 306337 MATERIAL FOR FRONT  |
|                               |                      |                     |         |         |                          |                                |     |   | 455.56    |        |                            |
| 002901                        | GILKEY ELECTRIC SUPP | 400742              | 2500822 |         |                          | 2025 3 INV P                   |     |   | 152.68    | 121324 | 306338 MATERIAL FOR CHRIST |
|                               |                      |                     |         |         | ACCOUNT TOTAL            |                                |     |   | 608.24    |        |                            |
| 001207 570000                 |                      |                     |         |         |                          |                                |     |   |           |        |                            |
|                               |                      |                     |         |         | MTR VEHICLE REP. PTS/SPL |                                |     |   |           |        |                            |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |         |                           |     |   |          |        |        |                     |
|-------------------------------|----------------------|----------------------|---------|---------------------------|-----|---|----------|--------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE              | PO      | YEAR/PR                   | TYP | S | WARRANT  |        | CHECK  | DESCRIPTION         |
| 048827                        | CARQUEST             | 14758-43127          | 2501014 | 2025 3                    | INV | P | 142.01   | 121324 | 306299 | OIL FILTER/ROTOR/CO |
| ACCOUNT TOTAL                 |                      |                      |         |                           |     |   | 142.01   |        |        |                     |
| 001207                        | 604900               |                      |         | OTHER PROFESSIONAL SERV.  |     |   |          |        |        |                     |
| 002523                        | COMCAST CABLEVISION  | NOV 22- DEC 21,2024  | 0       | 2025 3                    | INV | P | 146.36   | 121324 | 306311 | COMCAST-CIVIL DEFEN |
| 003191                        | INTERFACE SECURITY S | 20812082             | 0       | 2025 3                    | INV | P | 51.31    | 121324 | 306350 | SECURITY SYSTEM/TWI |
| ACCOUNT TOTAL                 |                      |                      |         |                           |     |   | 197.67   |        |        |                     |
| 001207                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH   |     |   |          |        |        |                     |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025 3                    | INV | P | 59.79    | 121324 | 306282 | MB#2016-287/WIRELES |
| ACCOUNT TOTAL                 |                      |                      |         |                           |     |   | 59.79    |        |        |                     |
| 001207                        | 643000               |                      |         | UNIFORM RENT              |     |   |          |        |        |                     |
| 002471                        | CINTAS CORPORATION # | 4213186240           | 0       | 2025 3                    | INV | P | 273.69   | 121324 | 306303 | UNIFORM RENTAL/CONS |
| ACCOUNT TOTAL                 |                      |                      |         |                           |     |   | 273.69   |        |        |                     |
| ORG 001207 TOTAL              |                      |                      |         |                           |     |   | 1,886.71 |        |        |                     |
| 001220                        |                      | SANITATION DIV.      |         |                           |     |   |          |        |        |                     |
| 001220                        | 559000               |                      |         | OTHER OPERATING MATL/SPLY |     |   |          |        |        |                     |
| 002472                        | CINTAS FIRST AID J71 | 5240727501           | 0       | 2025 3                    | INV | P | 68.09    | 121324 | 306306 | FIRST AID SUPPLIES/ |
| ACCOUNT TOTAL                 |                      |                      |         |                           |     |   | 68.09    |        |        |                     |
| 001220                        | 570000               |                      |         | MTR VEHICLE REP. PTS/SPL  |     |   |          |        |        |                     |
| 002160                        | AT&T MOBILITY        | 287308925627X120524  | 0       | 2025 3                    | INV | P | 613.60   | 121324 | 306282 | MB2016-287/WIRELESS |
| 002739                        | EMPIRE TRUCK SALES   | CE006229646:01       | 2500900 | 2025 3                    | INV | P | 125.76   | 121324 | 306326 | REPAIRS-ROTARY AIR  |
| 002739                        | EMPIRE TRUCK SALES   | CE006229673:01       | 2500907 | 2025 3                    | INV | P | 233.74   | 121324 | 306326 | HEADLIGHT-UNIT 2198 |
| 002739                        | EMPIRE TRUCK SALES   | CE006229868:01       | 2500975 | 2025 3                    | INV | P | 60.56    | 121324 | 306326 | REPAIRS-AIR BG- UNI |
| 002739                        | EMPIRE TRUCK SALES   | CE006229921:01       | 2500991 | 2025 3                    | INV | P | 199.27   | 121324 | 306326 | REPAIRS-AIR FILTER- |
| 002739                        | EMPIRE TRUCK SALES   | RE006040207:02       | 2500899 | 2025 3                    | INV | P | 145.76   | 121324 | 306326 | REPAIRS-AXEL HOUSIN |
|                               |                      |                      |         |                           |     |   | 765.09   |        |        |                     |
| 004297                        | SOUTHERN TIRE MART ( | 2520170613           | 2500901 | 2025 3                    | INV | P | 2,918.92 | 121324 | 306444 | TIRES-UNIT#22000    |
| 004297                        | SOUTHERN TIRE MART ( | 2520170706           | 2500897 | 2025 3                    | INV | P | 557.36   | 121324 | 306444 | TIRES-DEBRIS TRAIL  |
| 004297                        | SOUTHERN TIRE MART ( | 2520171213           | 2500973 | 2025 3                    | INV | P | 1,660.00 | 121324 | 306444 | TIRES-UNITS 20089 A |
|                               |                      |                      |         |                           |     |   | 5,136.28 |        |        |                     |
| 048827                        | CARQUEST             | 14758-43129          | 2501028 | 2025 3                    | INV | P | 210.09   | 121324 | 306299 | REPAIRS-ROTOR-BRAKE |
| ACCOUNT TOTAL                 |                      |                      |         |                           |     |   | 6,725.06 |        |        |                     |
| 001220                        | 604900               |                      |         | OTHER PROFESSIONAL SERV.  |     |   |          |        |        |                     |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025 3                    | INV | P | 123.58   | 121324 | 306282 | MB#2016-287/WIRELES |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                                 | ACCOUNT/VENDOR      |         | INVOICE                  | PO | YEAR/PR | TYP | S | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|---------------------------------|---------------------|---------|--------------------------|----|---------|-----|---|-----------|--------|----------------------------|
| 002160                        | AT&T MOBILITY                   | 287290252011X120524 | 0       | 2025                     | 3  | INV     | P   |   | 573.01    | 121324 | 306282 MB2016-287/WIRELESS |
|                               |                                 |                     |         |                          |    |         |     |   | 696.59    |        |                            |
|                               |                                 |                     |         | ACCOUNT TOTAL            |    |         |     |   | 696.59    |        |                            |
| 001220                        | 612000                          |                     |         | FREIGHT                  |    |         |     |   |           |        |                            |
| 002738                        | EMPIRE TRUCK SALES              | RE006040293:01      | 2500847 | 2025                     | 3  | INV     | P   |   | 45.00     | 121324 | 306325 BREAKDOWN AND REPAI |
| 002739                        | EMPIRE TRUCK SALES              | RE006040207:02      | 2500899 | 2025                     | 3  | INV     | P   |   | 20.00     | 121324 | 306326 REPAIRS-AXEL HOUSIN |
|                               |                                 |                     |         | ACCOUNT TOTAL            |    |         |     |   | 65.00     |        |                            |
| 001220                        | 630500                          |                     |         | ELECTRICITY              |    |         |     |   |           |        |                            |
| 003700                        | MS POWER COMPANY                | E2024-10 DEC        | 0       | 2025                     | 3  | INV     | P   |   | 216.11    | 121324 | 306389 MISSISSIPPI POWER-V |
|                               |                                 |                     |         | ACCOUNT TOTAL            |    |         |     |   | 216.11    |        |                            |
| 001220                        | 638400                          |                     |         | MOTOR VEHICLE EQ. R&M    |    |         |     |   |           |        |                            |
| 002738                        | EMPIRE TRUCK SALES              | RE006040207:01      | 2500699 | 2025                     | 3  | INV     | P   |   | 8,752.82  | 121324 | 306325 BREAK DOWN & REPAIR |
| 002738                        | EMPIRE TRUCK SALES              | RE006040293:01      | 2500847 | 2025                     | 3  | INV     | P   |   | 5,343.67  | 121324 | 306325 BREAKDOWN AND REPAI |
|                               |                                 |                     |         |                          |    |         |     |   | 14,096.49 |        |                            |
| 004139                        | SCOTTS HYDRAULIC SER 62126      |                     | 2500838 | 2025                     | 3  | INV     | P   |   | 5,229.66  | 121324 | 306431 BREAKDOWN AND REPAI |
| 004139                        | SCOTTS HYDRAULIC SER 62178      |                     | 2500141 | 2025                     | 3  | INV     | P   |   | 5,511.88  | 121324 | 306431 TEAR DOWN/REPAIR AN |
|                               |                                 |                     |         |                          |    |         |     |   | 10,741.54 |        |                            |
| 004354                        | STRIBLING EQUIPMENT             | RE006040173:01      | 2500161 | 2025                     | 3  | INV     | P   |   | 1,700.73  | 121324 | 306450 REPAIR/UNIT 204768  |
| 004354                        | STRIBLING EQUIPMENT             | RE006040410:01      | 2501084 | 2025                     | 3  | INV     | P   |   | 1,370.27  | 121324 | 306450 REPAIRS UNIT 19947  |
|                               |                                 |                     |         |                          |    |         |     |   | 3,071.00  |        |                            |
|                               |                                 |                     |         | ACCOUNT TOTAL            |    |         |     |   | 27,909.03 |        |                            |
| 001220                        | 639900                          |                     |         | OTHER REPAIRS AND MAINT. |    |         |     |   |           |        |                            |
| 002535                        | COMSOUTH                        | 208254              | 2500919 | 2025                     | 3  | INV     | P   |   | 185.00    | 121324 | 306312 REPAIRS ON HAND HEL |
|                               |                                 |                     |         | ACCOUNT TOTAL            |    |         |     |   | 185.00    |        |                            |
| 001220                        | 643000                          |                     |         | UNIFORM RENT             |    |         |     |   |           |        |                            |
| 002471                        | CINTAS CORPORATION # 4212434577 |                     | 0       | 2025                     | 3  | INV     | P   |   | 217.03    | 121324 | 306303 SANITATION UNIFORMS |
| 002471                        | CINTAS CORPORATION # 4213186357 |                     | 0       | 2025                     | 3  | INV     | P   |   | 226.34    | 121324 | 306303 SANITATION UNIFORMS |
|                               |                                 |                     |         |                          |    |         |     |   | 443.37    |        |                            |
|                               |                                 |                     |         | ACCOUNT TOTAL            |    |         |     |   | 443.37    |        |                            |
| 001220                        | 643500                          |                     |         | MOP-MAT-RAG RENT         |    |         |     |   |           |        |                            |
| 002471                        | CINTAS CORPORATION # 4212434070 |                     | 0       | 2025                     | 3  | INV     | P   |   | 28.74     | 121324 | 306304 SANITIZER-MOP RENTA |
| 002471                        | CINTAS CORPORATION # 4212434119 |                     | 0       | 2025                     | 3  | INV     | P   |   | 43.43     | 121324 | 306304 MAT RENTAL          |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                                        |         |  |         |         |     |   |            |        |        |                     |
|-------------------------------|----------------------------------------|---------|--|---------|---------|-----|---|------------|--------|--------|---------------------|
| ACCOUNT/VENDOR                |                                        | INVOICE |  | PO      | YEAR/PR | TYP | S | WARRANT    |        | CHECK  | DESCRIPTION         |
| 002471                        | CINTAS CORPORATION # 4213186230        |         |  | 0       | 2025 3  | INV | P | 43.43      | 121324 | 306304 | MATS                |
| 002471                        | CINTAS CORPORATION # 4213186263        |         |  | 0       | 2025 3  | INV | P | 28.74      | 121324 | 306304 | MOPS-SANITIZER      |
|                               |                                        |         |  |         |         |     |   | 144.34     |        |        |                     |
| ACCOUNT TOTAL                 |                                        |         |  |         |         |     |   | 144.34     |        |        |                     |
| 001220                        | 688000                                 |         |  |         |         |     |   |            |        |        |                     |
| 004017                        | REGIONS CARDHOLDER S 4341-11/30/24     |         |  | 0       | 2025 3  | INV | P | 7,933.01   | 121324 | 306427 | 4341-11/30/24 REGIO |
| ACCOUNT TOTAL                 |                                        |         |  |         |         |     |   | 7,933.01   |        |        |                     |
| ORG 001220 TOTAL              |                                        |         |  |         |         |     |   | 44,385.60  |        |        |                     |
| 001250                        |                                        |         |  |         |         |     |   |            |        |        |                     |
| HEALTH DIVISION               |                                        |         |  |         |         |     |   |            |        |        |                     |
| 001250                        | 570000                                 |         |  |         |         |     |   |            |        |        |                     |
| 002083                        | ALLBRITTON CHAIN SAW 107145            |         |  | 2500586 | 2025 3  | INV | P | 281.60     | 121324 | 306273 | WEED EATER/GATOR LI |
| ACCOUNT TOTAL                 |                                        |         |  |         |         |     |   | 281.60     |        |        |                     |
| 001250                        | 575500                                 |         |  |         |         |     |   |            |        |        |                     |
| AGRICLTRL REPAIR PTS/SPL      |                                        |         |  |         |         |     |   |            |        |        |                     |
| 002304                        | BRACKMAN MOWER WAREH 61466             |         |  | 2500843 | 2025 3  | INV | P | 239.00     | 121324 | 306289 | STARTER/UNIT 61653  |
| 002304                        | BRACKMAN MOWER WAREH 61674             |         |  | 2500166 | 2025 3  | INV | P | 553.80     | 121324 | 306289 | LAWNMOWER BLADES    |
|                               |                                        |         |  |         |         |     |   | 792.80     |        |        |                     |
| ACCOUNT TOTAL                 |                                        |         |  |         |         |     |   | 792.80     |        |        |                     |
| 001250                        | 638700                                 |         |  |         |         |     |   |            |        |        |                     |
| AGRICULTURAL EQ. R&M          |                                        |         |  |         |         |     |   |            |        |        |                     |
| 002083                        | ALLBRITTON CHAIN SAW 19161             |         |  | 2500908 | 2025 3  | INV | P | 52.56      | 121324 | 306273 | REPAIR TO WEEDEATE  |
| ACCOUNT TOTAL                 |                                        |         |  |         |         |     |   | 52.56      |        |        |                     |
| ORG 001250 TOTAL              |                                        |         |  |         |         |     |   | 1,126.96   |        |        |                     |
| 001402                        |                                        |         |  |         |         |     |   |            |        |        |                     |
| ECONOMIC DEV.                 |                                        |         |  |         |         |     |   |            |        |        |                     |
| 001402                        | 604900                                 |         |  |         |         |     |   |            |        |        |                     |
| 002672                        | DOLEAC ELECTRIC CO I 92595             |         |  | 2500065 | 2025 3  | INV | P | 34,500.00  | 121324 | 306320 | TWO QUOTE - DOWNTOW |
| 003385                        | LANDRY LEWIS GERMANY CN 24-4073-004    |         |  | 0       | 2025 3  | INV | P | 1,233.00   | 121324 | 306364 | MB 2022-492 1410 WE |
| 003764                        | NEEL-SCHAFFER INC 1101221              |         |  | 0       | 2025 3  | INV | P | 11,066.00  | 121324 | 306397 | MB 2021-454 EDWARDS |
| 003764                        | NEEL-SCHAFFER INC 1101222              |         |  | 0       | 2025 3  | INV | P | 14,887.91  | 121324 | 306397 | MB 2021-454 EDWARD  |
| 003764                        | NEEL-SCHAFFER INC 1101227              |         |  | 0       | 2025 3  | INV | P | 5,000.00   | 121324 | 306397 | MB 2022-363 SIMS RD |
| 003764                        | NEEL-SCHAFFER INC 1101229              |         |  | 0       | 2025 3  | INV | P | 4,500.00   | 121324 | 306397 | MB 2022-492 HWY 49  |
| 003764                        | NEEL-SCHAFFER INC 1101230              |         |  | 0       | 2025 3  | INV | P | 3,772.90   | 121324 | 306397 | MB 2022-491 HWY 49  |
|                               |                                        |         |  |         |         |     |   | 39,226.81  |        |        |                     |
| 050927                        | NICHOLSON PROFESSION 16TH & CONCERT #5 |         |  | 0       | 2025 3  | INV | P | 57,151.45  | 121324 | 306398 | MB 2023-90 16TH AVE |
| ACCOUNT TOTAL                 |                                        |         |  |         |         |     |   | 132,111.26 |        |        |                     |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                     |              |                              |     |   |            |        |             |                     |
|-------------------------------|----------------------|---------------------|--------------|------------------------------|-----|---|------------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE             | PO           | YEAR/PR                      | TYP | S | WARRANT    | CHECK  | DESCRIPTION |                     |
| 001402                        | 729524               |                     |              | TIMBERTON PARK-FEMA          |     |   |            |        |             |                     |
| 050855                        | CULPEPPER CONSTRUCTI | TIMBERTONPAYAPP#7   | 0            | 2025 3                       | INV | P | 322,767.44 | 121324 | 306316      | TIMBERTONPAYAPP#7 - |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 322,767.44 |        |             |                     |
| 001402                        | 729551               |                     |              | HWY11 VETERANS BLVD LIGHTING |     |   |            |        |             |                     |
| 003764                        | NEEL-SCHAFFER INC    | 1101223             | 0            | 2025 3                       | INV | P | 1,320.95   | 121324 | 306397      | MB 2021-500 HWY 11  |
| 050300                        | R & W ELECTRIC CO    | HWY 11 LIGHTING #5  | 0            | 2025 3                       | INV | P | 31,200.76  | 121324 | 306425      | MB 2022-439 HWY 11  |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 32,521.71  |        |             |                     |
|                               | ORG 001402 TOTAL     |                     |              |                              |     |   | 487,400.41 |        |             |                     |
| 001551                        |                      |                     | AIRPORT DIV. |                              |     |   |            |        |             |                     |
| 001551                        | 559000               |                     |              | OTHER OPERATING MATL/SPLY    |     |   |            |        |             |                     |
| 004017                        | REGIONS CARDHOLDER S | 1286-11/30/24       | 0            | 2025 3                       | INV | P | 83.88      | 121324 | 306427      | 1286-11/30/24 REGIO |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 83.88      |        |             |                     |
| 001551                        | 630000               |                     |              | GAS                          |     |   |            |        |             |                     |
| 004321                        | SPIRE                | G2024-4 DEC         | 0            | 2025 3                       | INV | P | 37.77      | 121324 | 306446      | SPIRE(WILMUT GAS) V |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 37.77      |        |             |                     |
| 001551                        | 630500               |                     |              | ELECTRICITY                  |     |   |            |        |             |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC        | 0            | 2025 3                       | INV | P | 1,140.57   | 121324 | 306389      | MISSISSIPPI POWER-V |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 1,140.57   |        |             |                     |
|                               | ORG 001551 TOTAL     |                     |              |                              |     |   | 1,262.22   |        |             |                     |
| 001553                        |                      |                     | CEMETERY DIV |                              |     |   |            |        |             |                     |
| 001553                        | 501000               |                     |              | OTHER EXPENDABLE OFF.SPL     |     |   |            |        |             |                     |
| 004017                        | REGIONS CARDHOLDER S | 6566-11/30/24       | 0            | 2025 3                       | INV | P | 101.03     | 121324 | 306427      | 6566-11/30/24 REGIO |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 101.03     |        |             |                     |
| 001553                        | 502000               |                     |              | MINOR OFFICE EQUIP/FURN.     |     |   |            |        |             |                     |
| 003825                        | OWENS BUSINESS MACHI | 503375              | 0            | 2025 3                       | INV | P | 34.26      | 121324 | 306402      | MONTHLY MAINTANENCE |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 34.26      |        |             |                     |
| 001553                        | 544000               |                     |              | HORT./LANDSCAPING SPLY.      |     |   |            |        |             |                     |
| 049748                        | MCCAY JOHN REID      | 9710                | 2501063      | 2025 3                       | INV | P | 120.00     | 121324 | 306373      | HORT/LANDSCAPE SUP  |
|                               | ACCOUNT TOTAL        |                     |              |                              |     |   | 120.00     |        |             |                     |
| 001553                        | 570000               |                     |              | MTR VEHICLE REP. PTS/SPL     |     |   |            |        |             |                     |
| 002160                        | AT&T MOBILITY        | 287308925627X120524 | 0            | 2025 3                       | INV | P | 259.60     | 121324 | 306282      | MB2016-287/WIRELESS |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |   |                         |         |     |   |          |        |        |                     |
|-------------------------------|----------------------|----------------------|---|-------------------------|---------|-----|---|----------|--------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE              |   | PO                      | YEAR/PR | TYP | S | WARRANT  |        | CHECK  | DESCRIPTION         |
| 003898                        | PHILLIPS CAR CARE CE | 01692                |   | 2500675                 | 2025 3  | INV | P | 3,126.00 | 121324 | 306409 | MOTOR VEHICLE REPAI |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 3,385.60 |        |        |                     |
| 001553                        | 575500               |                      |   | AGRICLTRL REPAIR        | PTS/SPL |     |   |          |        |        |                     |
| 002083                        | ALLBRITTON CHAIN SAW | 19119                |   | 2500920                 | 2025 3  | INV | P | 81.34    | 121324 | 306273 | POLE SAW REPAIR (UR |
| 048827                        | CARQUEST             | 14758-42942          |   | 2500878                 | 2025 2  | INV | P | 1,328.00 | 121324 | 306299 | BUCKET TRUCK FOR UR |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 1,409.34 |        |        |                     |
| 001553                        | 606000               |                      |   | TELEPHONE AND TELEGRAPH |         |     |   |          |        |        |                     |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0 | 2025 3                  | INV     | P   |   | 58.79    | 121324 | 306282 | MB#2016-287/WIRELES |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 58.79    |        |        |                     |
| 001553                        | 630000               |                      |   | GAS                     |         |     |   |          |        |        |                     |
| 004321                        | SPIRE                | G2024-4 DEC          | 0 | 2025 3                  | INV     | P   |   | 25.92    | 121324 | 306446 | SPIRE(WILMUT GAS) V |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 25.92    |        |        |                     |
| 001553                        | 630500               |                      |   | ELECTRICITY             |         |     |   |          |        |        |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0 | 2025 3                  | INV     | P   |   | 451.06   | 121324 | 306389 | MISSISSIPPI POWER-V |
| 003873                        | PEARL RIVER VALLEY E | 2024-11.26A          | 0 | 2025 3                  | INV     | P   |   | 44.13    | 121324 | 306407 | PEARL RIVER VALLEY- |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 495.19   |        |        |                     |
| 001553                        | 643000               |                      |   | UNIFORM RENT            |         |     |   |          |        |        |                     |
| 002471                        | CINTAS CORPORATION # | 4213186975           | 0 | 2025 3                  | INV     | P   |   | 109.92   | 121324 | 306303 | ST. CONT#8200044758 |
| 002471                        | CINTAS CORPORATION # | 4213940674           | 0 | 2025 3                  | INV     | P   |   | 109.92   | 121324 | 306303 | ST. CONT# 820004475 |
|                               |                      |                      |   |                         |         |     |   | 219.84   |        |        |                     |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 219.84   |        |        |                     |
| 001553                        | 643500               |                      |   | MOP-MAT-RAG RENT        |         |     |   |          |        |        |                     |
| 002471                        | CINTAS CORPORATION # | 4213186943           | 0 | 2025 3                  | INV     | P   |   | 33.37    | 121324 | 306304 | ST. CONT# 820004758 |
| 002471                        | CINTAS CORPORATION # | 4213940511           | 0 | 2025 3                  | INV     | P   |   | 33.37    | 121324 | 306304 | ST. CONT# 820004475 |
|                               |                      |                      |   |                         |         |     |   | 66.74    |        |        |                     |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 66.74    |        |        |                     |
| ORG 001553 TOTAL              |                      |                      |   |                         |         |     |   | 5,916.71 |        |        |                     |
| 001560                        | PARKING OPER.        |                      |   |                         |         |     |   |          |        |        |                     |
| 001560                        | 630500               |                      |   | ELECTRICITY             |         |     |   |          |        |        |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0 | 2025 3                  | INV     | P   |   | 1,081.90 | 121324 | 306389 | MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                 |                      |                      |   |                         |         |     |   | 1,081.90 |        |        |                     |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |          |    |                         |              |          |              |        |                     |
|-------------------------------|----------------------|----------|----|-------------------------|--------------|----------|--------------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE  | PO | YEAR/PR                 | TYP S        |          | WARRANT      | CHECK  | DESCRIPTION         |
| 001560                        | 640200               |          |    |                         |              |          |              |        |                     |
| 003789                        | NORFOLK SOUTHERN COR | 93935945 | 0  | PARKING GARAGE/LOT RENT | 2025 3 INV P | 2,489.82 | 121324       | 306399 | DECEMBER MTLY LEASE |
| ACCOUNT TOTAL                 |                      |          |    |                         |              | 2,489.82 |              |        |                     |
| ORG 001560 TOTAL              |                      |          |    |                         |              | 3,571.72 |              |        |                     |
| FUND 001 General Fund         |                      |          |    |                         |              | TOTAL:   | 1,477,767.42 |        |                     |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |             |            |      |               |                                |         |     |     |         |          |        |                            |
|-------------------------------|-------------|------------|------|---------------|--------------------------------|---------|-----|-----|---------|----------|--------|----------------------------|
| ACCOUNT/VENDOR                |             |            |      | INVOICE       | PO                             | YEAR/PR | TYP | S   | WARRANT |          | CHECK  | DESCRIPTION                |
| 002300                        |             |            |      |               | PKS/REC-RECREATION MAINT. DIV. |         |     |     |         |          |        |                            |
| 002300                        |             |            |      |               | OTHER EXPENDABLE OFF.SPL       |         |     |     |         |          |        |                            |
| 004017                        | REGIONS     | CARDHOLDER | S    | 2080-11/30/24 | 0                              | 2025    | 3   | INV | P       | 55.66    | 121324 | 306427 2080-11/30/24 REGIO |
| 004017                        | REGIONS     | CARDHOLDER | S    | 4341-11/30/24 | 0                              | 2025    | 3   | INV | P       | 42.78    | 121324 | 306427 4341-11/30/24 REGIO |
|                               |             |            |      |               |                                |         |     |     |         | 98.44    |        |                            |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 98.44    |        |                            |
| 002300                        |             |            |      |               | CLEANING/JANITORIAL SPLY       |         |     |     |         |          |        |                            |
| 003810                        | OFFICE      | PRODUCTS   | PLUS | 1077606-0     | 2501011                        | 2025    | 3   | INV | P       | 331.03   | 121324 | 306401 JANITORIAL SUPPLIES |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 331.03   |        |                            |
| 002300                        |             |            |      |               | LUBRICANTS                     |         |     |     |         |          |        |                            |
| 049595                        | SITEONE     | LANDSCAPE  |      | 147892089-001 | 2500629                        | 2025    | 3   | INV | P       | 1,370.04 | 121324 | 306436 FERTILIZER/CHEMICAL |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 1,370.04 |        |                            |
| 002300                        |             |            |      |               | WEARING APPAREL                |         |     |     |         |          |        |                            |
| 003216                        | J M H       | GRAPHICS   |      | 44552         | 2500876                        | 2025    | 3   | INV | P       | 365.00   | 121324 | 306352 APPAREL FOR STAFF   |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 365.00   |        |                            |
| 002300                        |             |            |      |               | SAND,CLAY,GRVL,FILL DIRT       |         |     |     |         |          |        |                            |
| 004279                        | SOUTHERN MS | PINE       | STR  | 14862         | 2500925                        | 2025    | 3   | INV | P       | 1,350.00 | 121324 | 306440 PINE STRAW FOR DOWN |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 1,350.00 |        |                            |
| 002300                        |             |            |      |               | HORT./LANDSCAPING SPLY.        |         |     |     |         |          |        |                            |
| 050462                        | SHADE       | LANDSCAPE  |      | 2113          | 2500349                        | 2025    | 3   | INV | P       | 1,104.00 | 121324 | 306433 KATZ PARK LANDSCAPI |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 1,104.00 |        |                            |
| 002300                        |             |            |      |               | OTHER OPERATING MATL/SPLY      |         |     |     |         |          |        |                            |
| 048827                        | CARQUEST    |            |      | 000060        | 2501092                        | 2025    | 3   | INV | P       | 19.30    | 121324 | 306299 SHOP SUPPLIES       |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 19.30    |        |                            |
| 002300                        |             |            |      |               | BUILDING MATERIALS & SPLY      |         |     |     |         |          |        |                            |
| 002714                        | ECONOMY     | SUPPLY     | CO   | 133640        | 2500570                        | 2025    | 3   | INV | P       | 54.74    | 121324 | 306321 TIMBERTON PARK DUPL |
| 002714                        | ECONOMY     | SUPPLY     | CO   | 135261        | 2500928                        | 2025    | 2   | INV | P       | 6.95     | 121324 | 306321 TREE LIGHTING SUPPL |
|                               |             |            |      |               |                                |         |     |     |         | 61.69    |        |                            |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 61.69    |        |                            |
| 002300                        |             |            |      |               | ELECTRICAL SUPPLIES            |         |     |     |         |          |        |                            |
| 002672                        | DOLEAC      | ELECTRIC   | CO I | 62590-3       | 2501102                        | 2025    | 3   | INV | P       | 4,999.99 | 121324 | 306320 TATUM AND DOLEAC FI |
| ACCOUNT TOTAL                 |             |            |      |               |                                |         |     |     |         | 4,999.99 |        |                            |



INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                      |         |                          |         |              |                 |        |                     |
|-------------------------------|----------------------|----------------------|---------|--------------------------|---------|--------------|-----------------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE              | PO      | YEAR/PR                  | TYP     | S            | WARRANT         | CHECK  | DESCRIPTION         |
| 002300                        | 561000               |                      |         |                          |         |              |                 |        |                     |
| 003302                        | KEELING COMPANY (HAT | S4616449.001         | 2500951 | 2025                     | 3       | INV P        | 673.22 121324   | 306359 | IRRIGATION SUPPLIES |
|                               |                      |                      |         |                          |         |              | 673.22          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 565000               |                      |         |                          |         |              |                 |        |                     |
| 049595                        | SITEONE LANDSCAPE    | 148136361-001        | 2500736 | 2025                     | 3       | INV P        | 383.74 121324   | 306436 | PAINT FOR TATUM     |
|                               |                      |                      |         |                          |         |              | 383.74          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 570000               |                      |         |                          |         |              |                 |        |                     |
| 002160                        | AT&T MOBILITY        | 287308925627X120524  | 0       | MTR                      | VEHICLE | REP. PTS/SPL | 495.60 121324   | 306282 | MB2016-287/WIRELESS |
|                               |                      |                      |         | 2025                     | 3       | INV P        |                 |        |                     |
|                               |                      |                      |         |                          |         |              | 495.60          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 575500               |                      |         |                          |         |              |                 |        |                     |
| 002083                        | ALLBRITTON CHAIN SAW | 107398               | 2500915 | 2025                     | 2       | INV P        | 43.31 121324    | 306273 | SHOP SUPPLIES       |
| 002304                        | BRACKMAN MOWER WAREH | 61675                | 2500963 | 2025                     | 3       | INV P        | 241.38 121324   | 306289 | WEED EATER SUPPLIES |
|                               |                      |                      |         |                          |         |              | 284.69          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 599000               |                      |         |                          |         |              |                 |        |                     |
| 002083                        | ALLBRITTON CHAIN SAW | 107504               | 2501062 | 2025                     | 3       | INV P        | 9.21 121324     | 306273 | SHOP SUPPLIES       |
|                               |                      |                      |         |                          |         |              | 9.21            |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 604900               |                      |         |                          |         |              |                 |        |                     |
| 050462                        | SHADE LANDSCAPE      | 2113                 | 2500349 | 2025                     | 3       | INV P        | 1,250.00 121324 | 306433 | KATZ PARK LANDSCAPI |
|                               |                      |                      |         |                          |         |              | 1,250.00        |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 606000               |                      |         |                          |         |              |                 |        |                     |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | TELEPHONE AND TELEGRAPH  |         |              | 113.58 121324   | 306282 | MB#2016-287/WIRELES |
|                               |                      |                      |         | 2025                     | 3       | INV P        |                 |        |                     |
|                               |                      |                      |         |                          |         |              | 113.58          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 611000               |                      |         |                          |         |              |                 |        |                     |
| 004017                        | REGIONS CARDHOLDER S | 2080-11/30/24        | 0       | TRAVEL EXPENSE           |         |              | 220.00 121324   | 306427 | 2080-11/30/24 REGIO |
|                               |                      |                      |         | 2025                     | 3       | INV P        |                 |        |                     |
|                               |                      |                      |         |                          |         |              | 220.00          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 630500               |                      |         |                          |         |              |                 |        |                     |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | ELECTRICITY              |         |              | 867.70 121324   | 306389 | MISSISSIPPI POWER-V |
|                               |                      |                      |         | 2025                     | 3       | INV P        |                 |        |                     |
|                               |                      |                      |         |                          |         |              | 867.70          |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |
| 002300                        | 636000               |                      |         |                          |         |              |                 |        |                     |
| 003764                        | NEEL-SCHAFFER INC    | 1101763              | 0       | STREETS & STRUCTURES R&M |         |              | 9,753.02 121324 | 306397 | MB 2023-41 TIMBERTO |
|                               |                      |                      |         | 2025                     | 3       | INV P        |                 |        |                     |
|                               |                      |                      |         |                          |         |              | 9,753.02        |        |                     |
|                               |                      |                      |         |                          |         |              |                 |        | ACCOUNT TOTAL       |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                             |             |         | ACCOUNT/VENDOR |      | INVOICE | PO    | YEAR/PR                  | TYP S  | WARRANT | CHECK  | DESCRIPTION         |  |
|-------------------------------|-----------------------------|-------------|---------|----------------|------|---------|-------|--------------------------|--------|---------|--------|---------------------|--|
| 002300                        | 638400                      |             |         |                |      |         |       | MOTOR VEHICLE EQ. R&M    |        |         |        |                     |  |
| 003712                        | MS STATE/TAX COMM/TA        | 22419       | NEW TAG | 0              | 2025 | 3       | INV P | 12.00                    | 121324 |         | 306394 | UNIT #22419/VIN#3C6 |  |
| 003915                        | PINE BELT CDJR, INC         | 96027       |         | 2501079        | 2025 | 3       | INV P | 298.40                   | 121324 |         | 306412 | TRUCK MAINT UNIT #1 |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 310.40                   |        |         |        |                     |  |
| 002300                        | 638700                      |             |         |                |      |         |       | AGRICULTURAL EQ. R&M     |        |         |        |                     |  |
| 002304                        | BRACKMAN MOWER WAREH        | 61764       |         | 2501100        | 2025 | 3       | INV P | 124.30                   | 121324 |         | 306289 | MOWER REPAIR #21451 |  |
| 002304                        | BRACKMAN MOWER WAREH        | 61765       |         | 2501098        | 2025 | 3       | INV P | 304.45                   | 121324 |         | 306289 | MOWER REPAIR #94132 |  |
| 002304                        | BRACKMAN MOWER WAREH        | 61766       |         | 2501101        | 2025 | 3       | INV P | 53.00                    | 121324 |         | 306289 | MOWER REPAIR #93704 |  |
|                               |                             |             |         |                |      |         |       | 481.75                   |        |         |        |                     |  |
| 003843                        | PARISH TRACTOR (HATT W08687 |             |         | 2500924        | 2025 | 3       | INV P | 3,062.10                 | 121324 |         | 306403 | TRACTOR REPAIR #741 |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 3,543.85                 |        |         |        |                     |  |
| 002300                        | 639400                      |             |         |                |      |         |       | DISINFECT./EXTERMINATION |        |         |        |                     |  |
| 003040                        | HAVARD PEST CONTROL         | 2380341     |         | 0              | 2025 | 3       | INV P | 69.00                    | 121324 |         | 306343 | HAVARD PEST CONTROL |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 69.00                    |        |         |        |                     |  |
| 002300                        | 642000                      |             |         |                |      |         |       | MACHINERY RENT           |        |         |        |                     |  |
| 004401                        | TAYLOR RENTAL CENTER        | 1-356112-04 |         | 2500855        | 2025 | 2       | INV P | 82.50                    | 121324 |         | 306452 | SHOP SUPPLIES       |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 82.50                    |        |         |        |                     |  |
| 002300                        | 643000                      |             |         |                |      |         |       | UNIFORM RENT             |        |         |        |                     |  |
| 002471                        | CINTAS CORPORATION #        | 4212985482  |         | 0              | 2025 | 3       | INV P | 270.35                   | 121324 |         | 306303 | PR GROUNDS UNIFORM  |  |
| 002471                        | CINTAS CORPORATION #        | 4213678226  |         | 0              | 2025 | 3       | INV P | 1,119.25                 | 121324 |         | 306303 | PR GROUNDS UNIFORM  |  |
|                               |                             |             |         |                |      |         |       | 1,389.60                 |        |         |        |                     |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 1,389.60                 |        |         |        |                     |  |
| 002300                        | 644900                      |             |         |                |      |         |       | OTHER RENT               |        |         |        |                     |  |
| 002471                        | CINTAS CORPORATION #        | 4212985301  |         | 0              | 2025 | 3       | INV P | 47.46                    | 121324 |         | 306304 | PR GROUNDS MAT RENT |  |
| 002471                        | CINTAS CORPORATION #        | 4213677641  |         | 0              | 2025 | 3       | INV P | 47.46                    | 121324 |         | 306304 | PR GROUNDS MAT RENT |  |
|                               |                             |             |         |                |      |         |       | 94.92                    |        |         |        |                     |  |
| 004281                        | SOUTHERN ON SITE STO        | 110844      |         | 0              | 2025 | 3       | INV P | 1,550.00                 | 121324 |         | 306441 | PORTABLE RENTAL TOW |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 1,644.92                 |        |         |        |                     |  |
| 002300                        | 687000                      |             |         |                |      |         |       | CUSTODIAL SERVICE        |        |         |        |                     |  |
| 047011                        | JANI-KING OF SOUTH E SEM    | 12240205    |         | 2500534        | 2025 | 3       | INV P | 415.00                   | 121324 |         | 306354 | TWO-QUOTE JANITORIA |  |
| ACCOUNT TOTAL                 |                             |             |         |                |      |         |       | 415.00                   |        |         |        |                     |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      | ACCOUNT/VENDOR |         | INVOICE | PO | YEAR/PR                       | TYP | S | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|----------------|---------|---------|----|-------------------------------|-----|---|-----------|--------|----------------------------|
| 002300                        | 699900               |                |         |         |    | SERVICES NOT SPECIFIED        |     |   |           |        |                            |
| 003869                        | PEANUTS TOWING SERVI | 104648         | 0       | 2025    | 3  | INV                           | P   |   | 150.00    | 121324 | 306406 TRUCK UNIT#18558 TO |
| 004281                        | SOUTHERN ON SITE STO | 109846         | 0       | 2025    | 3  | INV                           | P   |   | 395.00    | 121324 | 306441 PORTABLE RENTAL TAT |
| 004281                        | SOUTHERN ON SITE STO | 110421         | 0       | 2025    | 3  | INV                           | P   |   | 360.00    | 121324 | 306441 PORTABLE RENTAL TAT |
|                               |                      |                |         |         |    |                               |     |   | 755.00    |        |                            |
| 047043                        | PORTABLE TOILETS     | 110292         | 0       | 2025    | 3  | INV                           | P   |   | 360.00    | 121324 | 306417 PORTABLE RENTAL TAT |
| 047187                        | FOUR SEASONS LAWN    | 19812          | 0       | 2025    | 3  | INV                           | P   |   | 530.00    | 121324 | 306333 LAWN MAINTENANCE LA |
| 047187                        | FOUR SEASONS LAWN    | 19893          | 0       | 2025    | 3  | INV                           | P   |   | 500.00    | 121324 | 306333 LAWN MAINTENANCE LA |
| 047187                        | FOUR SEASONS LAWN    | 19921          | 0       | 2025    | 3  | INV                           | P   |   | 650.00    | 121324 | 306333 LAWN MAINTENANCE LA |
| 047187                        | FOUR SEASONS LAWN    | 20009          | 0       | 2025    | 3  | INV                           | P   |   | 325.00    | 121324 | 306333 LAWN MAINTENANCE LA |
|                               |                      |                |         |         |    |                               |     |   | 2,005.00  |        |                            |
| 050462                        | SHADE LANDSCAPE      | 2109           | 0       | 2025    | 3  | INV                           | P   |   | 1,000.00  | 121324 | 306433 NOVEMBER MONTHLY LA |
|                               |                      |                |         |         |    | ACCOUNT TOTAL                 |     |   | 4,270.00  |        |                            |
| 002300                        | 740000               |                |         |         |    | AUTOMOBILES                   |     |   |           |        |                            |
| 003915                        | PINE BELT CDJR, INC  | 12/02/2024     | 2500921 | 2025    | 3  | INV                           | P   |   | 38,790.00 | 121324 | 306412 CARGO VAN FOR COMMU |
|                               |                      |                |         |         |    | ACCOUNT TOTAL                 |     |   | 38,790.00 |        |                            |
|                               |                      |                |         |         |    | ORG 002300 TOTAL              |     |   | 74,265.52 |        |                            |
| 002315                        |                      |                |         |         |    | PKS/REC-REC.ADMIN/COM.REL.    |     |   |           |        |                            |
| 002315                        | 551000               |                |         |         |    | RECREATIONAL SUPPLIES         |     |   |           |        |                            |
| 002107                        | AMERICAN GRAPHICS    | 19437          | 0       | 2025    | 3  | INV                           | P   |   | 36.00     | 121324 | 306274 SUMMER CAMP SHIRTS  |
| 004017                        | REGIONS CARDHOLDER S | 1286-11/30/24  | 0       | 2025    | 3  | INV                           | P   |   | 1,299.89  | 121324 | 306427 1286-11/30/24 REGIO |
| 004017                        | REGIONS CARDHOLDER S | 2080-11/30/24  | 0       | 2025    | 3  | INV                           | P   |   | 4,814.80  | 121324 | 306427 2080-11/30/24 REGIO |
|                               |                      |                |         |         |    |                               |     |   | 6,114.69  |        |                            |
|                               |                      |                |         |         |    | ACCOUNT TOTAL                 |     |   | 6,150.69  |        |                            |
| 002315                        | 551001               |                |         |         |    | RECREATIONAL SUPP-ARTS CENTER |     |   |           |        |                            |
| 004017                        | REGIONS CARDHOLDER S | 6566-11/30/24  | 0       | 2025    | 3  | INV                           | P   |   | 797.02    | 121324 | 306427 6566-11/30/24 REGIO |
|                               |                      |                |         |         |    | ACCOUNT TOTAL                 |     |   | 797.02    |        |                            |
| 002315                        | 570000               |                |         |         |    | MTR VEHICLE REP. PTS/SPL      |     |   |           |        |                            |
| 048827                        | CARQUEST             | 000074         | 2501109 | 2025    | 3  | INV                           | P   |   | 18.98     | 121324 | 306299 TRUCK MAINT. UNIT # |
|                               |                      |                |         |         |    | ACCOUNT TOTAL                 |     |   | 18.98     |        |                            |
| 002315                        | 603400               |                |         |         |    | OFFICIALS                     |     |   |           |        |                            |
| 047595                        | MARTIN DERRICAS      | DMARTIN1121    | 0       | 2025    | 2  | INV                           | P   |   | 75.00     | 121324 | 306371 SOFTBALL OFFICIAL 1 |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                          |         |         |     |   |           |        |        |                     |  |
|-------------------------------|----------------------|--------------------------|---------|---------|-----|---|-----------|--------|--------|---------------------|--|
| ACCOUNT/VENDOR                |                      | INVOICE                  | PO      | YEAR/PR | TYP | S | WARRANT   |        | CHECK  | DESCRIPTION         |  |
| 048772                        | LEE ANTHONY          | ALEE1121                 | 0       | 2025 2  | INV | P | 75.00     | 121324 | 306366 | SOFTBALL OFFICIAL   |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 150.00    |        |        |                     |  |
| 002315                        | 604900               | OTHER PROFESSIONAL SERV. |         |         |     |   |           |        |        |                     |  |
| 003054                        | H'BURG CONVENTION CO | 120520HC                 | 2501003 | 2025 3  | INV | P | 200.00    | 121324 | 306341 | SNOW EQUIPMENT/LABO |  |
| 003313                        | KETTLEY, ANNETTE     | AKETTLEY1121             | 0       | 2025 2  | INV | P | 30.00     | 121324 | 306360 | SOFTBALL SCOREKEPPE |  |
| 003958                        | POWELL, RANDY        | RPOWELL1121              | 0       | 2025 2  | INV | P | 45.00     | 121324 | 306419 | SOFTBALL SCOREKEEPE |  |
| 047581                        | PROTECTION AGENCY &  | 001393                   | 0       | 2025 2  | INV | P | 150.00    | 121324 | 306421 | ADULT SOFTBALL LEAG |  |
| 047971                        | BRETT CUMMINS        | BCUMMINS1113             | 0       | 2025 3  | INV | P | 225.00    | 121324 | 306291 | ADULT WATERCOLOR A  |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 650.00    |        |        |                     |  |
| 002315                        | 606000               | TELEPHONE AND TELEGRAPH  |         |         |     |   |           |        |        |                     |  |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824     | 0       | 2025 3  | INV | P | 113.58    | 121324 | 306282 | MB#2016-287/WIRELES |  |
| 002160                        | AT&T MOBILITY        | 287289913717X120524      | 0       | 2025 3  | INV | P | 11.11     | 121324 | 306282 | MB2016-287/WIRELESS |  |
| 002160                        | AT&T MOBILITY        | 287290252011X120524      | 0       | 2025 3  | INV | P | 225.48    | 121324 | 306282 | MB2016-287/WIRELESS |  |
|                               |                      |                          |         |         |     |   | 350.17    |        |        |                     |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 350.17    |        |        |                     |  |
| 002315                        | 611000               | TRAVEL EXPENSE           |         |         |     |   |           |        |        |                     |  |
| 004017                        | REGIONS CARDHOLDER S | 4341-11/30/24            | 0       | 2025 3  | INV | P | 1,285.95  | 121324 | 306427 | 4341-11/30/24 REGIO |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 1,285.95  |        |        |                     |  |
| 002315                        | 630000               | GAS                      |         |         |     |   |           |        |        |                     |  |
| 004321                        | SPIRE                | G2024-4 DEC              | 0       | 2025 3  | INV | P | 20.00     | 121324 | 306446 | SPIRE(WILMUT GAS) V |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 20.00     |        |        |                     |  |
| 002315                        | 630500               | ELECTRICITY              |         |         |     |   |           |        |        |                     |  |
| 003700                        | MS POWER COMPANY     | E2024 DEC 3              | 0       | 2025 3  | INV | P | 76.05     | 121324 | 306383 | MISSISSIPPI POWER-4 |  |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC             | 0       | 2025 3  | INV | P | 16,696.23 | 121324 | 306389 | MISSISSIPPI POWER-V |  |
|                               |                      |                          |         |         |     |   | 16,772.28 |        |        |                     |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 16,772.28 |        |        |                     |  |
| 002315                        | 639400               | DISINFECT./EXTERMINATION |         |         |     |   |           |        |        |                     |  |
| 003040                        | HAVARD PEST CONTROL  | 2376427                  | 0       | 2025 3  | INV | P | 1.13      | 121324 | 306343 | HAVARD PEST CONTROL |  |
| 003040                        | HAVARD PEST CONTROL  | 2380319                  | 0       | 2025 3  | INV | P | 74.00     | 121324 | 306343 | HAVARD PEST CONTROL |  |
|                               |                      |                          |         |         |     |   | 75.13     |        |        |                     |  |
| ACCOUNT TOTAL                 |                      |                          |         |         |     |   | 75.13     |        |        |                     |  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                         |            |         |     |   |            |       |             |  |
|-------------------------------|-------------------------|------------|---------|-----|---|------------|-------|-------------|--|
| ACCOUNT/VENDOR                | INVOICE                 | PO         | YEAR/PR | TYP | S | WARRANT    | CHECK | DESCRIPTION |  |
|                               |                         | ORG 002315 | TOTAL   |     |   | 26,270.22  |       |             |  |
| FUND 002                      | PARKS & RECREATION FUND |            | TOTAL:  |     |   | 100,535.74 |       |             |  |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      | ACCOUNT/VENDOR       |         | INVOICE                        | PO | YEAR/PR   | TYP    | S | WARRANT | CHECK               | DESCRIPTION |
|-------------------------------|----------------------|----------------------|---------|--------------------------------|----|-----------|--------|---|---------|---------------------|-------------|
| 009660                        |                      |                      |         | W&S O&M-CUSTOMER ACCT. DIV.    |    |           |        |   |         |                     |             |
| 009660                        | 502000               |                      |         | MINOR OFFICE EQUIP/FURN.       |    |           |        |   |         |                     |             |
| 004017                        | REGIONS CARDHOLDER S | 1286-11/30/24        | 0       | 2025 3 INV P                   |    | 274.99    | 121324 |   | 306427  | 1286-11/30/24       | REGIO       |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 274.99    |        |   |         |                     |             |
| 009660                        | 604900               |                      |         | OTHER PROFESSIONAL SERV.       |    |           |        |   |         |                     |             |
| 002181                        | BADGER METER INC     | 80179435             | 0       | 2025 3 INV P                   |    | 8,101.04  | 121324 |   | 306284  | MB 2018-832         | BEACON      |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 8,101.04  |        |   |         |                     |             |
| 009660                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH        |    |           |        |   |         |                     |             |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025 3 INV P                   |    | 175.12    | 121324 |   | 306282  | MB#2016-287/WIRELES |             |
| 002160                        | AT&T MOBILITY        | 287290252011X120524  | 0       | 2025 3 INV P                   |    | 40.23     | 121324 |   | 306282  | MB2016-287/WIRELESS |             |
|                               |                      |                      |         |                                |    | 215.35    |        |   |         |                     |             |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 215.35    |        |   |         |                     |             |
| 009660                        | 607000               |                      |         | POSTAGE                        |    |           |        |   |         |                     |             |
| 047562                        | ENCO UTILITY         | INV66672             | 0       | 2025 3 INV P                   |    | 3,269.10  | 121324 |   | 306327  | MB 2020-303 2024    | PO          |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 3,269.10  |        |   |         |                     |             |
| 009660                        | 630500               |                      |         | ELECTRICITY                    |    |           |        |   |         |                     |             |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025 3 INV P                   |    | 215.76    | 121324 |   | 306389  | MISSISSIPPI POWER-V |             |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 215.76    |        |   |         |                     |             |
| 009660                        | 639400               |                      |         | DISINFECT./EXTERMINATION       |    |           |        |   |         |                     |             |
| 003040                        | HAVARD PEST CONTROL  | 2364582              | 0       | 2025 3 INV P                   |    | 48.00     | 121324 |   | 306343  | HAVARD PEST CONTROL |             |
| 003040                        | HAVARD PEST CONTROL  | 2376772              | 0       | 2025 3 INV P                   |    | 1.00      | 121324 |   | 306343  | HAVARD PEST CONTROL |             |
| 003040                        | HAVARD PEST CONTROL  | 2391705              | 0       | 2025 3 INV P                   |    | 1.00      | 121324 |   | 306343  | HAVARD PEST CONTROL |             |
|                               |                      |                      |         |                                |    | 50.00     |        |   |         |                     |             |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 50.00     |        |   |         |                     |             |
| 009660                        | 687000               |                      |         | CUSTODIAL SERVICE              |    |           |        |   |         |                     |             |
| 050419                        | SCRUB HUB LLC        | 12                   | 2401114 | 2025 3 INV P                   |    | 432.72    | 121324 |   | 306432  | TWO-QUOTE JANITORIA |             |
|                               |                      |                      |         | ACCOUNT TOTAL                  |    | 432.72    |        |   |         |                     |             |
|                               |                      |                      |         | ORG 009660 TOTAL               |    | 12,558.96 |        |   |         |                     |             |
| 009672                        |                      |                      |         | W&S O&M-WATER TRANSMISSION DIV |    |           |        |   |         |                     |             |
| 009672                        | 570000               |                      |         | MTR VEHICLE REP. PTS/SPL       |    |           |        |   |         |                     |             |
| 003861                        | PATTERSON AUTO ELECT | 82481                | 2500986 | 2025 3 INV P                   |    | 99.20     | 121324 |   | 306404  | REPAIRS TO UNIT # 2 |             |
| 003861                        | PATTERSON AUTO ELECT | 82626                | 2501013 | 2025 3 INV P                   |    | 576.96    | 121324 |   | 306404  | REPAIRS TO UNIT # 1 |             |
| 003861                        | PATTERSON AUTO ELECT | 82627                | 2501012 | 2025 3 INV P                   |    | 364.55    | 121324 |   | 306404  | REPAIRS TO UNIT # 2 |             |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |            |                          |         |     |       |           |         |        |                     |  |  |
|-------------------------------|----------------------|------------|--------------------------|---------|-----|-------|-----------|---------|--------|---------------------|--|--|
| ACCOUNT/VENDOR                |                      | INVOICE    | PO                       | YEAR/PR | TYP | S     |           | WARRANT | CHECK  | DESCRIPTION         |  |  |
|                               |                      |            |                          |         |     |       | 1,040.71  |         |        |                     |  |  |
| 048827                        | CARQUEST             | 000031     | 2500980                  | 2025    | 3   | INV P | 285.11    | 121324  | 306299 | REPAIR PARTS FOR UN |  |  |
| 048827                        | CARQUEST             | 000055     | 2501026                  | 2025    | 3   | INV P | 86.73     | 121324  | 306299 | REPAIR PARTS FOR UN |  |  |
| 048827                        | CARQUEST             | 000056     | 2501070                  | 2025    | 3   | INV P | 4.35      | 121324  | 306299 | REPAIR PARTS FOR UN |  |  |
|                               |                      |            |                          |         |     |       | 376.19    |         |        |                     |  |  |
| ACCOUNT TOTAL                 |                      |            |                          |         |     |       | 1,416.90  |         |        |                     |  |  |
| 009672                        | 604900               |            | OTHER PROFESSIONAL SERV. |         |     |       |           |         |        |                     |  |  |
| 002288                        | BONNER ANALYTICAL TE | 85259      | 0                        | 2025    | 3   | INV P | 1,020.00  | 121324  | 306287 | ROUTINE COLIFORM TE |  |  |
| 002288                        | BONNER ANALYTICAL TE | 85308      | 0                        | 2025    | 3   | INV P | 60.00     | 121324  | 306287 | COLIFORM TESTING, 3 |  |  |
|                               |                      |            |                          |         |     |       | 1,080.00  |         |        |                     |  |  |
| 002294                        | BOURNE BROTHERS PRIN | 94027      | 0                        | 2025    | 3   | INV P | 25.00     | 121324  | 306288 | LETTERING FOR UNITS |  |  |
| ACCOUNT TOTAL                 |                      |            |                          |         |     |       | 1,105.00  |         |        |                     |  |  |
| 009672                        | 636000               |            | STREETS & STRUCTURES R&M |         |     |       |           |         |        |                     |  |  |
| 003649                        | C J MORGAN INC       | 2024066    | 0                        | 2025    | 3   | INV P | 2,694.25  | 121324  | 306296 | MB2024-551: WATER R |  |  |
| 003649                        | C J MORGAN INC       | 2024067    | 0                        | 2025    | 3   | INV P | 26,069.39 | 121324  | 306296 | MB2024-551: WATER R |  |  |
|                               |                      |            |                          |         |     |       | 28,763.64 |         |        |                     |  |  |
| ACCOUNT TOTAL                 |                      |            |                          |         |     |       | 28,763.64 |         |        |                     |  |  |
| 009672                        | 638400               |            | MOTOR VEHICLE EQ. R&M    |         |     |       |           |         |        |                     |  |  |
| 003861                        | PATTERSON AUTO ELECT | 82481      | 2500986                  | 2025    | 3   | INV P | 95.00     | 121324  | 306404 | REPAIRS TO UNIT # 2 |  |  |
| 003861                        | PATTERSON AUTO ELECT | 82626      | 2501013                  | 2025    | 3   | INV P | 937.50    | 121324  | 306404 | REPAIRS TO UNIT # 1 |  |  |
| 003861                        | PATTERSON AUTO ELECT | 82627      | 2501012                  | 2025    | 3   | INV P | 617.50    | 121324  | 306404 | REPAIRS TO UNIT # 2 |  |  |
|                               |                      |            |                          |         |     |       | 1,650.00  |         |        |                     |  |  |
| ACCOUNT TOTAL                 |                      |            |                          |         |     |       | 1,650.00  |         |        |                     |  |  |
| 009672                        | 638600               |            | CONSTRUCTION EQUIP R&M   |         |     |       |           |         |        |                     |  |  |
| 002751                        | EQUIPMENT INC        | 155502437  | 2500835                  | 2025    | 3   | INV P | 1,605.97  | 121324  | 306330 | REPAIRS TO BOBCAT E |  |  |
| 002751                        | EQUIPMENT INC        | 155502490  | 2500982                  | 2025    | 3   | INV P | 769.79    | 121324  | 306330 | PARTS & LABOR       |  |  |
|                               |                      |            |                          |         |     |       | 2,375.76  |         |        |                     |  |  |
| ACCOUNT TOTAL                 |                      |            |                          |         |     |       | 2,375.76  |         |        |                     |  |  |
| 009672                        | 643000               |            | UNIFORM RENT             |         |     |       |           |         |        |                     |  |  |
| 002471                        | CINTAS CORPORATION # | 4213186829 | 0                        | 2025    | 3   | INV P | 262.25    | 121324  | 306303 | SC#8200044758: UNIF |  |  |
| 002471                        | CINTAS CORPORATION # | 4213940201 | 0                        | 2025    | 3   | INV P | 236.00    | 121324  | 306303 | SC#8200044758: UNIF |  |  |
|                               |                      |            |                          |         |     |       | 498.25    |         |        |                     |  |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |  |                      |  |                              |           |               |         |                    |           |           |           |                            |                            |  |  |
|-------------------------------|--|----------------------|--|------------------------------|-----------|---------------|---------|--------------------|-----------|-----------|-----------|----------------------------|----------------------------|--|--|
| ACCOUNT/VENDOR                |  |                      |  | INVOICE                      |           | PO            | YEAR/PR |                    | TYP       | S         | WARRANT   | CHECK                      | DESCRIPTION                |  |  |
|                               |  |                      |  |                              |           | ACCOUNT TOTAL |         |                    | 498.25    |           |           |                            |                            |  |  |
|                               |  |                      |  |                              |           | ORG 009672    |         |                    | TOTAL     |           | 35,809.55 |                            |                            |  |  |
| 009673                        |  |                      |  | W&S O&M-WATER PLANT DIVISION |           |               |         |                    |           |           |           |                            |                            |  |  |
| 009673                        |  |                      |  | 501000                       |           |               |         | OTHER EXPENDABLE   |           |           |           | OFF.SPL                    |                            |  |  |
| 004327                        |  | STANDARD OFFICE      |  | SUPP                         | H35080-00 | 2500934       | 2025    | 3                  | INV       | P         | 232.00    | 121324                     | 306447 SD377 DIARY DAILY J |  |  |
| 004327                        |  | STANDARD OFFICE      |  | SUPP                         | H35176-00 | 2500987       | 2025    | 3                  | INV       | P         | 59.99     | 121324                     | 306447 OFFICE SUPPLIES-- W |  |  |
|                               |  |                      |  |                              |           |               |         |                    |           |           | 291.99    |                            |                            |  |  |
|                               |  |                      |  |                              |           | ACCOUNT TOTAL |         |                    | 291.99    |           |           |                            |                            |  |  |
| 009673                        |  |                      |  | 513000                       |           |               |         | CHEMICALS          |           |           |           |                            |                            |  |  |
| 003179                        |  | INDUSTRIAL CHEMICALS |  | 558913                       | 2500820   | 2025          | 3       | INV                | P         | 4,960.00  | 121324    | 306349 SODIUM FLUOROSILICA |                            |  |  |
| 003179                        |  | INDUSTRIAL CHEMICALS |  | 558914                       | 2500873   | 2025          | 3       | INV                | P         | 4,500.00  | 121324    | 306349 50LB BAGS LIME FOR  |                            |  |  |
|                               |  |                      |  |                              |           |               |         |                    |           |           | 9,460.00  |                            |                            |  |  |
|                               |  |                      |  |                              |           | ACCOUNT TOTAL |         |                    | 9,460.00  |           |           |                            |                            |  |  |
| 009673                        |  |                      |  | 570000                       |           |               |         | MTR VEHICLE REP.   |           |           |           | PTS/SPL                    |                            |  |  |
| 002160                        |  | AT&T MOBILITY        |  | 287308925627X120524          | 0         | 2025          | 3       | INV                | P         | 967.60    | 121324    | 306282 MB2016-287/WIRELESS |                            |  |  |
| 048827                        |  | CARQUEST             |  | 14758-43081                  | 2500981   | 2025          | 3       | INV                | P         | 43.89     | 121324    | 306299 REPAIR PARTS FOR UN |                            |  |  |
|                               |  |                      |  |                              |           | ACCOUNT TOTAL |         |                    | 1,011.49  |           |           |                            |                            |  |  |
| 009673                        |  |                      |  | 604900                       |           |               |         | OTHER PROFESSIONAL |           |           |           | SERV.                      |                            |  |  |
| 002380                        |  | BYRD, WADE J.        |  | BYRD122024                   | 0         | 2025          | 3       | INV                | P         | 3,000.00  | 121324    | 306294 OPERATOR OF RECORD, |                            |  |  |
| 047062                        |  | COAST CHLORINATOR &  |  | 77869                        | 0         | 2025          | 3       | INV                | P         | 1,385.00  | 121324    | 306308 PO#2401587, REMOTE  |                            |  |  |
|                               |  |                      |  |                              |           | ACCOUNT TOTAL |         |                    | 4,385.00  |           |           |                            |                            |  |  |
| 009673                        |  |                      |  | 630500                       |           |               |         | ELECTRICITY        |           |           |           |                            |                            |  |  |
| 003700                        |  | MS POWER COMPANY     |  | E2024 NOV 26                 | 0         | 2025          | 3       | INV                | P         | 842.83    | 121324    | 306381 MISSISSIPPI POWER-V |                            |  |  |
| 003700                        |  | MS POWER COMPANY     |  | E2024-10 DEC                 | 0         | 2025          | 3       | INV                | P         | 57,671.03 | 121324    | 306389 MISSISSIPPI POWER-V |                            |  |  |
| 003700                        |  | MS POWER COMPANY     |  | E2024-12/04B                 | 0         | 2025          | 3       | INV                | P         | 51.57     | 121324    | 306384 MISSISSIPPI POWER-1 |                            |  |  |
|                               |  |                      |  |                              |           |               |         |                    |           |           | 58,565.43 |                            |                            |  |  |
| 003873                        |  | PEARL RIVER VALLEY   |  | E 2024 11.06.24              | 0         | 2025          | 3       | INV                | P         | 117.34    | 121324    | 306407 PEARL RIVER VALLEY- |                            |  |  |
| 003873                        |  | PEARL RIVER VALLEY   |  | E 2024 11.26.24              | 0         | 2025          | 3       | INV                | P         | 37.95     | 121324    | 306407 PEARL RIVER VALLEY- |                            |  |  |
| 003873                        |  | PEARL RIVER VALLEY   |  | E 2024-11.26A                | 0         | 2025          | 3       | INV                | P         | 38.29     | 121324    | 306407 PEARL RIVER VALLEY- |                            |  |  |
| 003873                        |  | PEARL RIVER VALLEY   |  | E 2024-11.27C                | 0         | 2025          | 3       | INV                | P         | 7,418.75  | 121324    | 306407 PEARL RIVER VALLEY  |                            |  |  |
|                               |  |                      |  |                              |           |               |         |                    |           |           | 7,612.33  |                            |                            |  |  |
|                               |  |                      |  |                              |           | ACCOUNT TOTAL |         |                    | 66,177.76 |           |           |                            |                            |  |  |
| 009673                        |  |                      |  | 643500                       |           |               |         | MOP-MAT-RAG RENT   |           |           |           |                            |                            |  |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      |                     |         |                          |     |   |                 |        |                     |  |
|-------------------------------|----------------------|---------------------|---------|--------------------------|-----|---|-----------------|--------|---------------------|--|
| ACCOUNT/VENDOR                |                      | INVOICE             | PO      | YEAR/PR                  | TYP | S | WARRANT         | CHECK  | DESCRIPTION         |  |
| 002471                        | CINTAS CORPORATION # | 4213939539          | 0       | 2025 3                   | INV | P | 91.41 121324    | 306303 | SC8200044758: MOPS  |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 91.41           |        |                     |  |
| 009673                        | 687000               |                     |         | CUSTODIAL SERVICE        |     |   |                 |        |                     |  |
| 047011                        | JANI-KING OF SOUTH E | SEM12240204         | 2500534 | 2025 3                   | INV | P | 446.00 121324   | 306354 | TWO-QUOTE JANITORIA |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 446.00          |        |                     |  |
| ORG 009673 TOTAL              |                      |                     |         |                          |     |   | 81,863.65       |        |                     |  |
| 009676                        |                      |                     |         | W&S O&M-SEWER DIVISION   |     |   |                 |        |                     |  |
| 009676                        | 561000               |                     |         | PLUMBING SUPPLIES        |     |   |                 |        |                     |  |
| 004284                        | SOUTHERN PIPE & SUPP | 347496-00           | 2500440 | 2025 3                   | INV | P | 2,790.32 121324 | 306443 | WAREHOUSE STOCK FOR |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 2,790.32        |        |                     |  |
| 009676                        | 570000               |                     |         | MTR VEHICLE REP. PTS/SPL |     |   |                 |        |                     |  |
| 003861                        | PATTERSON AUTO ELECT | 82618               | 2500840 | 2025 3                   | INV | P | 243.66 121324   | 306404 | REPAIRS TO UNIT # 1 |  |
| 003861                        | PATTERSON AUTO ELECT | 82619               | 2500836 | 2025 3                   | INV | P | 450.92 121324   | 306404 | REPAIRS TO UNIT # 1 |  |
|                               |                      |                     |         |                          |     |   | 694.58          |        |                     |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 694.58          |        |                     |  |
| 009676                        | 606000               |                     |         | TELEPHONE AND TELEGRAPH  |     |   |                 |        |                     |  |
| 002160                        | AT&T MOBILITY        | 287290252011X120524 | 0       | 2025 3                   | INV | P | 1,416.35 121324 | 306282 | MB2016-287/WIRELESS |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 1,416.35        |        |                     |  |
| 009676                        | 630500               |                     |         | ELECTRICITY              |     |   |                 |        |                     |  |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC        | 0       | 2025 3                   | INV | P | 5,276.20 121324 | 306389 | MISSISSIPPI POWER-V |  |
| 003700                        | MS POWER COMPANY     | E2024-12/04B        | 0       | 2025 3                   | INV | P | 160.00 121324   | 306384 | MISSISSIPPI POWER-1 |  |
|                               |                      |                     |         |                          |     |   | 5,436.20        |        |                     |  |
| 004282                        | SOUTHERN PINE ELECTR | E2024 11.15.24      | 0       | 2025 3                   | INV | P | 44.63 121324    | 306442 | SOUTHERN PINE ELECT |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 5,480.83        |        |                     |  |
| 009676                        | 638400               |                     |         | MOTOR VEHICLE EQ. R&M    |     |   |                 |        |                     |  |
| 003476                        | MAACO COLLISION REPA | 30068               | 2500455 | 2025 3                   | INV | P | 3,154.40 121324 | 306368 | REPAIRS TO UNIT # 2 |  |
| 003861                        | PATTERSON AUTO ELECT | 82618               | 2500840 | 2025 3                   | INV | P | 812.50 121324   | 306404 | REPAIRS TO UNIT # 1 |  |
| 003861                        | PATTERSON AUTO ELECT | 82619               | 2500836 | 2025 3                   | INV | P | 1,250.00 121324 | 306404 | REPAIRS TO UNIT # 1 |  |
|                               |                      |                     |         |                          |     |   | 2,062.50        |        |                     |  |
| ACCOUNT TOTAL                 |                      |                     |         |                          |     |   | 5,216.90        |        |                     |  |
| ORG 009676 TOTAL              |                      |                     |         |                          |     |   | 15,598.98       |        |                     |  |

| YEAR/PERIOD: 2025/2 TO 2025/3              |  |  |  |         |                     |                          |     |            |           |        |                            |
|--------------------------------------------|--|--|--|---------|---------------------|--------------------------|-----|------------|-----------|--------|----------------------------|
| ACCOUNT/VENDOR                             |  |  |  | INVOICE | PO                  | YEAR/PR                  | TYP | S          | WARRANT   | CHECK  | DESCRIPTION                |
| 009677                                     |  |  |  |         | W&S O&M-SEWER       | LAGOON DIV.              |     |            |           |        |                            |
| 009677 604900                              |  |  |  |         |                     | OTHER PROFESSIONAL SERV. |     |            |           |        |                            |
| 002288 BONNER ANALYTICAL TE 85399          |  |  |  | 0       | 2025                | 3                        | INV | P          | 2,419.11  | 121324 | 306287 NPDES MONITORING, L |
| ACCOUNT TOTAL                              |  |  |  |         |                     |                          |     |            | 2,419.11  |        |                            |
| 009677 630500                              |  |  |  |         | ELECTRICITY         |                          |     |            |           |        |                            |
| 003700 MS POWER COMPANY E2024-10 DEC       |  |  |  | 0       | 2025                | 3                        | INV | P          | 43,429.14 | 121324 | 306389 MISSISSIPPI POWER-V |
| 003873 PEARL RIVER VALLEY E 2024 11.06.24  |  |  |  | 0       | 2025                | 3                        | INV | P          | 115.03    | 121324 | 306407 PEARL RIVER VALLEY- |
| 003873 PEARL RIVER VALLEY E 2024 11.21.24  |  |  |  | 0       | 2025                | 3                        | INV | P          | 422.79    | 121324 | 306407 PEARL RIVER VALLEY- |
| 003873 PEARL RIVER VALLEY E 2024 11.26.24  |  |  |  | 0       | 2025                | 3                        | INV | P          | 626.93    | 121324 | 306407 PEARL RIVER VALLEY- |
| 003873 PEARL RIVER VALLEY E 2024 11.27.24B |  |  |  | 0       | 2025                | 3                        | INV | P          | 47.67     | 121324 | 306407 PEARL RIVER VALLEY- |
| 003873 PEARL RIVER VALLEY E 2024 12.05.24  |  |  |  | 0       | 2025                | 3                        | INV | P          | 326.44    | 121324 | 306407 PEARL RIVER VALLEY- |
| 003873 PEARL RIVER VALLEY E 2024-11.26A    |  |  |  | 0       | 2025                | 3                        | INV | P          | 34.10     | 121324 | 306407 PEARL RIVER VALLEY- |
| 003873 PEARL RIVER VALLEY E 2024-11.27C    |  |  |  | 0       | 2025                | 3                        | INV | P          | 2,406.69  | 121324 | 306407 PEARL RIVER VALLEY  |
|                                            |  |  |  |         |                     |                          |     |            | 3,979.65  |        |                            |
| ACCOUNT TOTAL                              |  |  |  |         |                     |                          |     |            | 47,408.79 |        |                            |
| 009677 638000                              |  |  |  |         | FIXED EQUIPMENT R&M |                          |     |            |           |        |                            |
| 003348 L & A CONTRACTING CO 483-283        |  |  |  | 0       | 2025                | 3                        | INV | P          | 33,855.50 | 121324 | 306362 MB2024-1088: LAGOON |
| ACCOUNT TOTAL                              |  |  |  |         |                     |                          |     |            | 33,855.50 |        |                            |
| ORG 009677 TOTAL                           |  |  |  |         |                     |                          |     |            | 83,683.40 |        |                            |
| FUND 009 WATER & SEWER OPERATION/MAINT.    |  |  |  |         |                     | TOTAL:                   |     | 229,514.54 |           |        |                            |



INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3        |  |  |  |  |                             |      |    |         |   |        |         |        |                |             |  |
|--------------------------------------|--|--|--|--|-----------------------------|------|----|---------|---|--------|---------|--------|----------------|-------------|--|
| ACCOUNT/VENDOR                       |  |  |  |  | INVOICE                     |      | PO | YEAR/PR |   | TYP S  | WARRANT |        | CHECK          | DESCRIPTION |  |
| 019100                               |  |  |  |  | POL.FORFEITURES-POLICE DIV. |      |    |         |   |        |         |        |                |             |  |
| 019100 604900                        |  |  |  |  | OTHER PROFESSIONAL SERV.    |      |    |         |   |        |         |        |                |             |  |
| 004446 TOSHIBA BUSINESS SOL 5721338  |  |  |  |  | 0                           | 2025 | 3  | INV     | P | 57.24  | 121324  | 306455 | FILE# 2022-514 | COPI        |  |
| 050095 TOSHIBA FINANCIAL SE 46021120 |  |  |  |  | 0                           | 2025 | 3  | INV     | P | 217.64 | 121324  | 306456 | FILE# 2022-514 | COPI        |  |
| ACCOUNT TOTAL                        |  |  |  |  |                             |      |    |         |   | 274.88 |         |        |                |             |  |
| ORG 019100 TOTAL                     |  |  |  |  |                             |      |    |         |   | 274.88 |         |        |                |             |  |
| FUND 019 POLICE FORFEITURES FUND     |  |  |  |  |                             |      |    |         |   | TOTAL: |         | 274.88 |                |             |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3    |                   |         |                            |         |     |       |          |          |             |    |                  |
|----------------------------------|-------------------|---------|----------------------------|---------|-----|-------|----------|----------|-------------|----|------------------|
| ACCOUNT/VENDOR                   |                   | INVOICE | PO                         | YEAR/PR | TYP | S     | WARRANT  | CHECK    | DESCRIPTION |    |                  |
| 072201                           |                   |         | MUN.ROAD&BRIDGE-STREET DIV |         |     |       |          |          |             |    |                  |
| 072201 722522                    |                   |         | GORDONS CREEK COMMONS      |         |     |       |          |          |             |    |                  |
| 003764                           | NEEL-SCHAFFER INC | 1101219 | 0                          | 2025    | 3   | INV P | 2,024.52 | 121324   | 306397      | MB | 2023-17 GORDON C |
| ACCOUNT TOTAL                    |                   |         |                            |         |     |       | 2,024.52 |          |             |    |                  |
| ORG 072201 TOTAL                 |                   |         |                            |         |     |       | 2,024.52 |          |             |    |                  |
| FUND 072 MUNICIPAL ROAD & BRIDGE |                   |         |                            |         |     |       | TOTAL:   | 2,024.52 |             |    |                  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                      | ACCOUNT/VENDOR       |         | INVOICE                     | PO | YEAR/PR | TYP | S | WARRANT  | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|----------------------|---------|-----------------------------|----|---------|-----|---|----------|--------|----------------------------|
| 073570                        |                      |                      |         | MASS TRANSIT-TRANSPORTATION |    |         |     |   |          |        |                            |
| 073570                        | 510000               |                      |         | CLEANING/JANITORIAL SPLY    |    |         |     |   |          |        |                            |
| 002471                        | CINTAS CORPORATION # | 1905187582           | 0       | 2025                        | 3  | INV     | P   |   | 100.00   | 121324 | 306303 SHOP SUPPLIES       |
| 050822                        | ARROW MAGNOLIA, INC  | IV24011044           | 2500989 | 2025                        | 3  | INV     | P   |   | 131.62   | 121324 | 306276 SANITIZING & DEODER |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 231.62   |        |                            |
| 073570                        | 525000               |                      |         | GAS AND OIL                 |    |         |     |   |          |        |                            |
| 004583                        | WARING OIL CO        | 377817               | 2500841 | 2025                        | 3  | INV     | P   |   | 592.88   | 121324 | 306464 CHEVRON DELO ANTIFR |
| 004592                        | WASTE OIL COLLECTORS | 0028361              | 2500751 | 2025                        | 3  | INV     | P   |   | 80.00    | 121324 | 306466 WASTE OIL PICKED UP |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 672.88   |        |                            |
| 073570                        | 571001               |                      |         | REPAIR PARTS - FIXED ROUTE  |    |         |     |   |          |        |                            |
| 002565                        | COURTESY MOTORS INC  | 140027               | 2500673 | 2025                        | 3  | INV     | P   |   | 41.67    | 121324 | 306315 OIL CAPS BUSES #220 |
| 048827                        | CARQUEST             | 14758-42767          | 2404511 | 2025                        | 3  | INV     | P   |   | 181.86   | 121324 | 306299 REPAIRS ON BUS #211 |
| 049552                        | TRANSPORTATION SOUTH | 93378P               | 2500367 | 2025                        | 3  | INV     | P   |   | 938.70   | 121324 | 306457 ENTRY DOOR SWITCH R |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 1,162.23 |        |                            |
| 073570                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH     |    |         |     |   |          |        |                            |
| 002160                        | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025                        | 3  | INV     | P   |   | 454.53   | 121324 | 306282 MB#2016-287/WIRELES |
| 002160                        | AT&T MOBILITY        | 287290252011X120524  | 0       | 2025                        | 3  | INV     | P   |   | 374.10   | 121324 | 306282 MB2016-287/WIRELESS |
|                               |                      |                      |         |                             |    |         |     |   | 828.63   |        |                            |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 828.63   |        |                            |
| 073570                        | 612000               |                      |         | FREIGHT                     |    |         |     |   |          |        |                            |
| 049552                        | TRANSPORTATION SOUTH | 93378P               | 2500367 | 2025                        | 3  | INV     | P   |   | 22.54    | 121324 | 306457 ENTRY DOOR SWITCH R |
| 050822                        | ARROW MAGNOLIA, INC  | IV24011044           | 2500989 | 2025                        | 3  | INV     | P   |   | 22.68    | 121324 | 306276 SANITIZING & DEODER |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 45.22    |        |                            |
| 073570                        | 630500               |                      |         | ELECTRICITY                 |    |         |     |   |          |        |                            |
| 003700                        | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                        | 3  | INV     | P   |   | 2,266.93 | 121324 | 306389 MISSISSIPPI POWER-V |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 2,266.93 |        |                            |
| 073570                        | 638501               |                      |         | BUS EQUIP R&M-FIXED ROUTE   |    |         |     |   |          |        |                            |
| 002169                        | AUTOMOTIVE GLASS SPE | I264685              | 2500655 | 2025                        | 3  | INV     | P   |   | 345.00   | 121324 | 306283 REPLACE WINDSHIELD  |
| 004354                        | STRIBLING EQUIPMENT  | RE006040346:01       | 2500985 | 2025                        | 3  | INV     | P   |   | 1,092.76 | 121324 | 306450 REPAIRS ON BUS #162 |
|                               |                      |                      |         | ACCOUNT TOTAL               |    |         |     |   | 1,437.76 |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3          |         | PO      | YEAR/PR                                  | TYP S | WARRANT       | CHECK  | DESCRIPTION         |
|----------------------------------------|---------|---------|------------------------------------------|-------|---------------|--------|---------------------|
| ACCOUNT/VENDOR                         | INVOICE |         |                                          |       |               |        |                     |
| 073570 639800                          |         |         |                                          |       |               |        |                     |
| 003253 JOHNNY'S WRECKER SER 47834      |         | 0       | TOW IN CHARGES<br>2025 3 INV P           |       | 450.00 121324 | 306357 | HAULED ON TRAILER B |
|                                        |         |         | ACCOUNT TOTAL                            |       | 450.00        |        |                     |
| 073570 639900                          |         |         |                                          |       |               |        |                     |
| 003630 MOBILITY SYSTEMS INC 09994      |         | 2500657 | OTHER REPAIRS AND MAINT.<br>2025 3 INV P |       | 188.00 121324 | 306378 | WHEELCHAIR LIFT NOT |
| 048827 CARQUEST 14758-42767            |         | 2404511 | 2025 3 INV P                             |       | 302.87 121324 | 306299 | REPAIRS ON BUS #211 |
|                                        |         |         | ACCOUNT TOTAL                            |       | 490.87        |        |                     |
| 073570 643000                          |         |         |                                          |       |               |        |                     |
| 002471 CINTAS CORPORATION # 4213186847 |         | 0       | UNIFORM RENT<br>2025 3 INV P             |       | 185.05 121324 | 306303 | CT UNIFORM RENTALS- |
| 002471 CINTAS CORPORATION # 4213939892 |         | 0       | 2025 3 INV P                             |       | 185.05 121324 | 306303 | HCT UNIFORM RENTALS |
|                                        |         |         |                                          |       | 370.10        |        |                     |
|                                        |         |         | ACCOUNT TOTAL                            |       | 370.10        |        |                     |
| 073570 687000                          |         |         |                                          |       |               |        |                     |
| 050419 SCRUB HUB LLC 12                |         | 2401114 | CUSTODIAL SERVICE<br>2025 3 INV P        |       | 432.72 121324 | 306432 | TWO-QUOTE JANITORIA |
|                                        |         |         | ACCOUNT TOTAL                            |       | 432.72        |        |                     |
|                                        |         |         | ORG 073570 TOTAL                         |       | 8,388.96      |        |                     |
| FUND 073 MASS TRANSIT FUND             |         |         | TOTAL:                                   |       | 8,388.96      |        |                     |

| YEAR/PERIOD: 2025/2 TO 2025/3          |       |                |       |   |                              |    |         |       |            |            |        |                     |
|----------------------------------------|-------|----------------|-------|---|------------------------------|----|---------|-------|------------|------------|--------|---------------------|
| ACCOUNT/VENDOR                         |       |                |       |   | INVOICE                      | PO | YEAR/PR | TYP S |            | WARRANT    | CHECK  | DESCRIPTION         |
| 075695                                 |       |                |       |   | W&S CONSTR.-CAPITAL PROJECTS |    |         |       |            |            |        |                     |
| 075695 601500                          |       |                |       |   | ENGINEERING                  |    |         |       |            |            |        |                     |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24510 | 0 | 2025                         | 3  | INV     | P     | 8,200.00   | 121324     | 306434 | MB 2018-288-289 INF |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24516 | 0 | 2025                         | 3  | INV     | P     | 1,131.74   | 121324     | 306434 | MB 2012 1/34 MAIN S |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24517 | 0 | 2025                         | 3  | INV     | P     | 44,401.89  | 121324     | 306434 | MB 2022-45 W7,25TH  |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24518 | 0 | 2025                         | 3  | INV     | P     | 46,000.00  | 121324     | 306434 | MB 2022-151 SEWER M |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24519 | 0 | 2025                         | 3  | INV     | P     | 2,852.50   | 121324     | 306434 | MB 2012-1/34 GENERA |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24522 | 0 | 2025                         | 3  | INV     | P     | 3,177.50   | 121324     | 306434 | MB 2012-1/34 SEWER  |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24523 | 0 | 2025                         | 3  | INV     | P     | 14,267.50  | 121324     | 306434 | FILE 2024-116 COMS  |
|                                        |       |                |       |   |                              |    |         |       | 120,031.13 |            |        |                     |
| ACCOUNT TOTAL                          |       |                |       |   |                              |    |         |       | 120,031.13 |            |        |                     |
| 075695 601503                          |       |                |       |   | ENGINEERING-MCWI             |    |         |       |            |            |        |                     |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24511 | 0 | 2025                         | 3  | INV     | P     | 3,510.00   | 121324     | 306434 | MB 2020-137-138 INF |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24512 | 0 | 2025                         | 3  | INV     | P     | 630.00     | 121324     | 306434 | MB 2021-306 EDWARDS |
|                                        |       |                |       |   |                              |    |         |       | 4,140.00   |            |        |                     |
| ACCOUNT TOTAL                          |       |                |       |   |                              |    |         |       | 4,140.00   |            |        |                     |
| 075695 724501                          |       |                |       |   | ARCADIA SUNSET               |    |         |       |            |            |        |                     |
| 004197                                 | SHOWS | DEARMAN & WAIT | 24514 | 0 | 2025                         | 3  | INV     | P     | 2,925.00   | 121324     | 306434 | MB 2021-337-338 ARC |
| ACCOUNT TOTAL                          |       |                |       |   |                              |    |         |       | 2,925.00   |            |        |                     |
| ORG 075695 TOTAL                       |       |                |       |   |                              |    |         |       | 127,096.13 |            |        |                     |
| FUND 075 WATER&SEWER CONSTRUCTION FUND |       |                |       |   |                              |    |         |       | TOTAL:     | 127,096.13 |        |                     |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3    |                      |                      |         |                             |         |     |   |           |           |             |                     |
|----------------------------------|----------------------|----------------------|---------|-----------------------------|---------|-----|---|-----------|-----------|-------------|---------------------|
| ACCOUNT/VENDOR                   |                      | INVOICE              |         | PO                          | YEAR/PR | TYP | S | WARRANT   | CHECK     | DESCRIPTION |                     |
| 077650                           |                      |                      |         | COMMUNITY CTR-ADMIN/GENERAL |         |     |   |           |           |             |                     |
| 077650 510000                    |                      |                      |         | CLEANING/JANITORIAL SPLY    |         |     |   |           |           |             |                     |
| 048909                           | BRADY COMPANIES, LLC | 9400764              | 0       | 2025                        | 3       | INV | P | 13.64     | 121324    | 306290      | B/O DUST MOP HEAD 4 |
| 048909                           | BRADY COMPANIES, LLC | 9539829              | 2501030 | 2025                        | 3       | INV | P | 401.98    | 121324    | 306290      | JANITORIAL SUPPLIES |
|                                  |                      |                      |         |                             |         |     |   | 415.62    |           |             |                     |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 415.62    |           |             |                     |
| 077650 570000                    |                      |                      |         | MTR VEHICLE REP. PTS/SPL    |         |     |   |           |           |             |                     |
| 002160                           | AT&T MOBILITY        | 287308925627X120524  | 0       | 2025                        | 3       | INV | P | 94.40     | 121324    | 306282      | MB2016-287/WIRELESS |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 94.40     |           |             |                     |
| 077650 606000                    |                      |                      |         | TELEPHONE AND TELEGRAPH     |         |     |   |           |           |             |                     |
| 002160                           | AT&T MOBILITY        | 287273578351X1205824 | 0       | 2025                        | 3       | INV | P | 61.79     | 121324    | 306282      | MB#2016-287/WIRELES |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 61.79     |           |             |                     |
| 077650 630000                    |                      |                      |         | GAS                         |         |     |   |           |           |             |                     |
| 004321                           | SPIRE                | G2024-4 DEC          | 0       | 2025                        | 3       | INV | P | 262.60    | 121324    | 306446      | SPIRE(WILMUT GAS) V |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 262.60    |           |             |                     |
| 077650 630500                    |                      |                      |         | ELECTRICITY                 |         |     |   |           |           |             |                     |
| 003700                           | MS POWER COMPANY     | E2024-10 DEC         | 0       | 2025                        | 3       | INV | P | 5,086.73  | 121324    | 306389      | MISSISSIPPI POWER-V |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 5,086.73  |           |             |                     |
| 077650 639200                    |                      |                      |         | CLEANING AND PAINTING       |         |     |   |           |           |             |                     |
| 003225                           | JACKSON, ROOSEVELT I | 036386               | 2500766 | 2025                        | 3       | INV | P | 4,235.00  | 121324    | 306353      | PAINT INTERIOR OF C |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 4,235.00  |           |             |                     |
| 077650 715010                    |                      |                      |         | REC CENTER OLD YMCA         |         |     |   |           |           |             |                     |
| 004234                           | SMITH, JIM SERVICES  | i94289               | 0       | 2025                        | 3       | INV | P | 1,133.30  | 121324    | 306437      | REPAIR FOR BEN MCNA |
| ACCOUNT TOTAL                    |                      |                      |         |                             |         |     |   | 1,133.30  |           |             |                     |
| ORG 077650 TOTAL                 |                      |                      |         |                             |         |     |   | 11,289.44 |           |             |                     |
| FUND 077 COMMUNITY CENTERS' FUND |                      |                      |         |                             |         |     |   | TOTAL:    | 11,289.44 |             |                     |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |               |                                |    |           |               |        |         |        |        |                     |  |
|-------------------------------|---------------|--------------------------------|----|-----------|---------------|--------|---------|--------|--------|---------------------|--|
| ACCOUNT/VENDOR                |               | INVOICE                        | PO | YEAR/PR   | TYP           | S      | WARRANT |        | CHECK  | DESCRIPTION         |  |
| 082285                        |               | CDBG-ENTITLEMENTS              |    |           |               |        |         |        |        |                     |  |
| 082285 606000                 |               |                                |    | TELEPHONE | AND TELEGRAPH |        |         |        |        |                     |  |
| 002160                        | AT&T MOBILITY | 287290252011X120524            | 0  | 2025      | 3             | INV P  | 50.02   | 121324 | 306282 | MB2016-287/WIRELESS |  |
| ACCOUNT TOTAL                 |               |                                |    |           |               |        | 50.02   |        |        |                     |  |
| ORG 082285                    |               |                                |    | TOTAL     |               |        | 50.02   |        |        |                     |  |
| FUND 082                      |               | COMMUNITY DEVELOP. BLOCK GRANT |    |           |               | TOTAL: | 50.02   |        |        |                     |  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3           |                      |                                |         |      |   |     |         |           |           |   |         |                 |                 |             |
|-----------------------------------------|----------------------|--------------------------------|---------|------|---|-----|---------|-----------|-----------|---|---------|-----------------|-----------------|-------------|
| ACCOUNT/VENDOR                          |                      | INVOICE                        |         |      |   | PO  | YEAR/PR |           | TYP       | S | WARRANT |                 | CHECK           | DESCRIPTION |
| 086300                                  |                      | SPEC SALES TAX/RECREATION MAIN |         |      |   |     |         |           |           |   |         |                 |                 |             |
| 086300 729508                           |                      | MIDTOWN PARK                   |         |      |   |     |         |           |           |   |         |                 |                 |             |
| 050927                                  | NICHOLSON PROFESSION | MIDTOWN GREEN #10              | 0       | 2025 | 3 | INV | P       | 70,681.86 | 121324    |   | 306398  | MB              | 2023-90 MIDTOWN |             |
| ACCOUNT TOTAL                           |                      |                                |         |      |   |     |         | 70,681.86 |           |   |         |                 |                 |             |
| 086300 7295PR                           |                      | CAPITAL PROJECTS               |         |      |   |     |         |           |           |   |         |                 |                 |             |
| 049419                                  | MISSISSIPPI POWER    | WO 590210408T0                 | 2501076 | 2025 | 3 | INV | P       | 6,974.36  | 121324    |   | 306377  | POWER SUPPLY TO | 309             |             |
| ACCOUNT TOTAL                           |                      |                                |         |      |   |     |         | 6,974.36  |           |   |         |                 |                 |             |
| ORG 086300 TOTAL                        |                      |                                |         |      |   |     |         | 77,656.22 |           |   |         |                 |                 |             |
| FUND 086 SPEC SALES TAX-P&R/UNIV IMPROV |                      |                                |         |      |   |     |         | TOTAL:    | 77,656.22 |   |         |                 |                 |             |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |                    |                                |      |         |        |     |            |           |             |                            |
|-------------------------------|--------------------|--------------------------------|------|---------|--------|-----|------------|-----------|-------------|----------------------------|
| ACCOUNT/VENDOR                |                    | INVOICE                        | PO   | YEAR/PR | TYP    | S   | WARRANT    | CHECK     | DESCRIPTION |                            |
| 088603                        |                    | PUBLIC SAFETY/REC CONSTRUCTION |      |         |        |     |            |           |             |                            |
| 088603 7150PL                 |                    | PARKING LOT CONSTRUCTION       |      |         |        |     |            |           |             |                            |
| 048667                        | R & J CONSTRUCTION | PARKING LOT #5 & FIN 0         | 2025 | 3       | INV    | P   | 103,687.42 | 121324    | 306424      | MB 221-258 PARKING         |
| ACCOUNT TOTAL                 |                    |                                |      |         |        |     | 103,687.42 |           |             |                            |
| 088603 729501                 |                    | HALL AVENUE OVERPASS           |      |         |        |     |            |           |             |                            |
| 003764                        | NEEL-SCHAFFER INC  | 1101218                        | 0    | 2025    | 3      | INV | P          | 52,418.02 | 121324      | 306397 MB 2022-29 HALL AVE |
| ACCOUNT TOTAL                 |                    |                                |      |         |        |     | 52,418.02  |           |             |                            |
| ORG 088603 TOTAL              |                    |                                |      |         |        |     | 156,105.44 |           |             |                            |
| FUND 088                      |                    | PUBLIC SAFETY/REC CONSTRUCTION |      |         | TOTAL: |     | 156,105.44 |           |             |                            |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3           |                      |                                |   |      |         |     |     |            |         |            |        |                     |
|-----------------------------------------|----------------------|--------------------------------|---|------|---------|-----|-----|------------|---------|------------|--------|---------------------|
| ACCOUNT/VENDOR                          |                      | INVOICE                        |   | PO   | YEAR/PR |     | TYP | S          | WARRANT |            | CHECK  | DESCRIPTION         |
| 095635                                  |                      | 2019 FIRE STATION CONSTRUCTION |   |      |         |     |     |            |         |            |        |                     |
| 095635 725602                           |                      | TIMBERTON CONCESSION/PRESSBOX  |   |      |         |     |     |            |         |            |        |                     |
| 050855                                  | CULPEPPER CONSTRUCTI | TIMBERTONPAYAPP#7              | 0 | 2025 | 3       | INV | P   | 139,953.26 | 121324  |            | 306316 | TIMBERTONPAYAPP#7 - |
| ACCOUNT TOTAL                           |                      |                                |   |      |         |     |     | 139,953.26 |         |            |        |                     |
| ORG 095635 TOTAL                        |                      |                                |   |      |         |     |     | 139,953.26 |         |            |        |                     |
| FUND 095 2019 FIRE STATION CONSTRUCTION |                      |                                |   |      |         |     |     | TOTAL:     |         | 139,953.26 |        |                     |



INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/2 TO 2025/3 |        |                |                 |         |                      |         |     |   |              |        |             |                     |
|-------------------------------|--------|----------------|-----------------|---------|----------------------|---------|-----|---|--------------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |        |                |                 | INVOICE | PO                   | YEAR/PR | TYP | S | WARRANT      | CHECK  | DESCRIPTION |                     |
| 098695                        |        |                |                 |         | WATER METER PROJECTS |         |     |   |              |        |             |                     |
| 098695 724200                 |        |                |                 |         | WATER METERS         |         |     |   |              |        |             |                     |
| 004197                        | SHOWS  | DEARMAN & WAIT | 24509           | 0       | 2025                 | 3       | INV | P | 26,025.00    | 121324 | 306434      | MB 2022-436 CITY WI |
| 051006                        | HUDSON | CONTRACTING    | PAY EST NO 3    | 0       | 2025                 | 3       | INV | P | 989,171.66   | 121324 | 306348      | MB 2023-14-15 CITY  |
| 051006                        | HUDSON | CONTRACTING    | PAY ESTIMATE #2 | 0       | 2025                 | 3       | INV | P | 2,601,101.34 | 121324 | 306348      | MB 2023-14-15 CITY  |
|                               |        |                |                 |         |                      |         |     |   | 3,590,273.00 |        |             |                     |
| ACCOUNT TOTAL                 |        |                |                 |         |                      |         |     |   | 3,616,298.00 |        |             |                     |
| ORG 098695 TOTAL              |        |                |                 |         |                      |         |     |   | 3,616,298.00 |        |             |                     |
| FUND 098 WATER METER BONDS    |        |                |                 | TOTAL:  |                      |         |     |   | 3,616,298.00 |        |             |                     |

\*\* END OF REPORT - Generated by Nacoshia Mark \*\*

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6050nmark

City of Hattiesburg, MS  
A/P CASH DISBURSEMENTS JOURNAL

P 34  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND                               | DUE TO       | DUE FR       |
|------------------------------------|--------------|--------------|
| 001 General Fund                   |              | 1,477,767.42 |
| 002 PARKS & RECREATION FUND        |              | 100,535.74   |
| 009 WATER & SEWER OPERATION/MAINT. |              | 229,514.54   |
| 019 POLICE FORFEITURES FUND        |              | 274.88       |
| 072 MUNICIPAL ROAD & BRIDGE        |              | 2,024.52     |
| 073 MASS TRANSIT FUND              |              | 8,388.96     |
| 075 WATER&SEWER CONSTRUCTION FUND  |              | 127,096.13   |
| 077 COMMUNITY CENTERS' FUND        |              | 11,289.44    |
| 082 COMMUNITY DEVELOP. BLOCK GRANT |              | 50.02        |
| 086 SPEC SALES TAX-P&R/UNIV IMPROV |              | 77,656.22    |
| 088 PUBLIC SAFETY/REC CONSTRUCTION |              | 156,105.44   |
| 095 2019 FIRE STATION CONSTRUCTION |              | 139,953.26   |
| 098 WATER METER BONDS              |              | 3,616,298.00 |
| 801 CLAIMS FUND                    | 5,946,954.57 |              |
|                                    | <hr/>        | <hr/>        |
| TOTAL                              | 5,946,954.57 | 5,946,954.57 |

\*\* END OF REPORT - Generated by Nacoshia Mark \*\*



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Wiley Quinn, Urban Development Director  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Acknowledge the Planning Commission's approval of a Historic Flood Variance for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County), as requested by Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative. The Planning Commission approved the variance on December 11th, 2024.  
File Number: 2025-18  
Minute Book #

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## Summary

## Recommendation Statement

Please place this on the January 7, 2025 City Council meeting for consideration.



**URBAN  
DEVELOPMENT**  
**PLANNING DIVISION**

**Planning Commission  
Case Fact Sheet**

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**Names of Petitioner:** Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative

**Address of Property:**  
215 N Main Street

**Tax Parcels**  
2-029I-10-130.00

**PPIN:**  
18535

**Ward:**  
4

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**Request:** **Historic Flood Variance** from the Flood Damage Prevention Ordinance

**Purpose of Request:** Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative, requests a variance from Article 6, Section E, which states that qualifying historic structures may apply for a flood variance from the requirement to elevate or flood proof the structure, for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County).

**History / Background:** The building is constructed below the Base Flood Elevation (BFE) established by FEMA and it is appraised at \$260,000 with an improvement valuation of \$360,500. The Flood Damage Prevention Ordinance defines this as a substantial improvement to the facility (improvements made that exceed 50% of the structure's value that take place over a ten-year period). A structure in a hazardous flood zone that proposes Substantial Improvement must come into compliance with the Flood Damage Prevention Ordinance or may apply for a variance from these requirements if qualifying.

This applicant has met the requirements of Chapter 10. Article 6. Section E. 1-3 as a "Bona-fide Historic Structure". Planning Commission approval is required for "Flood Variances" See the included Flood Ordinance for guidance.

The Base Flood Elevation is 150.0'. This is the estimated level of water in a 100-year flood event. The elevation of the building's first floor is 148.54'. A compliant building would need an elevation of at least 151.0', be floodproofed, or be provided relief from the code through a Historic Flood Variance.

In consideration of approving a historic flood variance, the planning commission should consider the feasibility of compliance with either elevation or "floodproofing", and whether these changes would destroy or irreparably alter the historic character of the structure. They should also weigh the potential impacts of the improvements in its flood risk to the property, adjacent properties, or surrounding areas.

**Applicant Summary:** \* See Attached \*

**Applicable Regulations:**

## **SECTION 4                      Zoning Districts Established**

**4.5.11 B-4 Downtown Business District:** The Downtown Business District is intended to promote the concentration and vitality of commercial and business uses in the historic central business area of the City and as such, encourages a mixture of complementary uses with a pedestrian orientation. This district is characterized by wall-to-wall and lot-line-to-lot-line development, pedestrian walkways, a vertical mix of uses, upper floor residential uses, and off-street public parking lots.

## **ORDINANCE 3294**

### **Definitions**

**Substantial Improvement:** The term "substantial improvement" means any combination of reconstruction, rehabilitation, or other improvement of a structure taking place during a ten-year period in which the cumulative percentage of improvement equals or exceeds 50 percent of the current market value of the structure before the start of construction of the improvement. The costs for determining substantial improvement include the costs of additions. This term "substantial improvement" includes structures which have incurred repetitive loss or substantial



damage, regardless of the actual repair work performed.

(2) The term "substantial improvement" does not apply to:

- a. Any project for improvement of a building required to correct existing violations of state or local existing health, sanitary, or safety code specifications which have been identified by the code enforcement official and which are minimum necessary to assure safe living conditions, provided that said code deficiencies were not caused by neglect or lack of maintenance on the part of the current or previous owners; or
- b. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

**Article 6, Section E: Historic structures.**

Variances may be issued for the repair or rehabilitation of historic structures only upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum to preserve the historic character and design of the structure.

(1) The building must be a bona fide historic structure. As followed by definition.

(2) The project must maintain the historic status of the structure. If the proposed improvements to the structure will result in it being removed from or ineligible for the National Register or federally-certified state or local inventory, then the proposal cannot be granted an exemption from the substantial improvement rule. Written review and approval of proposed plans by the local historic preservation board and/or the historic planner, if it is federally-certified, or by the state historic preservation office. If the plans are approved, you can grant the exemption. If no, no exemption can be permitted.

(3) Take all possible flood damage reduction measures. Even though the exemption to the substantial improvement rule means the building does not have to be elevated to or above BFE or be renovated with flood-resistant materials that are not historically sensitive, many things can and should be done to

reduce the flood damage potential.

**Article 6, Section E – Special Conditions**

- 1) Upon consideration of the factors listed in this division, and the purposes of this article, the HPC may attach such conditions to the granting of variances as it deems necessary to further the purposes of this article

**CODE OF ORDINANCES, CHAPTER 10, ARTICLE 6, SECTION E**

See attached Ordinance Excerpt

**Present Zoning:** The property is currently zoned B-4 (Downtown Business District).

**Present Use:** Vacant building/lot.

**Future Land Use:** Downtown District

**Surrounding Zoning and Land Use:**  
North: B-4 Downtown Business  
South: B-4 Downtown Business  
East: B-4 Downtown Business  
West: B-4 Downtown Business

**Letters or Concerns stated:** The Planning Division Office has received no calls or letters of concern as of finalizing this report.

**Option:** Recommend **Approval** or **Denial** of the request for a variance from

Article 6, Section E, which states that qualifying historic structures may apply for a flood variance from the requirement to elevate or flood proof the structure, for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County).

**Basis for approval:**

Conditions for Flood Variances (Article 6, Section C of the Flood Damage Prevention Ordinance:

(a) Variances shall only be issued when there is:

(1) A showing of good and sufficient cause;

(2) A determination that failure to grant the variance would result in exceptional hardship; and

(3) A determination that the granting of a variance will not result in increased flood heights, additional threats to public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(b) The provisions of this article are minimum standards for flood loss reduction; therefore, any deviation from the standards must be weighed carefully. Variances shall only be issued upon a determination that the variance is the minimum necessary deviation from the requirements of this article, considering the flood hazard, to afford relief. In the instance of a historic structure, a determination that the variance is the minimum necessary so as not to destroy the historic character and design of the building.

(c) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the base flood elevation and the elevation to which the lowest floor is to be built and stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(d) The floodplain administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and Mississippi Emergency Management Agency upon request.

(e) Upon consideration of the factors listed above and the purposes of this article, the HPC may attach such conditions to the granting of variances as it deems necessary to further the purposes of this article.

(f) Variances shall not be issued "after the fact."



MAYOR  
*Toby Barker*

COUNCIL - WARD ONE  
*Jeffrey George*

COUNCIL - WARD TWO  
*Deborah Denard Delgado*

COUNCIL - WARD THREE  
*Carter Carroll*

COUNCIL - WARD FOUR  
*Dave Ware*

COUNCIL - WARD FIVE  
*Nicholas Brown*

## ***Internal MEMORANDUM***

To: Cory Long, Planning Manager  
From: Russell Archer, Historic Preservation Planner  
Date: November 18, 2024  
Re: 215 Main Street, Hattiesburg, Forrest County

This memo is to confirm that the building at **215 Main Street** is a contributing structure in the Hub City Downtown National Register District (Boundary Increase II) (2012) and falls within the boundaries of the Hub City Downtown Conservation District. As such, this structure meets the criteria for bona-fide "historic structure" as outlined in the City's Flood Damage Prevention Ordinance, Article 6, Section E.

*\*See attached Historic Resources Inventory Fact Sheet accessed via the MDAH online database on November 18, 2024.*

Additionally, please be advised that the exterior renovations that are currently proposed for the building were properly reviewed and approved by the Hattiesburg Historic Conservation Commission on November 13, 2024. A *Certificate of Appropriateness* has been issued for the proposed work.

### Location Information

*(for the commercial building)*

Name: commercial building

Address: 215 Main Street, North

City/County: Hattiesburg, Forrest County

### Architectural Information

Construction Date: c.1900

No. of Stories: 1

### Registration Information

NR District: Hub City (Boundary Increase I)  
Name: (2002)

NR Status: Contributing

Element No.: 2

NR District: Hub City (Boundary Increase II)  
Name: (2012)

NR Status: Contributing

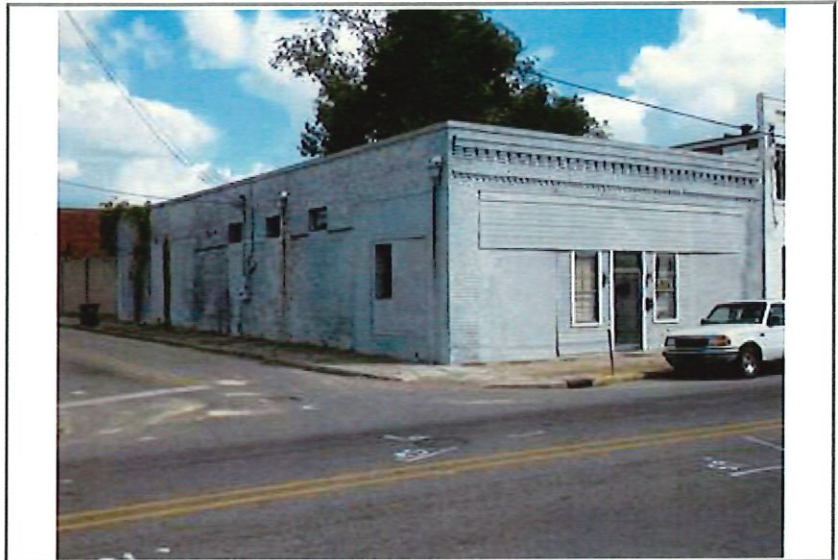
Element No.: 49

### Context/Comments

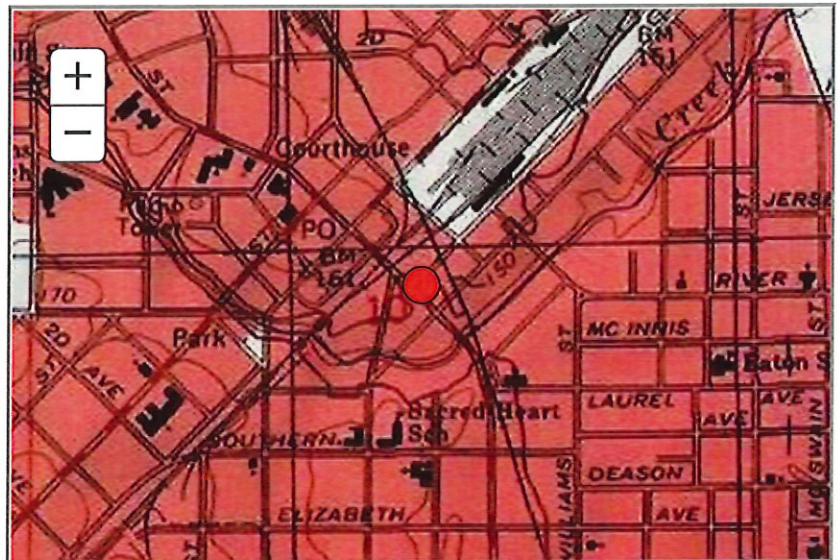
Former element #2 in Hattiesburg Hub City Boundary Increase No. 1 Historic District.

10-12-2012

Russell Archer



1 of 3





## SUBJECT PARCEL

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### 215 Main Street— Historic Flood Variance Request

Southern Gents of Mississippi LLC, Property Owner, and Nick Williams, Representative, request a variance from Article 6, Section E, which states that qualifying historic structures may apply for a flood variance from the requirement to elevate or floodproof the structure, for a structure at 215 Main Street (PPIN 18535, Ward 4, Forrest County).







**Zoning Map**  
215 Main Street  
Historic Flood Variance Request  
215 Main Street  
PPIN: 18535  
Flood Zone: X, AE, SX  
Ward 4, Forrest County

- B-3
- B-4

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data.  
This information CANNOT be used as a substitute for legal, business, tax or other professional advice.  
Map Exported on: 11/25/2024 9:43 AM

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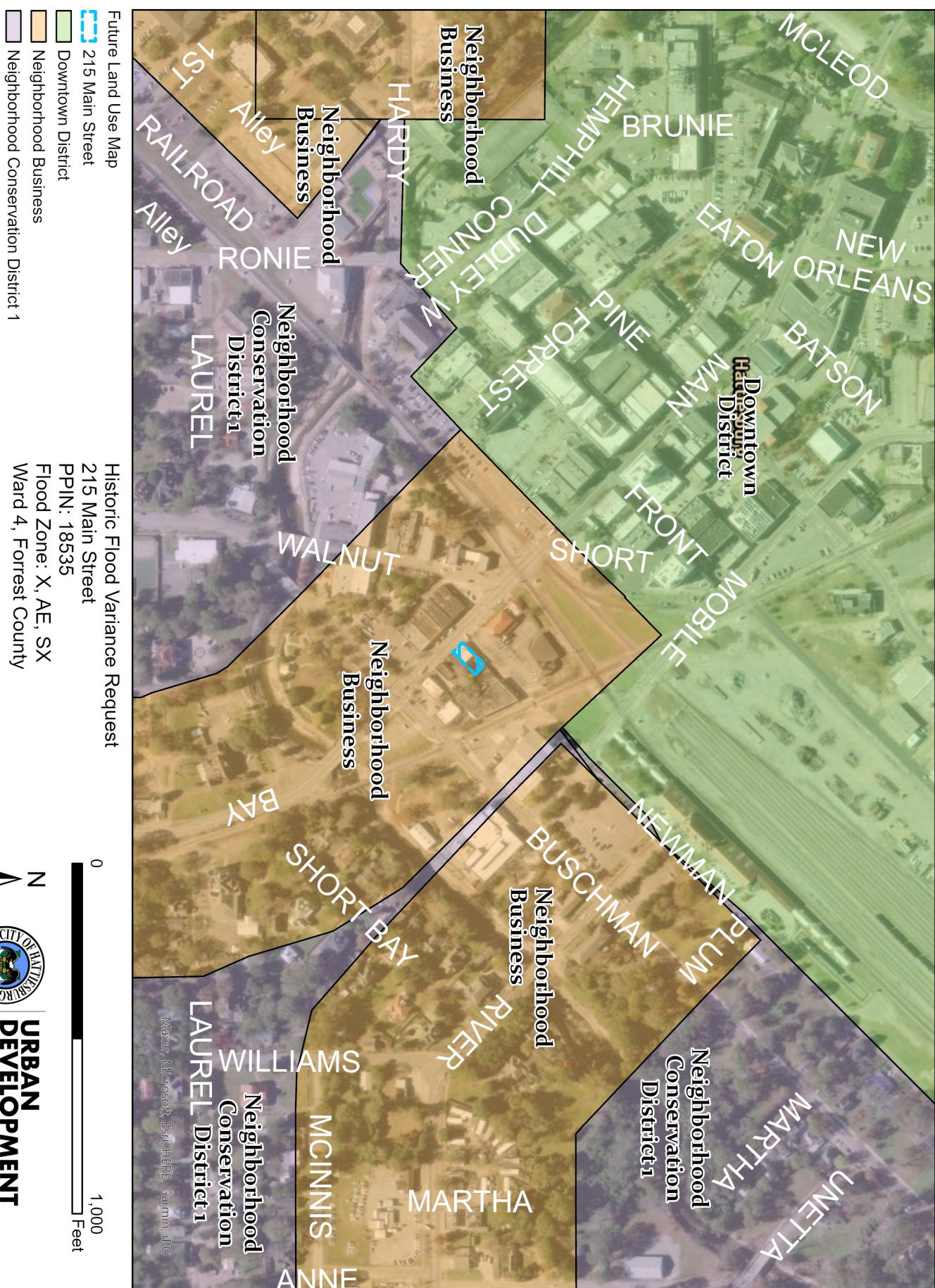
Feet

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**URBAN  
DEVELOPMENT  
PLANNING DIVISION**

Center: 89°17'17"W 31°19'31"N





DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data. This information CANNOT be used as a substitute for legal, business, tax or other professional advice.  
Map Exported on: 11/25/2024 10:14 AM



**URBAN DEVELOPMENT  
PLANNING DIVISION**





Flood Zone Map

215 Main Street

FLOODWAY AREA IN ZONE AE

ZONE A (100 yr flood - no elevation)

ZONE AE (100 yr flood w / elevation)

ZONE SX (500 yr flood)

Historic Flood Variance Request

215 Main Street

PPIN: 18535

Flood Zone: X, AE, SX

Ward 4, Forrest County

DISCLAIMER: This map is ONLY FOR REFERENCE. There is NO WARRANTY of the accuracy of data.  
This information CANNOT be used as a substitute for legal, business, tax or other professional advice.  
Map Exported on: 11/25/2024 10:19 AM



**URBAN  
DEVELOPMENT**  
PLANNING DIVISION  
Center: 89°17'17"W 31°19'33"N





# Site Aerial





## Surrounding Area

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## Surrounding Area

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Var 1-1024-0011



**URBAN  
DEVELOPMENT  
PLANNING DIVISION**

**Public Hearing Application**

P.O. BOX 1898 (200 Forrest Street/39401)

Hattiesburg, MS 39403-1898

Department of Urban Development

(601) 545-4599 or FAX (601) 545-1962

**APPLICANT:**

Applicant Name: Cliff Collins

Project Name: 215 Main St. Lounge

Proposed Use(s): \_\_\_\_\_

Project Street Address: 215 Main St., Hattiesburg, MS, 39401

PPIN Number(s) (if unknown, can be found on tax receipt): \_\_\_\_\_

**\*PLEASE BE SURE TO FILL OUT PP. 1-5 AND SEE FEES ON P. 6\***

**Application for (check all appropriate types):**

- |                                                                           |                                                      |
|---------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Variance (see below)                             | <input type="checkbox"/> Conditional Use (see below) |
| <input type="checkbox"/> Subdividing of Lot, Parcel, or Tract (see p. 12) | <input type="checkbox"/> Re-Zoning (see below)       |
| <input type="checkbox"/> Street or Alley Renaming (see pp. 13-14)         | <input type="checkbox"/> Overlay District            |
| <input type="checkbox"/> Vacating Street or Alley (see pp. 13-14)         | <input type="checkbox"/> Planned Mixed-Use District  |

**For Variance Only (check all appropriate variance types), see pp. 7 & 8:**

- |                                                                |                                                               |                                           |
|----------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Sign                                  | <input type="checkbox"/> Setback (front, side, or rear _____) | <input type="checkbox"/> Off-Site Parking |
| <input type="checkbox"/> Lot Width                             | <input type="checkbox"/> Lot Coverage Area                    | <input type="checkbox"/> Buffer           |
| <input type="checkbox"/> Other: <u>Substantial Improvement</u> | <input type="checkbox"/> Open Space                           |                                           |

**For Conditional Use Permit Only (check applicable type), see pp. 9 & 10:**

- |                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Automotive Filling Station | <input type="checkbox"/> Telecommunications             |
| <input type="checkbox"/> Digital Billboard, New     | <input type="checkbox"/> Digital Billboard, Replacement |
| <input type="checkbox"/> Restaurant                 | <input type="checkbox"/> Solar Farm                     |
| <input type="checkbox"/> Other: _____               |                                                         |

**For Re-Zoning Only, see p. 11:**

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

**STAFF USE ONLY – Do Not Complete:**

Pre-Application Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Historic District(s): \_\_\_\_\_

Flood Zone(s): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Project No.: \_\_\_\_\_

**Code Sections:**

LDC Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

Section No. \_\_\_\_\_

RECIVED DATE & INITIALS:

**OWNER AFFIDAVIT PAGE**

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE OWNER(S) OF  
THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the OWNER(s) of the subject property located at  
215 N. MAIN ST HATTIESBURG MISSISSIPPI,  
Street Address City State  
on this the 22<sup>ND</sup> day of OCTOBER, 2024.

In the matter of this request, the property owner further authorizes the following named person(s)  
to represent them at the public hearing on this petition.

NICHOLAS WILLIAMS  
on this the 22<sup>ND</sup> day of OCTOBER, 2024.

Clifford Collins

Property Owner (print)

Clifford Collins

Property Owner (signature)

STATE OF MS

COUNTY OF Forrest

Personally came and appeared before me, the within named

Clifford Collins,

who signed and delivered the above and foregoing instrument as and for their free act and deed on  
the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the  
subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 22<sup>nd</sup> day of  
October, 2024.

[Signature]  
NOTARY PUBLIC

My Commission Expires:

9/13/27





**APPLICANT AFFIDAVIT PAGE**

THIS PAGE MUST BE SIGNED IN FRONT OF A NOTARY, BY THE **APPLICANT** OF THIS PETITION, **ONLY** IF DIFFERENT FROM THE OWNER(S) OF THE SUBJECT PROPERTY

WITNESS THE SIGNATURES of the **APPLICANT(s)** of the subject property located at

215 MAIN ST. HATTIESBURG MS  
Street Address City State

on this the 22 day of OCTOBER, 2024.

Nicklas Williams  
Applicant (print)

Nicklas Williams  
Applicant (signature)

STATE OF MS  
COUNTY OF Forrest

Personally came and appeared before me, the within named Nicklas Williams Nicklas Williams, who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Public Hearing Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 22nd day of October, 2024.

[Signature]  
NOTARY PUBLIC

My Commission Expires:

9/13/2027





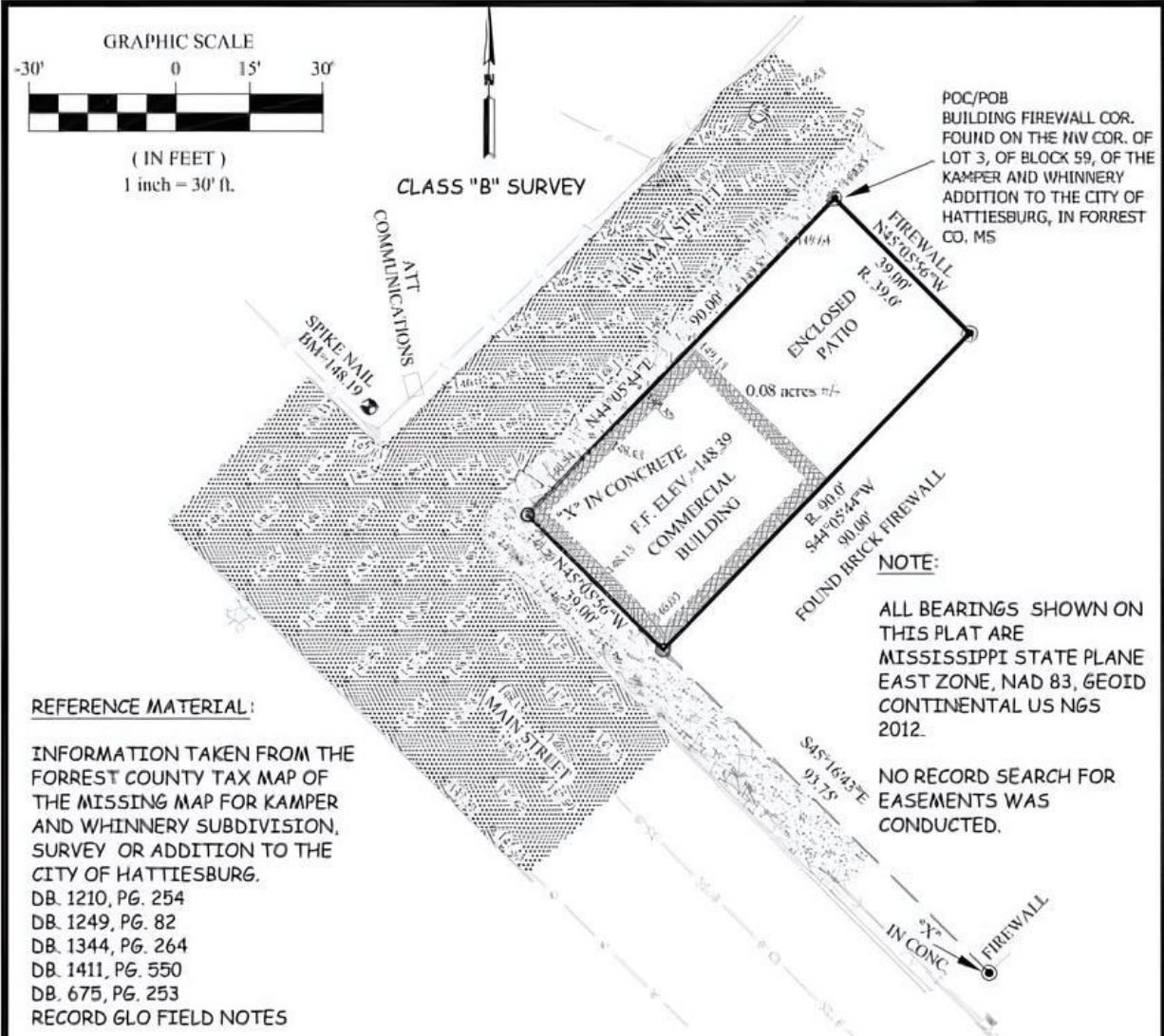
# 215

DESIGN BOOK

PROVIDED BY







DESCRIPTION  
Beginning at a metal pipe found on the intersection of the South margin of a railroad right of way line and the West line of Lot 4, Block 103, of the Kamper and Whinnery, 1st Addition to the City of Hattiesburg, Forrest County Mississippi, said point being the POINT OF BEGINNING; thence South 89°53'16" East, a distance of 100.00 feet to an iron pin on the west margin of Mobile Street; thence along said road South, a distance of 149.25 feet to a "X" chiseled into concrete on the Southeast corner of said Lot 4; thence West, a distance of 100.00 feet to an iron pin on the Southwest corner of said Lot 4; thence North, a distance of 149.45 feet to the POINT OF BEGINNING.

Containing 0.34 acres, more or less, and located in part of Lot 4, Block 103, of the Kamper and Whinnery, 1st Addition to the City of Hattiesburg, Section 10, Township 4 North, Range 13 West, Forrest County Mississippi

LEGEND  
— PROPERTY LINE  
— DEED LINE  
— C OVERHEAD COMMUNICATIONS  
— 8" SS CABLE  
— W 8" SANITARY SEWER  
— MONUMENT FOUND  
— O MONUMENT SET  
— IPF IRON PIN FOUND  
— IPS IRON PIN SET (1/2"x18")  
— POB POINT OF BEGINNING  
— POC POINT OF COMMENCEMENT  
— MPF METAL PIPE FOUND  
— APR AS PER RECORD  
— X 100.00 SPOT ELEVATION

BOUNDARY LINE

**BE**

LAND SURVEYING

63 Egan Road  
Covington, MS 38423  
arball@whalldigital.com  
(T) 601-441-3459  
(T) 601-738-0031

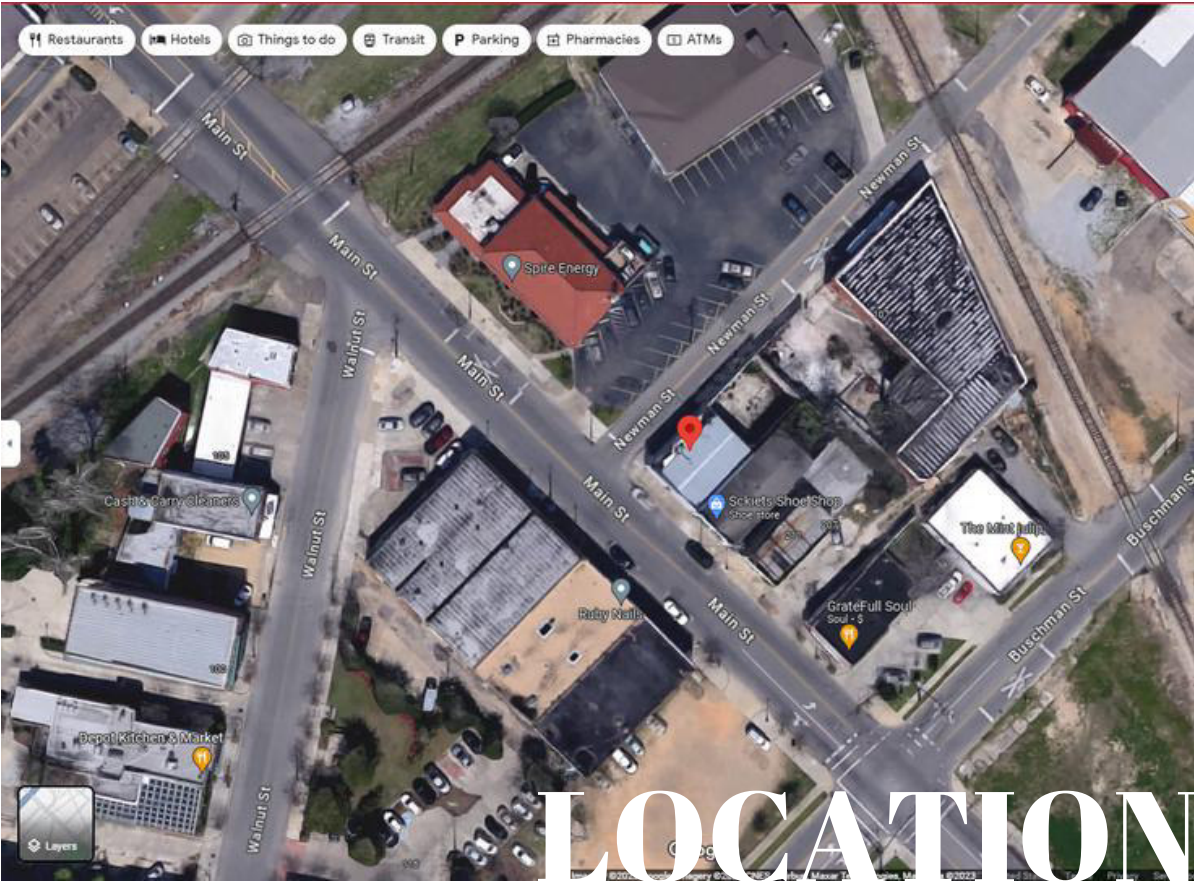
I certify that the information on this plat is thorough and accurate to the best of my knowledge and belief.

PHILLIP W. BALL  
LAND SURVEYOR  
REGISTERED PROFESSIONAL  
STATE OF MISSISSIPPI  
PLS-02821

7/8/24

SURVEY FOR:  
**CLIFF COLLINS**  
LOT 3, AND PART OF LOT 4 OF BLK 59  
OF KAMPER AND WHINNERY, 1st. ADD.  
S 10, T-4-N, R-13-W  
FORREST COUNTY, MS  
\*\*\*\*\*

|                         |                                    |                                                                                                                                                                       |
|-------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| project no:<br>3147g001 | drawn by:<br>P.W.B.                | NO ABSTRACT OF TITLE, TITLE COMMITMENT, OR RESULTS OF SUCH WERE FURNISHED TO THE SURVEYOR, NOR WAS ANY SUCH MADE BY THE SURVEYOR. ALL RECORDS USED ARE LISTED HEREON. |
| survey date:<br>6/26/24 | checked by:<br>P.W.B.              |                                                                                                                                                                       |
| stamped date:<br>7/8/24 | sworn (signature):<br>PHILLIP BALL |                                                                                                                                                                       |



LOCATION



FRONT VIEW



SIDE VIEW



REAR VIEW





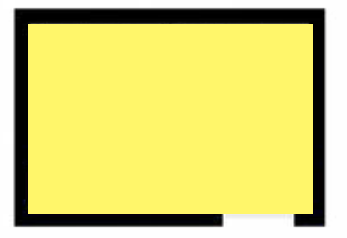
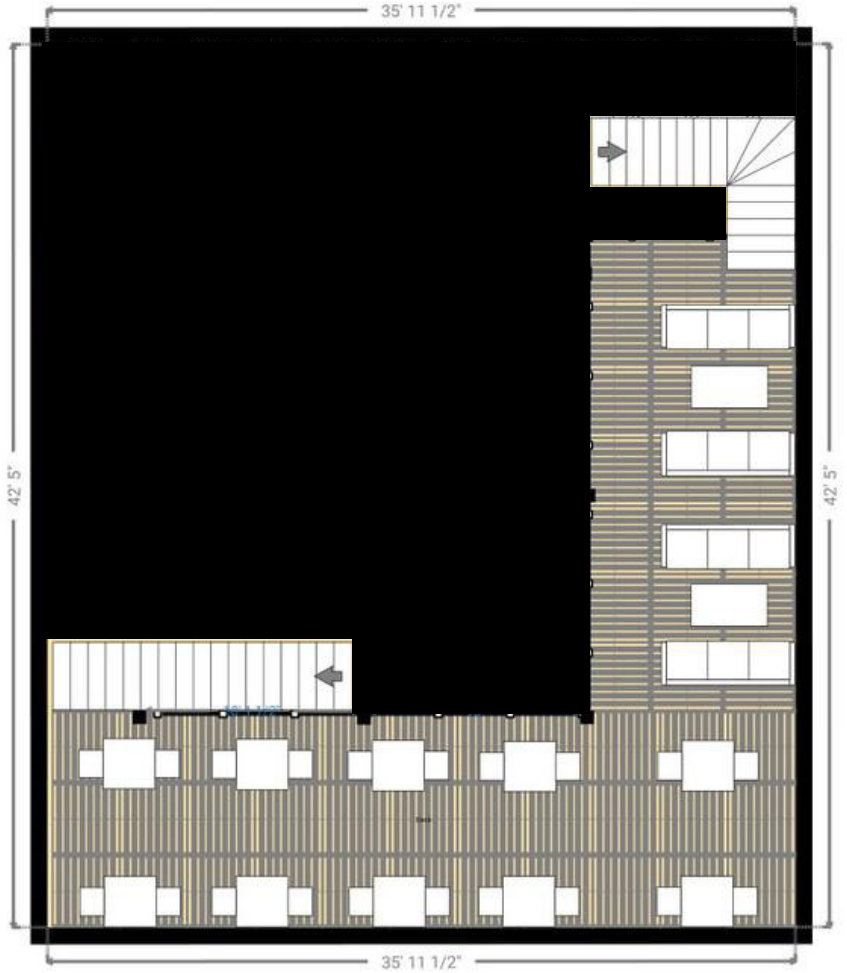
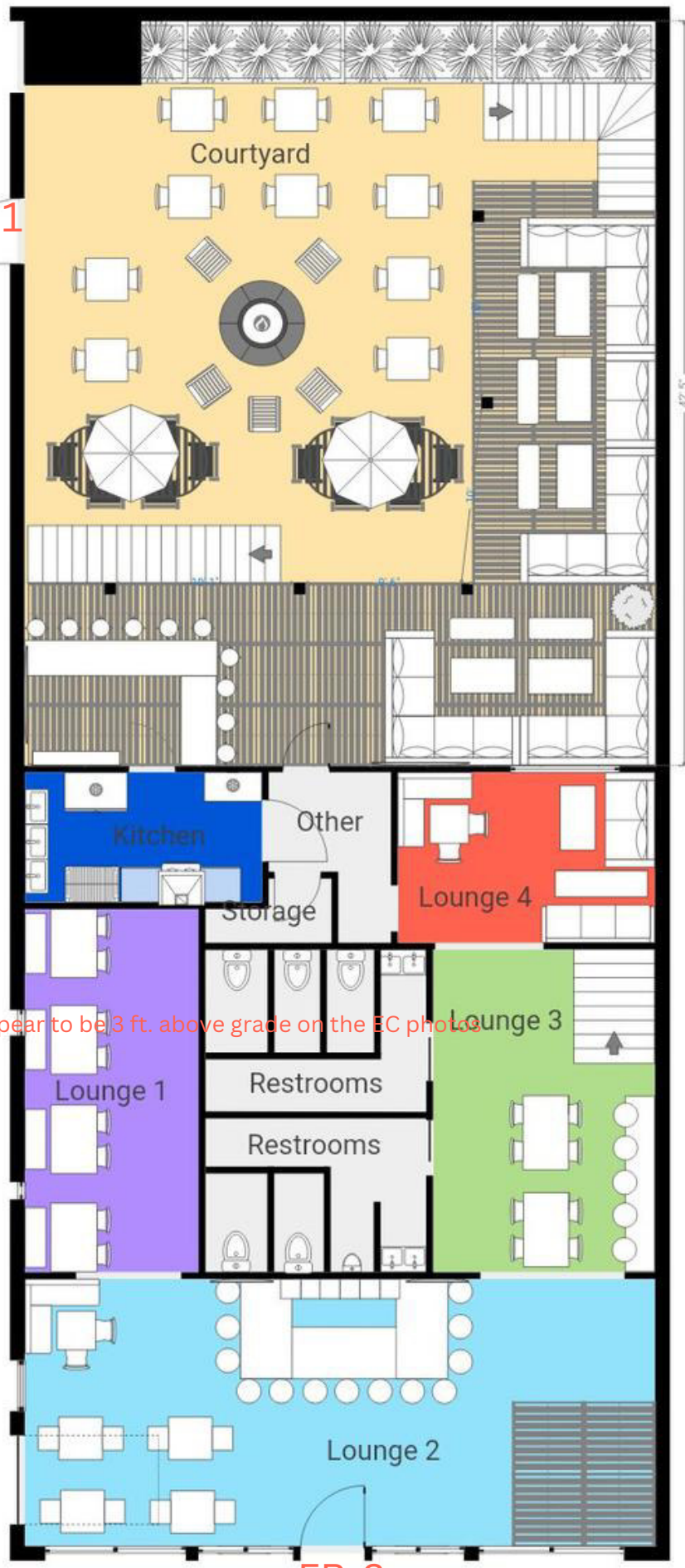
FB-1

These appear to be 3 ft. above grade on the EC photos

FB-2

FB-3

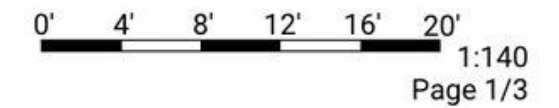
These appear to be 3 ft. above grade on the EC photos



## LEGEND

- Courtyard
- Kitchen
- Lounge Area 1
- Lounge Area 2
- Lounge Area 3
- Lounge Area 4
- Office/Storage

According to NFPA 13, all newly constructed commercial buildings that are 5,000 square feet or larger are required to have fire sprinkler systems. The surface area of this existing building is 1,788 sq.ft. and the courtyard space including the proposed patio space is 2,389 sq.ft. (Pg. 42 of appraisal doc.) giving a total of 4,177 sq.ft. The fire area has an occupant load of 200 and will not exceed 300.



RENLITA  
A-750 NUFOLD  
CUSTOM OPENING

HANGING  
LIGHT PENDANT  
OPTION

60" - 75"  
SMART TV

CEILING  
FRAME WITH  
HANGING PLANT

CUSTOM  
LED SIGN  
ON GREENERY WALL

HANGING  
LIGHT PENDANT  
OPTION

STAGE

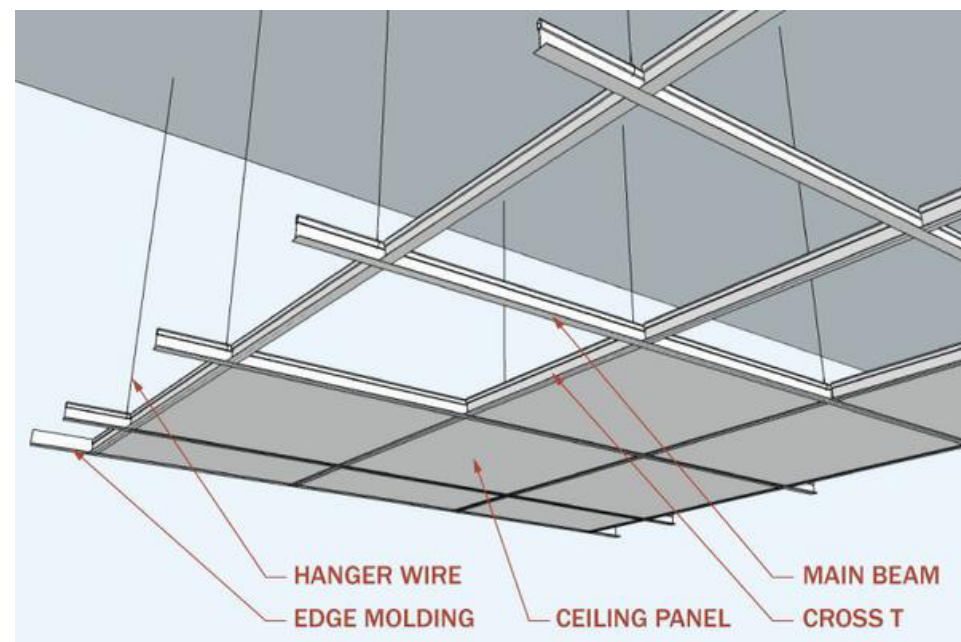


215

Proposed  
LOUNGE AREA 2







## Suspended Acoustic Ceiling Components

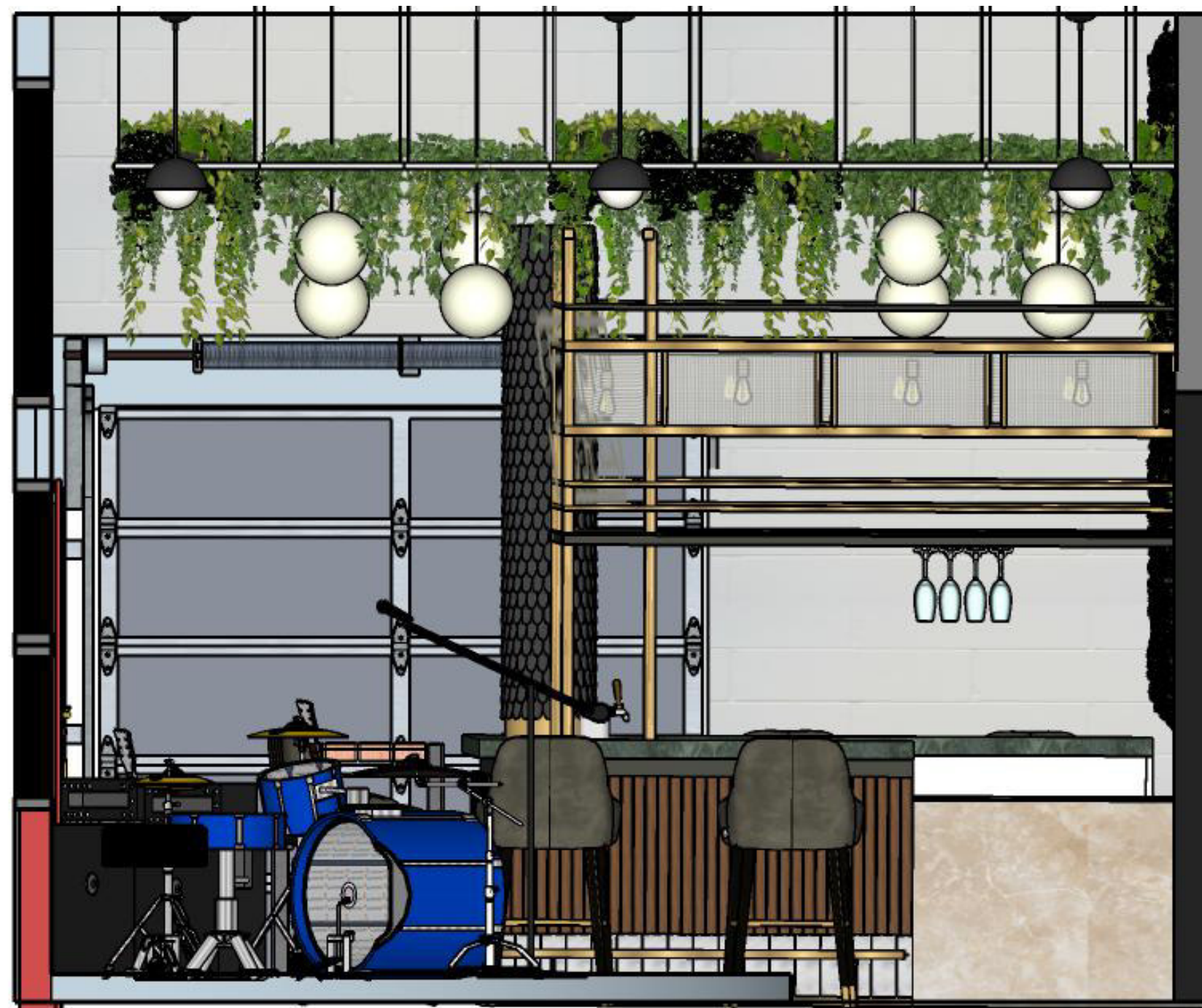
The diagram below identifies the major components of a suspended lay-in ceiling. The continuous main beam T shapes are suspended from the structure above by hanger wires. Shorter cross T segments connect to the main beam T shapes to make a rigid frame. Edge molding shapes are attached to the walls around the perimeter of the room. Finally, ceiling panels are dropped into the grid to finish the ceiling.



Ion Globe 14" Pendant



Artificial Greenery Wall "Coastal Dreams" 40" x 40"  
(Indoor/Outdoor UV)  
Assorted Foliage Landscape Panel

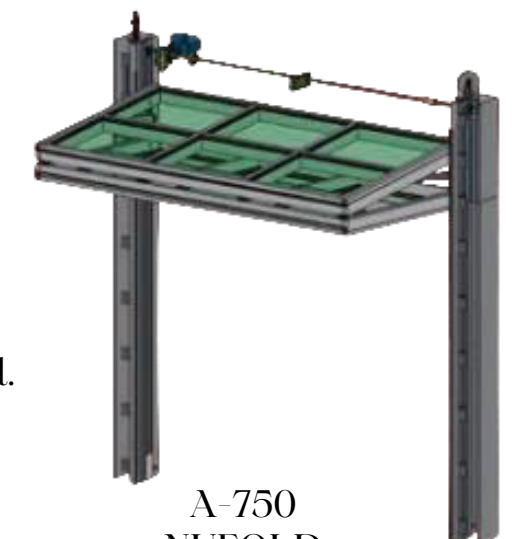


Type 1 Artificial Hanging Ferns  
Artificial hanging fern with an ultra-realistic and ornamental appearance is an ideal choice for ceiling wall decor in scenes such as offices, buildings, and bars. The natural color and clear texture make the whole plant vivid.

Wave grass leaf with soft-touch  
UV resistance for long outdoor application  
Fire retardant for long indoor use  
ISO, BSCI, GMP certified  
Our MOQ: 300 pieces



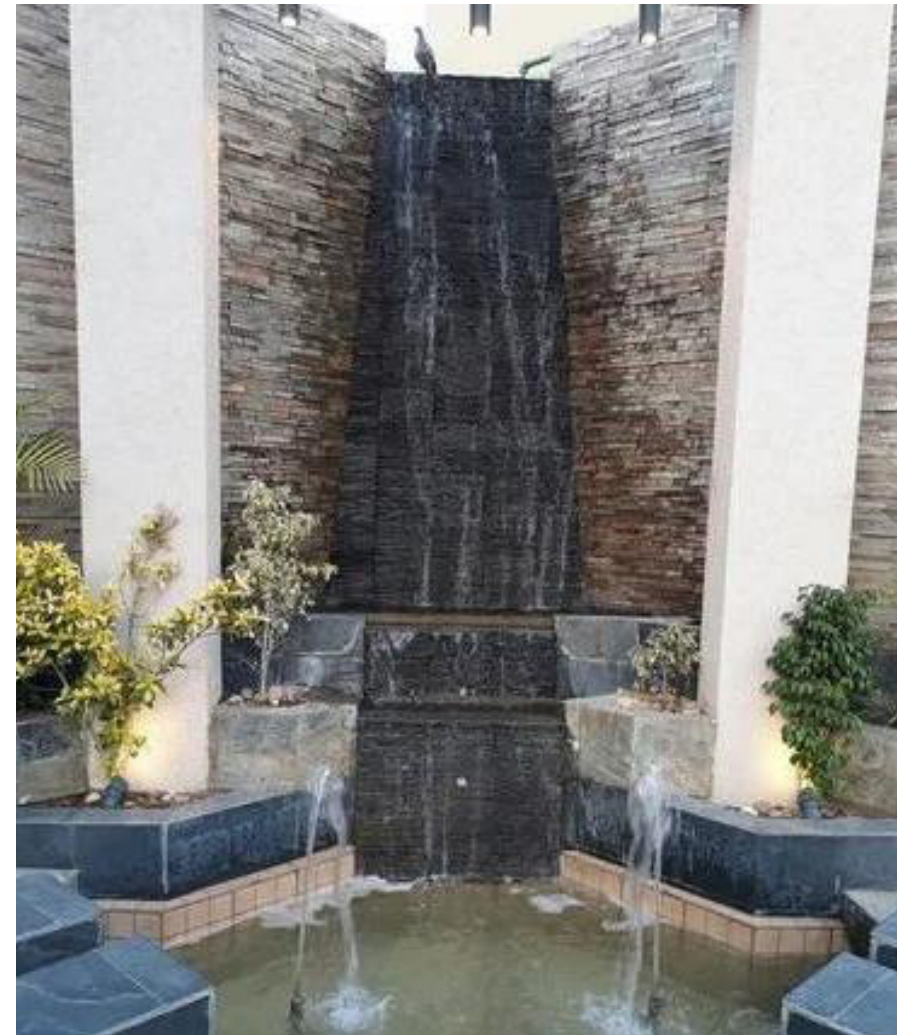
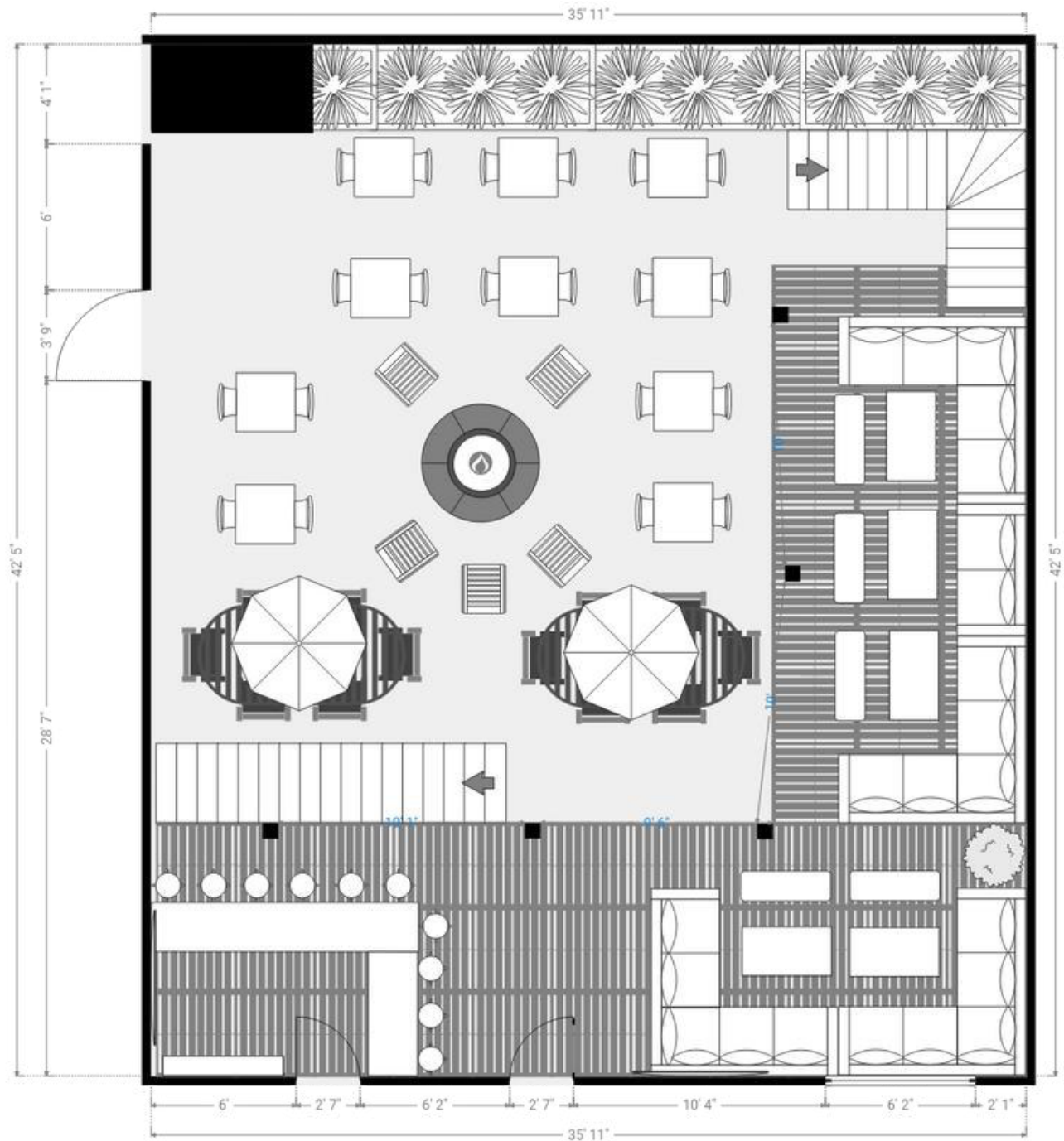
Custom Neon Sign  
Myneonstore.com



A-750  
NUFOLD  
Dual-Panel Counterweight  
Balanced Vertical Opening







215

Proposed  
COURTYARD AREA



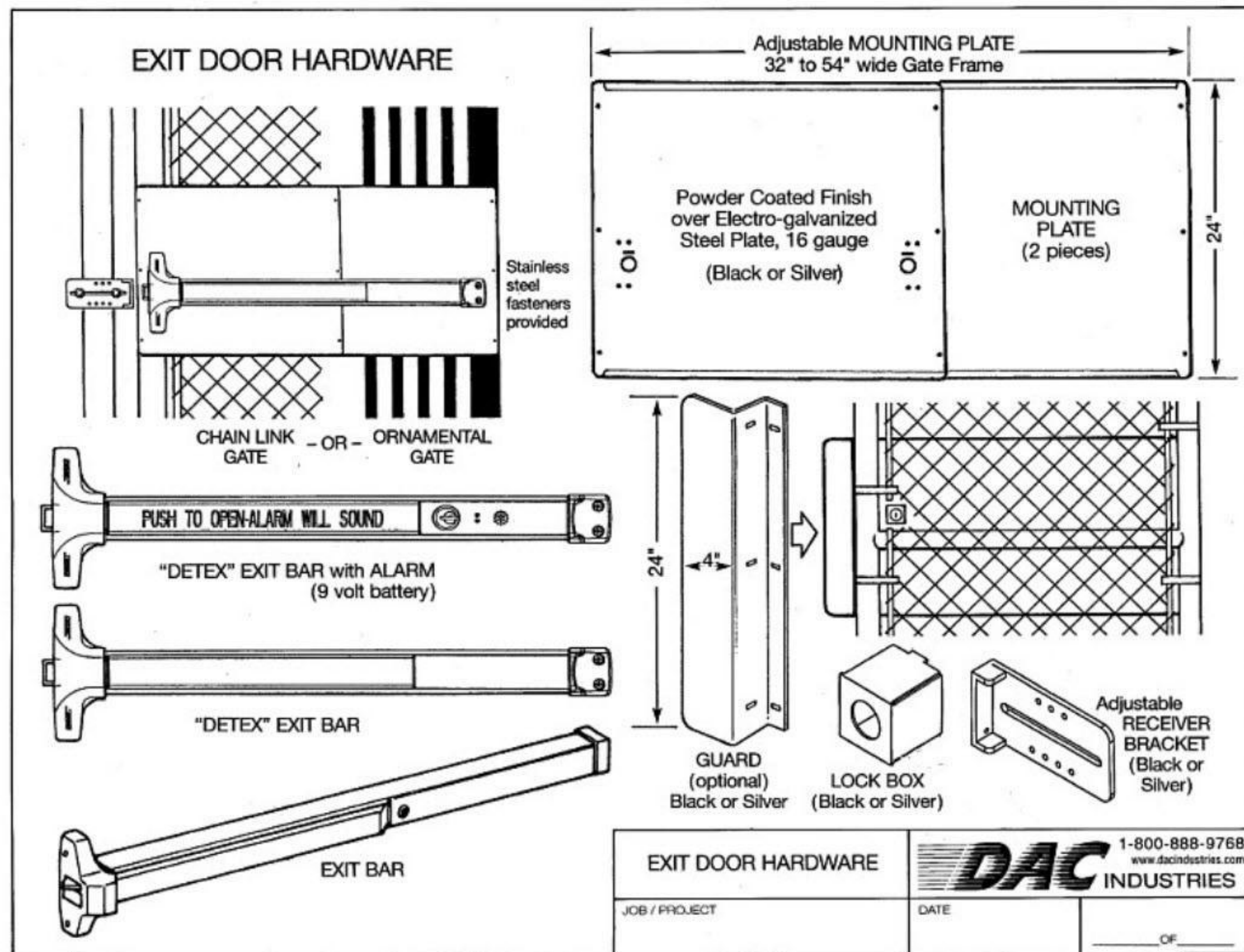


215

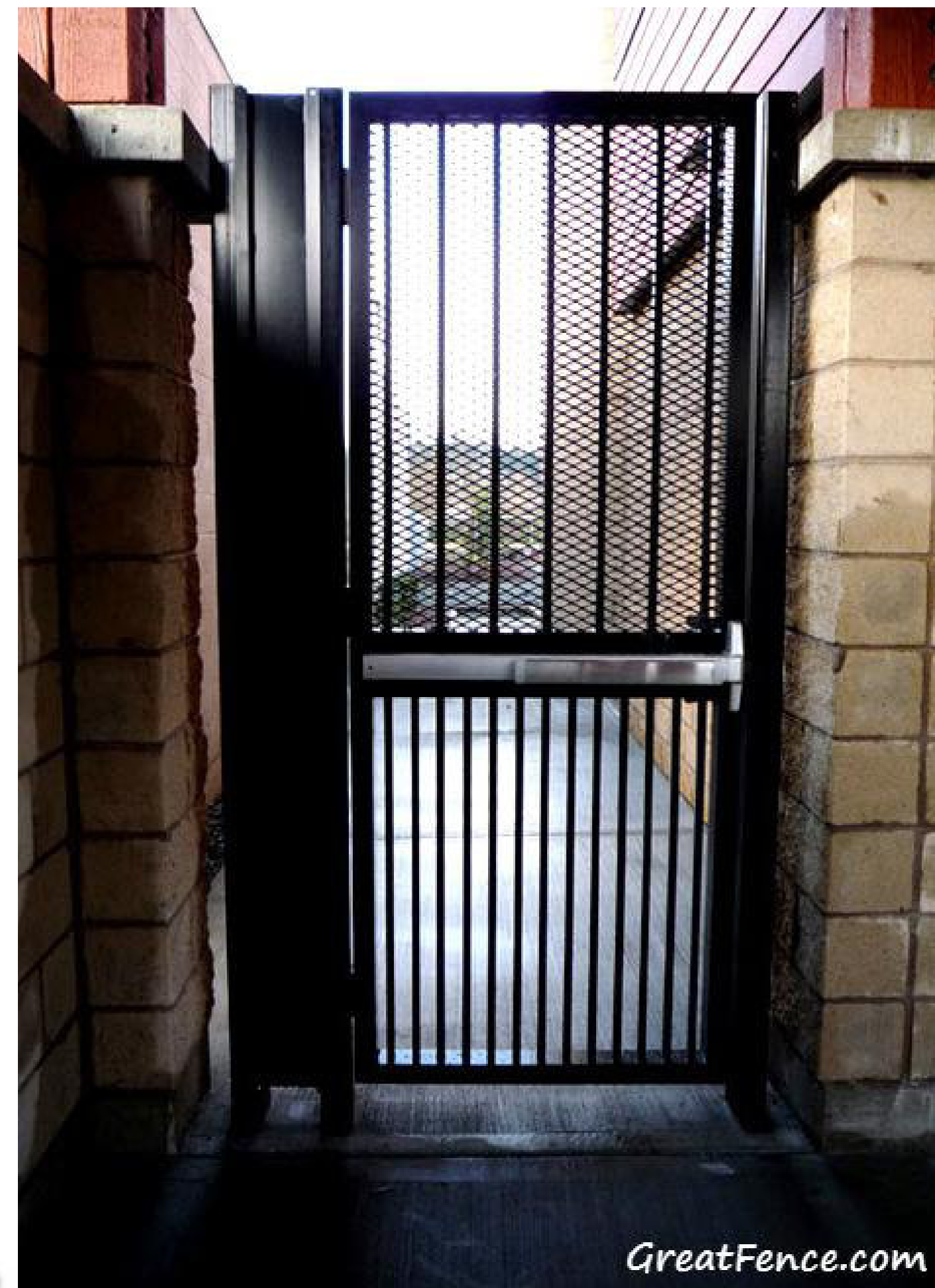
Proposed  
DUMPSTER AREA







**Featured Above:** D-6045 Superior Detex Exit Bar Kit.  
Kit includes: bar, plate, receiver, lock box and fasteners.  
Choose between silver or black plate. (Mounting plate not shown)



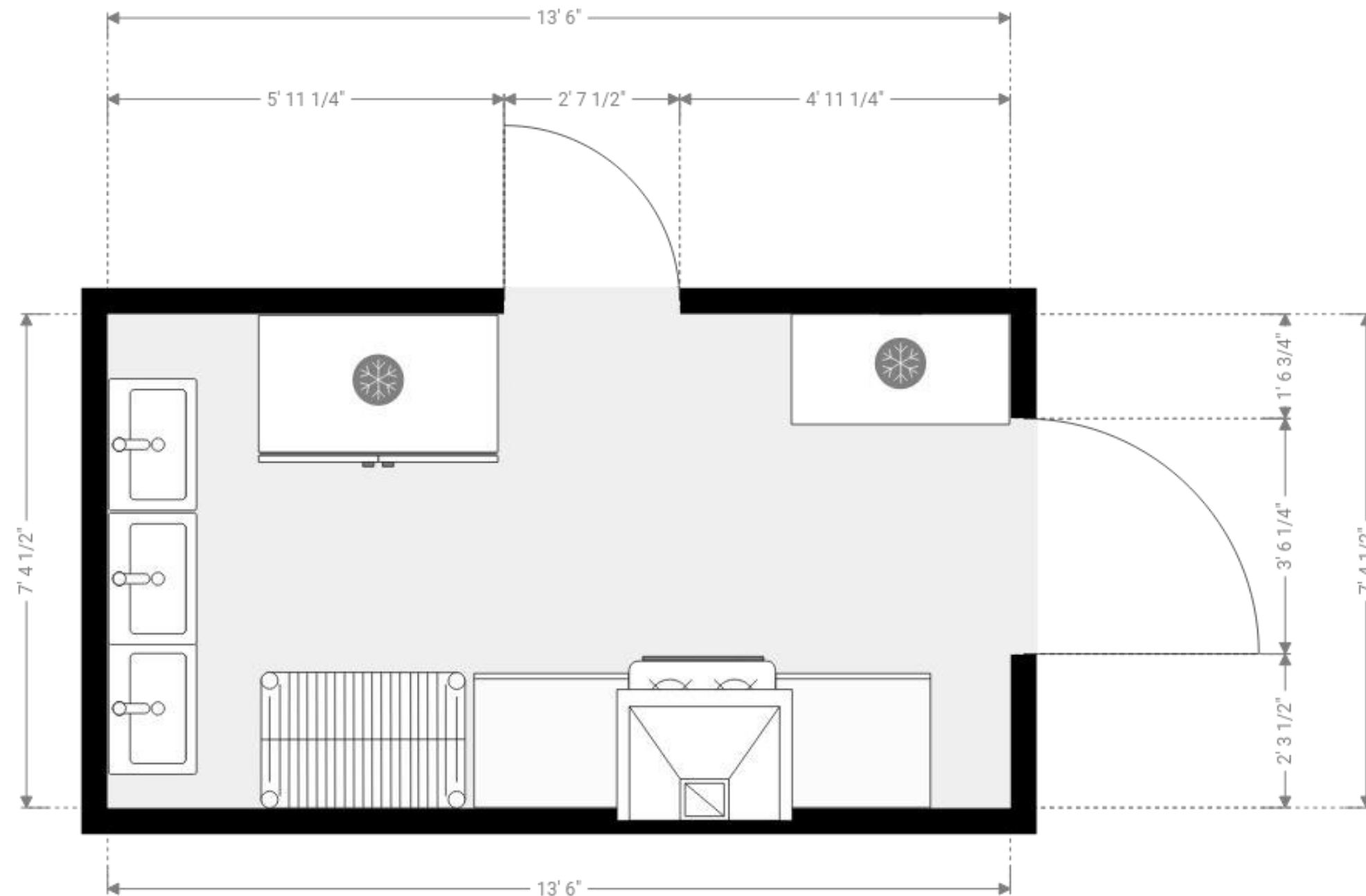
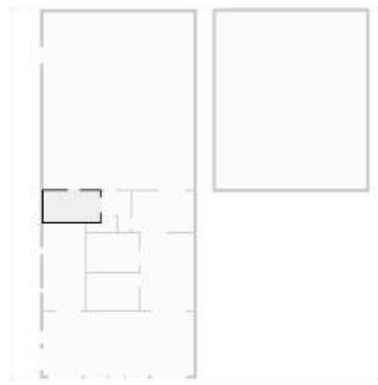
GreatFence.com

215

Proposed  
COURTYARD  
EGRESS







Kitchen Area

215

The Schier GB-500 should be adequate for both the restaurant and the proposed onsite dumpster pad. If for some reason its not feasible to tie in the dumpster with the restaurant interceptor you may consider a Schier #GB-75 125 gal interceptor for the dumpster pad.

### Schier #GB-75

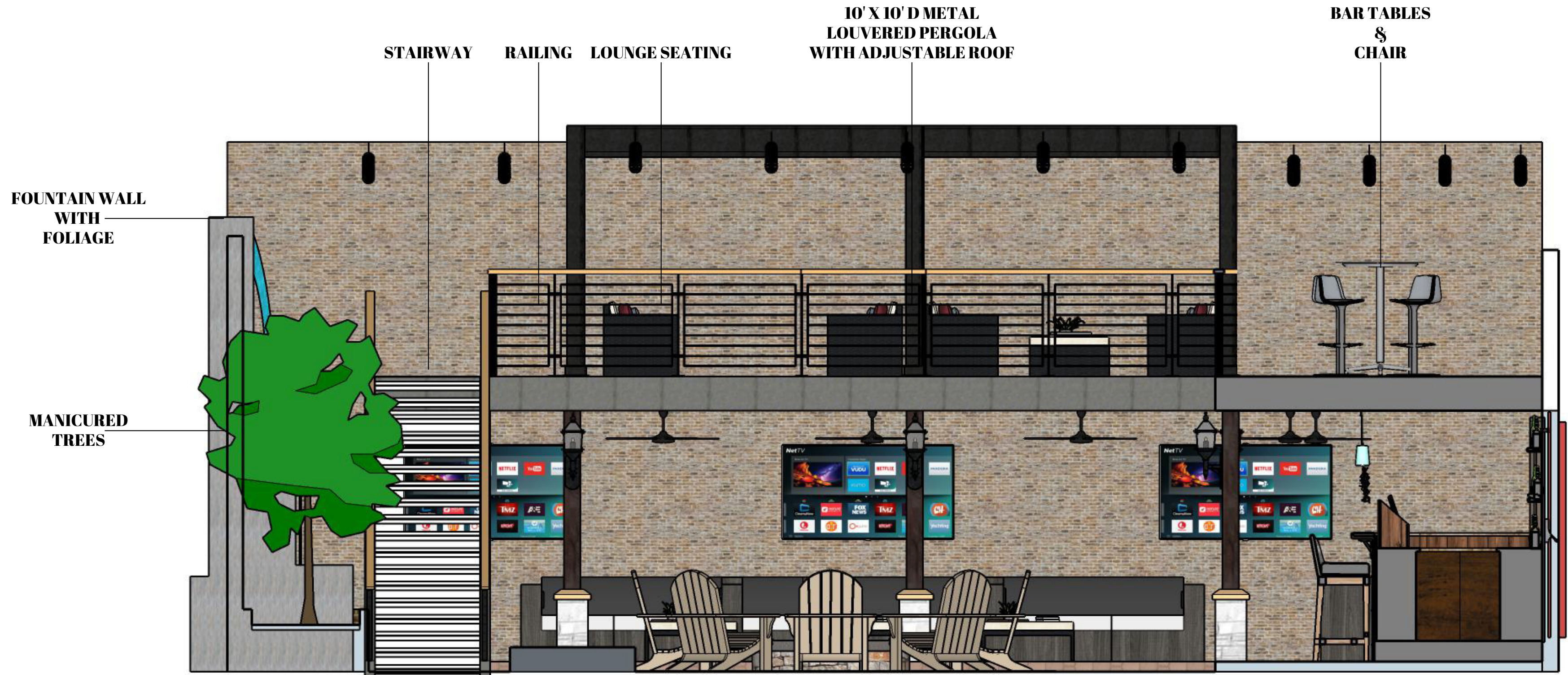
Great Basin High Capacity Grease Interceptor 125 gal., 75 GPM, 861 lbs. grease capacity, 4" FPT with 4" plain end adapters, with cast iron cover, pickable 24" gas/water tight, H-20 rated, proof-load tested to 40,000 lbs. Lifetime Guaranteed design.











215

Proposed  
COURTYARD AREA





STAIRWAY  
TYPE  
IS SUBJECT TO  
CHANGE

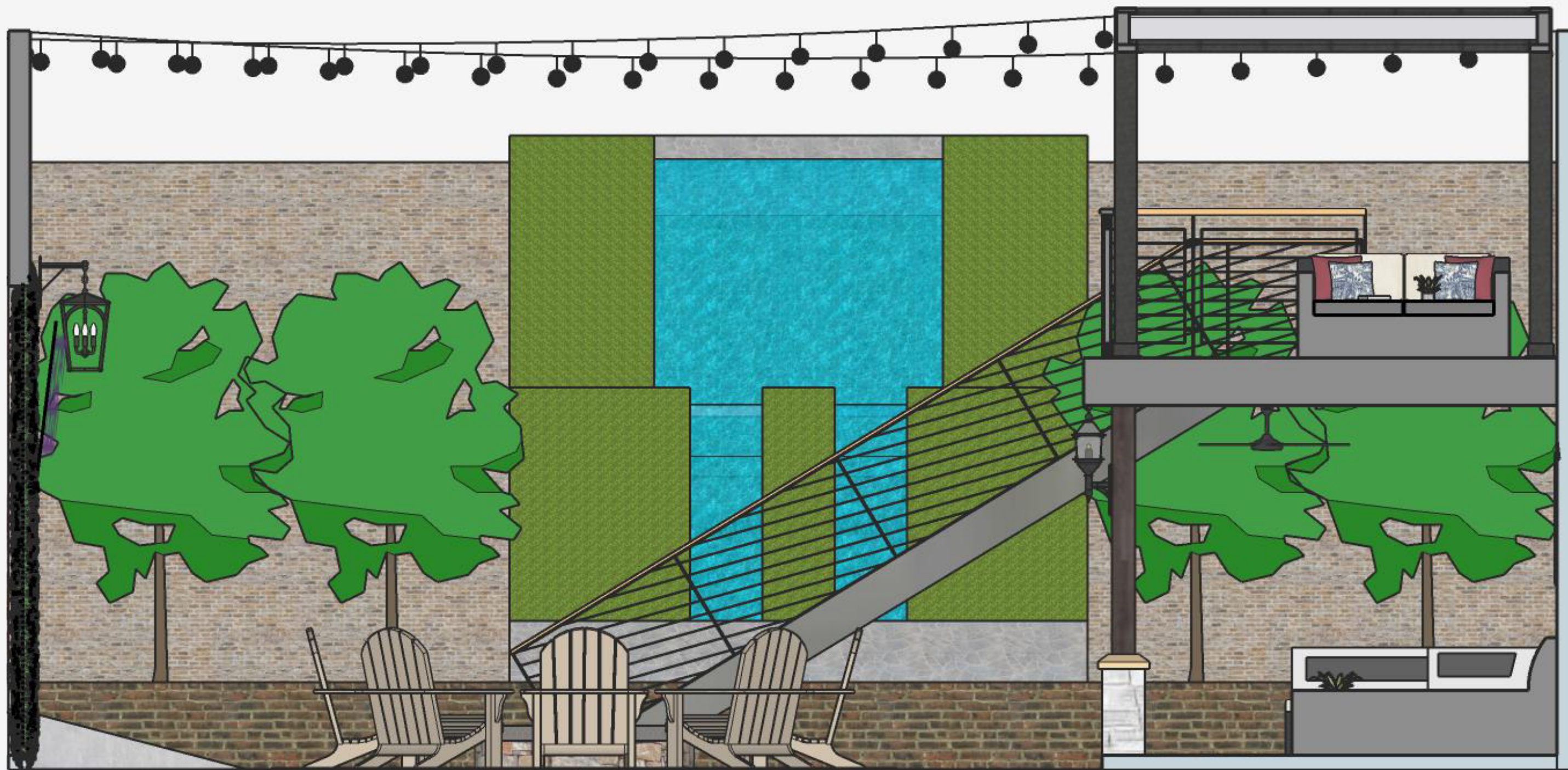


215

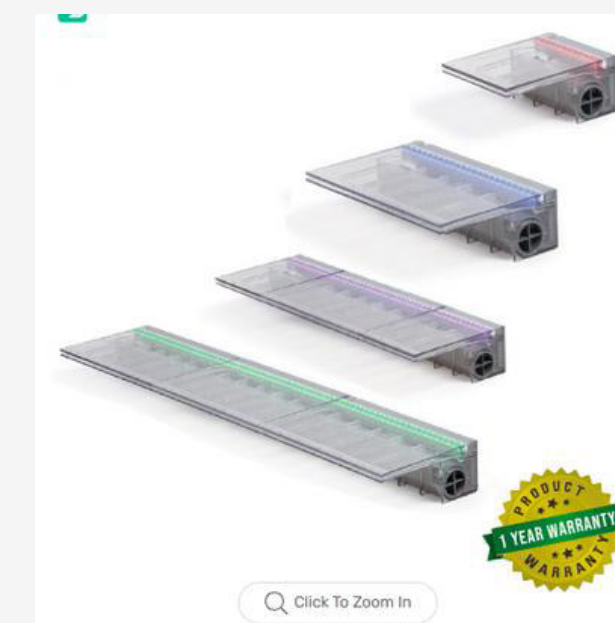
Proposed  
COURTYARD AREA







Villa Pergola Motorized  
With Edge Lighting



Atlantic Color Changing  
Colorfalls

- The only modular waterfall system with multiple light and configuration options
- 48 vibrant color options and 18 preset modes
- Includes a remote control module to select color and pattern
- Dual inlets for plumbing flexibility allow multiple Colorfalls to be linked to make a waterfall of any width!
- Recommended for water features with no fish or plants.

**LAMPS PLUS**

**BON PERGOLA**  
DESIGNED IN CALIFORNIA



**215**

Proposed  
COURTYARD AREA







215





215







DEED

**Bk:1344 Page:264-266**

**RCD: 08/10/2020 @ 9:48:52:AM**

**FORREST COUNTY, MS**

**LANCE C. REID CHANCERY CLERK**

**Document Prepared by and Return to:**

**File No. P20F-479**

**Greer Law Firm, PLLC  
14 Orleans Drive, Suite A  
Hattiesburg, MS 39402  
Ph.: (601)583-2133  
Facsimile (601)583-2449**

**INDEXING INSTRUCTIONS: All of Lot 3 and Part of Lot 4, All in Block 59 of the  
Kamper and Whinnery Subdivision, Forrest County, Mississippi**

**STATE OF MISSISSIPPI  
COUNTY OF FORREST**

**WARRANTY DEED**

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), cash in hand paid and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned,

**Keith A. Cascio, Grantor(s)  
P.O. Box 1101  
Hattiesburg, MS 39403  
Phone: (504) 232-0988**

do(es) hereby sell, convey, bargain and warrant to:

**Brittany Mallion, Grantee(s)  
215 Main Street  
Hattiesburg, MS 39401  
Phone: 601-543-4012**



fee simple title, but subject to the exceptions, reservations, restrictions, covenants and conditions, if any, hereafter stated the following described property and all appurtenances thereunto belonging situated in Forrest County, Mississippi, more particularly and certainly described as follows:

**All of Lot 3 and the Northwest 5 2/3 feet of Lot 4 (said 5 2/3 feet of Lot 4 lying alongside and adjoining aforesaid Lot 3), all in Block 59 of the Kamper and Whinnery Subdivision, Survey or Addition to the City of Hattiesburg, in Forrest County, Mississippi as per the map or plat of said subdivision on file and of record in the office of the Chancery Clerk of Forrest County, Mississippi; together with all improvements thereon and appurtenances thereunto belonging.**

The above warranty and this conveyance are made subject to any and all valid and outstanding oil, gas and mineral leases, exceptions, reservations, and conveyances.

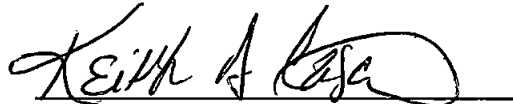
The above warranty and this conveyance are made subject to any and all easements for public roads and public utilities as presently laid out, constructed or in use, and also to all private easements, covenants and restrictions.

The above warranty and this conveyance are subject to those certain protective covenants and building restrictions recorded in the office of the Chancery Clerk of Forrest County, Mississippi.

The above warranty and this conveyance are subject to the zoning, site plan or subdivision regulations of the city or county that the subject property is located within and any air, water, pollution and flood control regulations imposed by any governmental authority having jurisdiction over the same.

It is agreed and understood that taxes for the current year have been prorated as of this date on an estimated basis, and when said taxes are actually determined, if the proration as of this date is incorrect, then the Grantors agree to pay to said Grantee or his/her assigns any deficit on an actual proration. In the event that the proration based on the estimated tax is determined to be greater than the actual proration necessary, the Grantee agrees to refund to said Grantor the difference between the estimated proration and the actual proration.

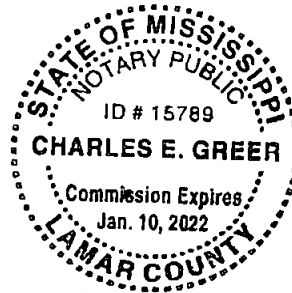
**WITNESS THE SIGNATURE(S) OF THE UNDERSIGNED** on this the 5th day of August, 2020.

  
Keith A. Cascio

**STATE OF MISSISSIPPI  
COUNTY OF LAMAR**

Personally appeared before me, the undersigned authority in and for the said county and state, on this 5th day of August, 2020, within my jurisdiction, the within named Keith A. Cascio, who acknowledged that he executed the above and foregoing instrument.

\_\_\_\_\_  
Notary Public



FOREST COUNTY MS LANCE C. REID  
I CERTIFY THIS INSTRUMENT WAS FILED ON 8/10/2020 9:48:52 AM AND RECORDED IN DEED BOOK:1344 PAGE:264

**Flood Damage Prevention Ordinance**  
**Historic Structure Variance Criteria**  
**Ord. 3294**

**Address: 215 Main St., Hattiesburg, MS 39401**

**CHAPTER 10. ARTICLE 6. SECTION E. HISTORIC STRUCTURES.**

Historic structures may apply for a variance. If the repair or rehabilitation of a historic structure meet the following three criteria, the buildings will not have to be elevated or flood-proofed.

- 1) The building must be a bona-fide “historic structure.”** As followed by definition.

The building at 215 Main St. is a bona-fide historic structure as defined in the ordinance. According to the Mississippi Department of Archives and History (MDAH), the building is listed in the National Register of Historic Places (NRHP) and holds significant historical value. This listing confirms that the structure qualifies for the variance based on its historical status.

- 2) The project must maintain the historic status of the structure.** If the proposed improvements to the structure will result in it being removed from or ineligible for the National Register or federally-certified state or local inventory, then the proposal cannot be granted an exemption from the substantial improvement rule.

- a)** Written review and approval of proposed plans by the local historic preservation board and/or the Historic Planner, if it is federally-certified, or by the state historic preservation office. If the plans are approved, you can grant the exemption. If no, no exemption can be permitted.

The proposed renovations will maintain the building’s historic status. There will be no alterations that would lead to the structure being removed from or rendered ineligible for the National Register or any certified state or local inventory. All improvements will follow the necessary guidelines to preserve its historic integrity while making it functional for commercial use.

- **a)** Written review and approval of the renovation plans will be sought from the local Historic Preservation Board or the state historic preservation office (MDAH). This approval will ensure that the project adheres to preservation standards and that the historical status of the building remains intact.

**3) Take all possible flood damage reduction measures.** Even though the exemption to the substantial improvement rule means the building does not have to be elevated to or above BFE, or be renovated with flood-resistant materials that are not historically sensitive, many things can and should be done to reduce the flood damage potential. Examples include:

**a)** Locating mechanical and electrical equipment above the BFE or floodproofing it.

a) Mechanical and electrical equipment will be elevated above the Base Flood Elevation (BFE) or floodproofed to protect them from flood damage.

b) Elevating the lowest floor of an addition to or above the BFE with the change in floor elevation disguised externally.

b) Any additions to the structure will have their lowest floor elevated to or above the BFE, and any changes in floor elevation will be externally disguised to maintain the building's historic appearance.

c) Building the lowest floor of an addition with flood-resistant materials and providing hydrostatic openings.

c) If an addition is required, flood-resistant materials will be used where appropriate, and hydrostatic openings will be provided to reduce flood damage while preserving the architectural character of the building.





# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Acknowledge manual checks approved during a period beginning December 1, 2024 and ending December 31, 2024.  
File Number: 2025-19  
Minute Book #

---

## Summary

Acknowledge manual checks approved during a period beginning December 1, 2024 and ending December 31, 2024.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.

| FUND |  | VENDOR                     | INVOICE<br>NUMBER | PURCHASE<br>ORDER | ITEM<br>DESCRIPTION                | CHECK<br>DATE | CHECK<br>NUMBER | CHECK<br>AMOUNT |
|------|--|----------------------------|-------------------|-------------------|------------------------------------|---------------|-----------------|-----------------|
| 02   |  | DIXIE YOUTH BASEBALL       | 12/3/24           | N/A               | DEVELOPMENT/PROMOTION              | 12/04/24      | 2000255         | 15,000.00       |
| 02   |  | HATTIESBURG LITTLE LEAGUE  | 12/19/24          | N/A               | 2025 LITTLE LEAGUE -MB#2024-763    | 12/19/24      | 2000258         | 14,300.00       |
| 01   |  | NOBLE CHILDREN'S TRUST     | PPIN 9514         | N/A               | PROPERTY PURCHASE                  | 12/19/24      | 1001034         | 9,621.50        |
| 01   |  | DENTON BIGLANE 2011 TRUST  | PPIN 9514-2       | N/A               | PROPERTY PURCHASE                  | 12/19/24      | 1001035         | 9,621.50        |
| 01   |  | AIDS SERVICES COALITION    | ASC 2024          | N/A               | CASE MANAGEMENT SUPPORT SERVICES   | 12/20/24      | 1001036         | 36,000.00       |
| 01   |  | COTTON CREEK TRANSPORT INC | 2024-810          | N/A               | SETTLEMENT AGREEMENT-FILE 2024-810 | 12/30/24      | 1001039         | 25,000.00       |
|      |  |                            |                   |                   |                                    |               | TOTAL           | 109,543.00      |



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Sylvester London, Division Manager  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Acknowledge receipt of the Two-Quote Docket  
File Number: 2025-20  
Minute Book #

---

## Summary

Acknowledge receipt of the unadvertised bid docket for the period of November 23, 2024 through December 27, 2024, covering purchases requiring the obtaining of a minimum of two (2) bids as defined in Section 31-71-13 (B) of the Mississippi Code.

## Recommendation Statement

Attached is the unadvertised bid docket for the period of November 23, 2024 through December 27, 2024, covering purchases requiring the obtaining of a minimum of two (2) bids as defined in Section 31-7-13 (B) of the Mississippi Code.

This report is submitted for your review, approval, and acknowledgment on the minutes of the City Council. Should there be any questions, please feel free to contact my office.

Please place this on the January 7, 2025 City Council meeting for consideration.

| SUCCESSFUL BID/<br>OTHER BID                   | PURCHASE ORDER | BID AMOUNT   | ITEM DESCRIPTION                         |
|------------------------------------------------|----------------|--------------|------------------------------------------|
|                                                |                |              |                                          |
| BEARD EQUIPMENT                                | 2500871        | \$ 65,958.75 | JOHN DEERE 5060 E OPEN OPERATOR W/LOADER |
| STOTZ EQUIPMENT                                |                | \$ 74,290.00 |                                          |
|                                                |                |              |                                          |
| PINE BELT CD JR INC                            | 2500921        | \$ 38,790.00 | CARGO VAN FOR COMMUNITY CENTERS          |
| MCCONNELLBUICK GMC                             |                | \$ 41,005.50 |                                          |
|                                                |                |              |                                          |
| METRIX SOLUTIONS                               | 2500931        | \$ 15,015.25 | EMAIL GATEWAY DEFENCE                    |
| CDW-G                                          |                | \$ 16,260.00 |                                          |
|                                                |                |              |                                          |
| PORTABLE TOILETS                               | 2500976        | \$ 15,518.00 | PORTABLE TOILET RENTAL                   |
| ASAP MARKETPLACE                               |                | \$ 25,870.00 |                                          |
|                                                |                |              |                                          |
| HEAVENLY CLEANING LLC                          | 2501087        | \$ 16,000.00 | JANITORIAL CLEANING SVC                  |
| AB SUPPORT SERVICES                            |                | \$ 23,400.00 |                                          |
| JANI-KING OF SOUTHEAST MISSISSIPPI             |                | \$ 25,248.00 |                                          |
|                                                |                |              |                                          |
| AB SUPPORT SERVICES                            | 2501146        | \$ 23,952.00 | JANITORIAL CLEANING SVC                  |
| JANI-KING OF SOUTHEAST MISSISSIPPI             |                | \$ 34,688.00 |                                          |
| HH CLEANING SERVICES                           |                | \$ 36,000.00 |                                          |
| MURFF CLEANING SERVICES LLC                    |                | \$ 37,200.00 |                                          |
| MOLLY MAID                                     |                | \$ 98,380.00 |                                          |
|                                                |                |              |                                          |
| METRIX SOLUTIONS                               | 2501159        | \$ 5,140.22  | BARRACUDA WEB SECURITY - 3 YEAR          |
| CDW-G                                          |                | \$ 5,225.40  |                                          |
|                                                |                |              |                                          |
| BW SULLIVAN BUILDING CONTRACTOR INC            | 2501187        | \$ 5,750.00  | SEAL ROOF & COMPLETE BUILDING ART CENTER |
| ONE TIME WILDLIFE REMOVAL AND PEST CONTROL LLC |                | \$ 12,571.98 |                                          |
| NATIONS WILDLIFE REMOVAL SERVICE LLC           |                | \$ 13,032.14 |                                          |



CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2500871

ITEM JOHN DEERE 5060 E OPEN OPERATOR W/LOADER

BID #1

WINNING BID

COMPANY BEARD EQUIPMENT CO

BID

AMOUNT \$65,958.75

BID #2

COMPANY STOTZ EQUIPMENT

BID

AMOUNT \$74,290.00

BID #3

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

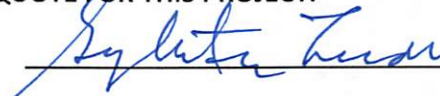
BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.



Sylvester London, DIVISION MANAGER



City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1020  
315 Conti St  
Hattiesburg, MS 39401

Purchase Order Number 02500871

Purchase Order Date 11/22/2024

Department PARKS & REC MAINT DIV

FID 64-6000432

Vendor 2222  
BEARD EQUIPMENT CO  
2480 EAST I65 SERVICE ROAD,  
NORTH  
MOBILE, AL 36617

| VENDOR PHONE NUMBER | VENDOR EMAIL                        | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME  | DELIVERY REFERENCE |
|---------------------|-------------------------------------|---------------|--------------------|-------------|--------------------|
|                     | BROUNDSVILLE@BEARDEQUIPM<br>ENT.COM | 2222          | 2500948            | Luisa Alejo |                    |

### NOTES

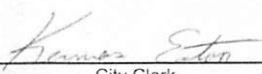
PARKS AND REC MAINT. EQUIP. TWO QUOTE

| ITEM # | DESCRIPTION                                                                                                                      | QUANTITY | UOM  | UNIT PRICE    | EXTENDED PRICE |
|--------|----------------------------------------------------------------------------------------------------------------------------------|----------|------|---------------|----------------|
| 1      | JOHN EERE 5060 E OPEN OPERATOR W/LOADER<br>GL #: 002300 - 739900                                                                 | 1.0000   | EACH | \$40,329.7500 | \$40,329.75    |
| 2      | SPINNER TOPDRESSER 2YD HOPPER, HYDRAULIC DRIVEN, ELECTRIC OVER<br>HYDRAULIC CONTROL<br>FREIGHT INCLUDED<br>GL #: 002300 - 739900 | 1.0000   | EACH | \$25,629.0000 | \$25,629.00    |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price \$65,958.75

Purchase Order Total \$65,958.75

  
City Clerk



MAYOR  
*Toby Barker*

COUNCIL - WARD ONE

*Jeffrey George*

COUNCIL - WARD TWO

*Deborah Denard Delgado*

COUNCIL - WARD THREE

*Carter Carroll*

COUNCIL - WARD FOUR

*Dave Ware*

COUNCIL - WARD FIVE

*Nicholas Brown*

TO: Beard Equipment Co.

FROM: CITY OF HATTIESBURG

RE: BID REQUEST

DATE: 11/15/24

This is a request to bid on the following:

1. John Deere 5060E Open Operator w/ loader or similiar

Total Price: \_\_\$40,329..75\_\_

2. Freight/Shipping to 101 Parkway Blvd Hattiesburg, Ms 39401

Total Price: \_\_Included\_\_

3. Spinner Topdresser, 2 yd Hopper, Hydraulic Driven, Electric over Hydraulic Control

Total Price: \_\_\$25,629.00\_\_

PLEASE RETURN THIS BID BY November 19, 2024 TO [SLONDON@HATTIESBURGMS.COM](mailto:SLONDON@HATTIESBURGMS.COM)

Vendor Signature:

*Balkema*





MAYOR  
**Toby Barker**

COUNCIL - WARD ONE

**Jeffrey George**

COUNCIL - WARD TWO

**Deborah Denard Delgado**

COUNCIL - WARD THREE

**Carter Carroll**

COUNCIL - WARD FOUR

**Dave Ware**

COUNCIL - WARD FIVE

**Nicholas Brown**

**TO: STOTZ**

**FROM: CITY OF HATTIESBURG**

**RE: BID REQUEST**

**DATE: 11/15/24**

This is a request to bid on the following:

1. John Deere 5060E Open Operator w/ loader or similar

Total Price: \$45,970.00

2. Freight/Shipping to 101 Parkway Blvd Hattiesburg, Ms 39401

Total Price: \$2,000.00

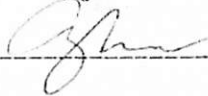
3. Spinner Topdresser, 2 yd Hopper, Hydraulic Driven, Electric over Hydraulic Control

Total Price: \$28,320.00

*est. freight \$1,660.00*

**PLEASE RETURN THIS BID BY November 19, 2024 TO SLONDON@HATTIESBURGMS.COM**

Vendor Signature:

  
\_\_\_\_\_





City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Bill To  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

1001

Ship To  
139 Parkway Blvd.  
Hattiesburg, MS 39401

1008

Purchase Order Number **02500921**

Purchase Order Date **11/27/2024**

Department **PARKS & REC MAINT DIV**

FID 64-6000432

Vendor  
PINE BELT CDJR, INC (MCMULLAN EQUIPMENT)  
6905 US HWY 98  
HATTIESBURG, MS 39402

3915

| VENDOR PHONE NUMBER | VENDOR EMAIL                | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME  | DELIVERY REFERENCE |
|---------------------|-----------------------------|---------------|--------------------|-------------|--------------------|
|                     | RBEARDEN@PINEBELTMOTORS.COM | 3915          | 2500998            | Luisa Alejo |                    |

### NOTES

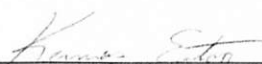
CARGO VAN FOR COMMUNITY CENTERS TWO QUOTE/PENDING

| ITEM # | DESCRIPTION                                       | QUANTITY | UOM  | UNIT PRICE    | EXTENDED PRICE |
|--------|---------------------------------------------------|----------|------|---------------|----------------|
| 1      | 2022 HIGH ROOF CARGO VAN<br>GL #: 002300 - 740000 | 1.0000   | EACH | \$38,790.0000 | \$38,790.00    |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price **\$38,790.00**

Purchase Order Total **\$38,790.00**

  
City Clerk

CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2500921

ITEM CARGO VAN FOR COMMUNITY CENTERS

BID #1

WINNING BID

COMPANY PINE BELT CD JR, INC

BID

AMOUNT \$38,790.00

BID #2

COMPANY MCCONNELL BUICK GMC

BID

AMOUNT \$41,005.50

BID #3

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

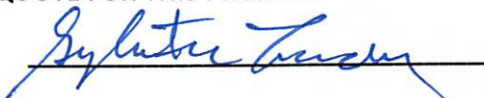
BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.

  
Sylvester London, DIVISION MANAGER

# PINE BELT

DODGE Jeep RAM

Pine Belt CDJR  
6905 US Hwy 98  
Hattiesburg  
MS, 39402  
<https://www.pinebeltcdjr.com/>

Deal #  
118850

CHARLES CHAPMAN  
Contact Sales: (601) 544 - 2430  
Info@pinebeltcdjr.com CC

City Of Hattiesburg Parks And Rec City Of Hattiesburg Parks And  
Rec

+1-(601) 297 - 8904 | none@none.com



2023 Ram ProMaster Cargo  
Van

Stock # : 5UT3193  
Color : WHITE

Cash

\$0.00  
Customer Cash \$38,790.00

### Payment Detail

|                     |             |
|---------------------|-------------|
| Your Price          | \$38,390.00 |
| Fees                | \$400.00    |
| Unpaid Cash Balance | \$38,790.00 |

X

Customer Signature & Date

X

ANTHONY WRIGHT | Manager Signature & Date

Total Savings may include conditional offers such as Finance Discount, Trade Discount, and Rebates. Please verify. Finance Discount: Must finance thru Pine Belt CDJR to qualify for Finance discount. Must Finance Minimum of \$30000. Not Stackable with special finance programs. Trade Discount: Trade in must be 2019 or newer with less than 80,000 miles passenger car or light duty truck



Date: 11/22/2024  
Salesperson: Natalie Nishida  
Manager: Natalie Nishida

FOR INTERNAL USE ONLY

BUSINESS NAME Hattiesburg Community Center Home Phone : \_\_\_\_\_  
CONTACT Betsy Mercuer  
Address : HATTIESBURG, MS 39401FORREST Work Phone : (601) 545-4624  
E-Mail : bmercier@hattiesburgms.com Cell Phone : \_\_\_\_\_

VEHICLE  
Stock # : LP24970 New / Used : Used VIN : 3C6LRVDG1PE524970 Mileage: 23495  
Vehicle : 2023 RAM ProMaster 2500 Color : Bright White CI  
Type : High Roof Cargo Van 159 in. WB

|                            |           |
|----------------------------|-----------|
| Market Value Selling Price | 40,924.00 |
| Total Savings              | 718.00    |
| Adjusted Price             | 40,206.00 |
| Doc Fee                    | 799.50    |
| Balance                    | 41,005.50 |

Customer Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



## Jackson, Destiny

**From:** Charles Chapman <chapman478@gmail.com>  
**Sent:** Tuesday, November 26, 2024 4:54 PM  
**To:** Jackson, Destiny  
**Subject:** Cargo van quotation



### PARKS & RECREATION

Requested Bid: Parks and Recreation Administration Office  
Project: Community Center Vehicle - Cargo Van

Request: November 16, 2024

Vendor shall provide total costs for the following equipment at equal to or similar specifications. This quote is not exclusive to any one brand, make, model or color. Specifications listed below should provide information about requested details and amenities. All responses and supportive documentation shall be sent to the City of Hattiesburg Purchasing Department.

HIGH ROOF CARGO VAN  
YEAR: 2022 OR NEW (2023)  
MILEAGE: UNDER 45,000 MILES  
EXTERIOR: WHITE  
INTERIOR: BLACK OR GREY  
DRIVE TRAIN: FWD

RADIO  
AIR CONDITIONING/HEAT  
POWER WINDOWS  
POWER STEERING  
HEAVY DUTY SUSPENSION  
BRAKE ASSIST  
FRONT BUCKET SEATS  
CARGO BACK - NO SEATING  
V6 ENGINE OR SIMILAR  
AUTOMATIC TRANSMISSION  
SEAT MATERIAL: CLOTH OR LEATHER

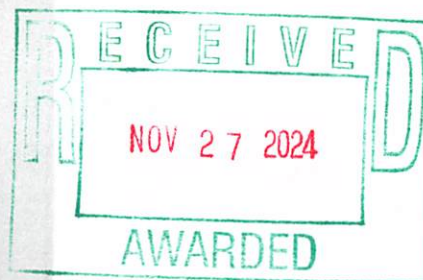
COMPLETED COST

\$38,190.00

FREIGHT COST

0

11/26/24  
Date



## Jackson, Destiny

---

**From:** Eaton, Kermas  
**Sent:** Wednesday, November 27, 2024 12:08 PM  
**To:** Jackson, Destiny  
**Subject:** Re: Cargo van quotation

Please use this email as approval on the attached quote.  
Sent from my iPhone

On Nov 27, 2024, at 7:53 AM, Jackson, Destiny <dmjackson@hattiesburgms.com> wrote:

2<sup>nd</sup> quote

**From:** Charles Chapman <chapman478@gmail.com>  
**Sent:** Tuesday, November 26, 2024 4:54 PM  
**To:** Jackson, Destiny <dmjackson@hattiesburgms.com>  
**Subject:** Cargo van quotation

<image001.jpg>

Charles

(601)441-0127



# PARKS & RECREATION

Requested Bid: Parks and Recreation, Administration Office  
Project: Community Center Vehicle – Cargo Van

Request: November 26, 2024

Vendor shall provide total costs for the following equipment at equal to or similar specifications. This quote is not exclusive to any one brand, make, model or color. Specifications listed below should provide information about requested details and amenities All responses and supportive documentation shall be sent to the City of Hattiesburg Purchasing Department.

HIGH ROOF CARGO VAN  
YEAR: 2022 OR NEW (2025)  
MILEAGE: UNDER 45,000 MILES  
EXTERIOR: WHITE  
INTERIOR: BLACK OR GREY  
DRIVE TRAIN: FWD

RADIO  
AIR CONDITIONING/HEAT  
POWER WINDOW  
POWER STEERING  
HEAVY DUTY SUSPENSION  
BRAKE ASSIST  
FRONT BUCKET SEATS  
CARGO BACK – NO SEATING  
V6 ENGINE OR SIMILAR  
AUTOMATIC TRANSMISSION  
SEAT MATERIAL: CLOTH OR LEATHER

COMPLETED COST 41,005.50

FREIGHT COST 300.00

Vendor Signature

11/26/2024

Date

CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2500931

ITEM EMAIL GATEWAY DEFENCE

BID #1

WINNING BID

COMPANY METRIX SOLUTIONS

BID

AMOUNT \$15,015.25

BID #2

COMPANY CDW-G

BID

AMOUNT \$16,260.00

BID #3

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

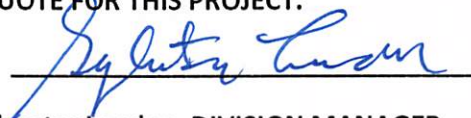
BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.



Sylvester London, DIVISION MANAGER





City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1002  
200 Forrest St - 1st Floor  
Hattiesburg, MS 39401

Vendor 3583  
METRIX SOLUTIONS  
1888 MAIN STREET, STE C #117  
MADISON, MS 39110

## Purchase Order

Fiscal Year 2025 Page 1 of 1

Purchase Order Number **02500931**  
Purchase Order Date **12/02/2024**  
Department **INFORMATION TECHNOLOGY**

FID 64-6000432

| VENDOR PHONE NUMBER | VENDOR EMAIL           | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME   | DELIVERY REFERENCE |
|---------------------|------------------------|---------------|--------------------|--------------|--------------------|
|                     | INSIDESALES@PILEUM.COM | 3583          | 2501006            | Sherry Brown |                    |

### NOTES

TWO QUOTE - EMAIL GATEWAY DEFENCE - 12 MONTHS  
Email invoice to sbrown@hattiesburgms.com

| ITEM # | DESCRIPTION                                                                                                          | QUANTITY | UOM  | UNIT PRICE | EXTENDED PRICE |
|--------|----------------------------------------------------------------------------------------------------------------------|----------|------|------------|----------------|
| 1      | EMAIL PROTECTION: EMAIL GATEWAY DEFENSE - PER USER - 12 MONTHS<br>TERM: 12/20/24 - 12/19/25<br>GL #: 001091 - 636500 | 425.0000 | EACH | \$35.3300  | \$15,015.25    |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price \$15,015.25

Purchase Order Total **\$15,015.25**

City Clerk

## Products

| Item          | Description                                                                                                                         | Price   | Qty | Ext. Price  |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-------------|
| BEO001a       | <b>Barracuda Cloud Account</b><br><b>SN# 1861339</b>                                                                                | \$0.00  | 1   | \$0.00      |
| EP-EGD-Usr-1M | <b>Email Protection: Email Gateway Defense - Per User - 12 Months</b><br><b>SN# 1861339</b><br><b>Term: 12/20/2024 - 12/19/2025</b> | \$35.33 | 425 | \$15,015.25 |

Subtotal: **\$15,015.25**



## COH - Barracuda Renewal - Expires December 19, 2024 - 2024-9-23

Prepared by:

**Metrix Solutions**

Harrison Partridge

601-863-0086

Fax

harrisonpartridge@pileum.com

Prepared for:

**City of Hattiesburg**

200 Forrest Street

Hattiesburg, MS 39401

Robert Friend

rfriend@hattiesburgms.com

(601) 545-4561

Quote Information:

**Quote #: 065500**

Version: 1

Delivery Date: 11/26/2024

Expiration Date: 12/19/2024

### Quote Summary

| Description               | Amount      |
|---------------------------|-------------|
| Products                  | \$15,015.25 |
| Total: <b>\$15,015.25</b> |             |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



We have prepared a quote for you

**COH - Barracuda Renewal - Expires December 19, 2024 -  
2024-9-23**

Quote # 065500  
Version 1

Prepared for:

**City of Hattiesburg**

Robert Friend  
rfriend@hattiesburgms.com





Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

**ROBERT FRIEND,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE              | CUSTOMER # | GRAND TOTAL |
|---------|------------|------------------------------|------------|-------------|
| PFHH479 | 11/21/2024 | BARRACUDA EMAIL GATEWAY RNWL | 267010     | \$16,260.00 |

### IMPORTANT - PLEASE READ

**Special Instructions:** TERM: 12/20/24 through 12/19/25

### QUOTE DETAILS

| ITEM                                                                                                                                                                                                                                                                              | QTY  | CDW#    | UNIT PRICE | EXT. PRICE  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|------------|-------------|
| <u>Barracuda E-Mail Protection Email Gateway Defense - subscription license (1</u><br>Mfg. Part#: EP-EGD-USR-1M<br>Email Protection, Email Gateway<br>Defense, per User, 1 Month<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                                        | 5100 | 6798939 | \$2.86     | \$14,586.00 |
| <u>Barracuda Energize Updates - subscription license (1 month) - 1 license</u><br>Mfg. Part#: BYF410A-E<br>UNSPSC: 43233204<br>Barracuda Web Security Gateway<br>Appliance 410 Energize Updates<br>Subscription 1 Month<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 12   | 5748789 | \$139.50   | \$1,674.00  |

|                    |                    |
|--------------------|--------------------|
| <b>SUBTOTAL</b>    | \$16,260.00        |
| <b>SHIPPING</b>    | \$0.00             |
| <b>SALES TAX</b>   | \$0.00             |
| <b>GRAND TOTAL</b> | <b>\$16,260.00</b> |

**PURCHASER BILLING INFO**

**DELIVER TO**

**Billing Address:**  
CITY OF HATTIESBURG  
ACCTS PAYABLE  
PO BOX 1898  
HATTIESBURG, MS 39403-1898  
**Phone:** (601) 545-4513  
**Payment Terms:** Net 30 Days-Govt State/Local

**Shipping Address:**  
CITY OF HATTIESBURG  
INFORMATION TEC  
200 FORREST ST FL 1  
HATTIESBURG, MS 39401-3451  
**Shipping Method:** ELECTRONIC DISTRIBUTION

**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**Sales Contact Info**

**Monica Liwag** | 800.808.4239 | [monica.liwag@cdwg.com](mailto:monica.liwag@cdwg.com)

**LEASE OPTIONS**

| FMV TOTAL   | FMV LEASE OPTION | BO TOTAL    | BO LEASE OPTION |
|-------------|------------------|-------------|-----------------|
| \$16,260.00 | \$471.70/Month   | \$16,260.00 | \$537.88/Month  |

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

**Why finance?**

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

**General Terms and Conditions:**

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

**Need Help?**



[My Account](#)



[Support](#)



[Call 800.800.4239](tel:800.800.4239)

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2024 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2500976

ITEM PORTABLE TOILET RENTAL

BID #1

WINNING BID

COMPANY PORTABLE TOILETS

BID

AMOUNT \$15,518.00

BID #2

COMPANY ASAP MARKETPLACE

BID

AMOUNT \$25,870.00

BID #3

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.



Sylvester London, DIVISION MANAGER





City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1008  
139 Parkway Blvd.  
Hattiesburg, MS 39401

Purchase Order Number **02500976**  
Purchase Order Date 12/04/2024  
Department **PARKS & REC MAINT DIV**

FID 64-6000432

Vendor 4281  
PORTABLE TOILETS  
dba SOUTHERN ON-SITE  
PO BOX 18798  
HATTIESBURG, MS 39404-8798

| VENDOR PHONE NUMBER | VENDOR EMAIL             | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME            | DELIVERY REFERENCE |
|---------------------|--------------------------|---------------|--------------------|-----------------------|--------------------|
|                     | SOUTHERNONSITE@YMAIL.COM | 4281          | 2501039            | Jessica Wright-Carter |                    |

### NOTES

PORTABLE TOILET RENTAL/TWO QUOTE

| ITEM # | DESCRIPTION                                                                                               | QUANTITY | UOM  | UNIT PRICE    | EXTENDED PRICE |
|--------|-----------------------------------------------------------------------------------------------------------|----------|------|---------------|----------------|
| 1      | 12 PORTABLE TOILETS TOTAL<br>10 REGULAR AND 2 HANDICAP<br>4 HANDWASHING STATIONS<br>GL #: 002300 - 644900 | 1.0000   | EACH | \$15,518.0000 | \$15,518.00    |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price \$15,518.00

Purchase Order Total \$15,518.00

City Clerk



MAYOR  
*Toby Barker*

COUNCIL - WARD ONE  
*Jeffrey George*

COUNCIL - WARD TWO  
*Deborah Denard Delgado*

COUNCIL - WARD THREE  
*Carter Carroll*

COUNCIL - WARD FOUR  
*Dave Ware*

COUNCIL - WARD FIVE  
*Nicholas Brown*

TO: Southern On site

FROM: City of Hattiesburg

DATE: 10/08/2024

RE: Portable Toilet and Hand wash Rental Quote:

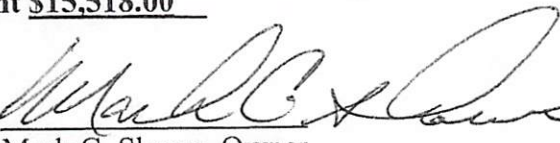
**This is a request to bid on the rental of 12 (total) regular portable toilets, with being 2 handicap portable toilet, 4 handwash stations with weekly cleaning and stocking service beginning November 1, 2024 until December 6, 2024 and a rental of 6 (total) with 2 being handicap beginning December 6, 2024 until March 6, 2025 (March 6, 2025 until October 31, 2025 will go back to 10 total) as specified below:**

- 12 Portables (total) starting 11/1/24 until 12/6/24
- 6 Portables (total) starting 12/6/24 until 3/6/25
- 12 Portables (total) starting 3/6/25 to 10/31/25

1. Twelve (10) regular portable toilets with a once per week cleaning and stocking service included, Two (2) handicap portable toilet with a once per week cleaning and stocking service included. Four (4) hand wash stations with a once per week cleaning and stocking service included. Toilets and handwash stations are to be delivered to Town Square Park at 100 Main Street Hattiesburg MS 39401, and picked up by vendor at the end of this bid.

**The City of Hattiesburg will coordinate with the vendor to schedule weekly cleaning and restock service days.**

**Total Yearly Amount \$15,518.00**

Vendor Signature: 

Mark C. Shows, Owner  
Southern On-Site  
P.O. Box 18798  
Hattiesburg, MS 39404  
601-583-8121  
southernonsite@ymail.com





MAYOR  
*Toby Barker*

COUNCIL - WARD ONE  
*Jeffrey George*

COUNCIL - WARD TWO  
*Deborah Denard Delgado*

COUNCIL - WARD THREE  
*Carter Carroll*

COUNCIL - WARD FOUR  
*Dave Ware*

COUNCIL - WARD FIVE  
*Nicholas Brown*

TO: ASAP MARKETPLACE

FROM: City of Hattiesburg

DATE: 11/07/2024

RE: Portable Toilet and Hand wash Rental Quote:

This is a request to bid on the rental of 12 (total) regular portable toilets, with being 2 handicap portable toilet, 4 handwash stations with weekly cleaning and stocking service beginning November 1, 2024 until December 6, 2024 and a rental of 6 (total) with 2 being handicap beginning December 6, 2024 until March 6, 2025 (March 6, 2025 until October 31, 2025 will go back to 10 total) as specified below:

- 12 Portables (total) starting 11/1/24 until 12/6/24
- 6 Portables (total) starting 12/6/24 until 3/6/25
- 12 Portables (total) starting 3/6/25 to 10/31/25

1. Twelve (10) regular portable toilets with a once per week cleaning and stocking service included, Two (2) handicap portable toilet with a once per week cleaning and stocking service included. Four (4) hand wash stations with a once per week cleaning and stocking service included. Toilets and handwash stations are to be delivered to Town Square Park at 100 Main Street Hattiesburg MS 39401, and picked up by vendor at the end of this bid.

The City of Hattiesburg will coordinate with the vendor to schedule weekly cleaning and restock service days.

Total Yearly Amount \$ \_\_\_\_\_ \$25, 870 – please see itemized breakdown of costs \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Bing Fu \_\_\_\_\_

**Standard portable toilets:**

|                                   |                                    |                      |
|-----------------------------------|------------------------------------|----------------------|
| 4 toilets x \$135/28 days = \$540 | 11/1/2024 – 10/31/2025 = 13 cycles | 13 x \$540 = \$7,020 |
| 6 toilets x \$135/28 days = \$810 | 11/1/2024 – 12/6/2024 = 2 cycles   | 2 x \$810 = \$1,620  |
| 6 toilets x \$135/28 days = \$810 | 3/6/2025 – 10/31/2025 = 9 cycles   | 9 x \$810 = \$7,290  |

**Standard portable sinks:**

|                                 |                                  |                     |
|---------------------------------|----------------------------------|---------------------|
| 4 sinks x \$135/28 days = \$540 | 11/1/2024 – 12/6/2024 = 2 cycles | 2 x \$540 = \$1,080 |
| 4 sinks x \$135/28 days = \$450 | 3/6/2025 – 10/31/2025 = 9 cycles | 9 x \$540 = \$4,860 |

**ADA toilets:**

|                                   |                                    |                      |
|-----------------------------------|------------------------------------|----------------------|
| 2 toilets x \$150/28 days = \$300 | 11/1/2024 – 10/31/2025 = 13 cycles | 13 x \$300 = \$3,900 |
|-----------------------------------|------------------------------------|----------------------|

**Delivery fee:**

\$50 for all units x 2 = \$100

**Total for all units = \$25,870**



CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2501087

ITEM JANITORIAL CLEANING SVC

BID #1

WINNING BID

COMPANY HEAVENLY CLEANING LLC

BID

AMOUNT \$16,000.00

BID #2

COMPANY AB SUPPORT SERVICES

BID

AMOUNT \$23,400.00

BID #3

COMPANY JANI-KING OF SOUTHEAST MISSISSIPPI

BID

AMOUNT \$25,248.00

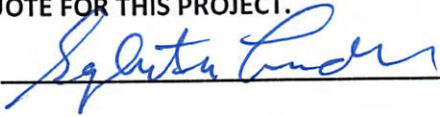
BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.

  
Sylvester London, DIVISION MANAGER



City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1004  
220 West Front St  
2nd Floor Jackie Dole Building  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Purchase Order Number **02501087**  
Purchase Order Date **12/10/2024**  
Department **PURCHASING**

FID 64-6000432

Vendor 50404  
HEAVENLY CLEANING  
90 WOODRIDGE  
PURVIS, MS 39475

| VENDOR PHONE NUMBER | VENDOR EMAIL                 | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME       | DELIVERY REFERENCE |
|---------------------|------------------------------|---------------|--------------------|------------------|--------------------|
|                     | HEAVENLYCLEANING85@GMAIL.COM | 50404         | 2501113            | Sylvester London |                    |

### NOTES

TWO-QUOTE JANITORIAL CLEANING SVC MB# PENDING

| ITEM # | DESCRIPTION                                                                                               | QUANTITY | UOM  | UNIT PRICE   | EXTENDED PRICE |
|--------|-----------------------------------------------------------------------------------------------------------|----------|------|--------------|----------------|
| 1      | WATER BILLING 105 SOUTH PARK AVE, WANDA TURNER, 601-545-4631<br>GL #: 009660 - 687000 \$4,300.00          | 1.0000   | EACH | \$4,300.0000 | \$4,300.00     |
| 2      | ENGINEERING 212 WEST FRONT ST, SHARON HENSARLING, 601-545-4640<br>GL #: 001203 - 687000 \$3,900.00        | 1.0000   | EACH | \$3,900.0000 | \$3,900.00     |
| 3      | MASS TRANSIT 1001 S TIPTON ST, CALVIN RUSSELL, 601-545-3356<br>GL #: 073570 - 687000 \$3,900.00           | 1.0000   | EACH | \$3,900.0000 | \$3,900.00     |
| 4      | TRAFFIC/CONSTRUCTION, 125 WALNUT STREET, REDONNA BIVINS 601-545-8523,<br>GL #: 001191 - 687000 \$3,900.00 | 1.0000   | EACH | \$3,900.0000 | \$3,900.00     |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price \$16,000.00

Purchase Order Total \$16,000.00

City Clerk

**CITY OF HATTIESBURG**

**JANITORIAL SPECIFICATIONS FOR:**

| BUILDING                              | ADDRESS                              | DAYS X 52         |                     |
|---------------------------------------|--------------------------------------|-------------------|---------------------|
| Water Billing<br>Wanda Turner         | 105 South Park Ave<br>(601) 545-4631 | 3 x per week X 52 | \$ <u>4,300.00</u>  |
| Engineering<br>Sharon Hensarling      | 212 West Front St<br>(601) 545-4640  | 3 x per week X 52 | \$ <u>3,900.00</u>  |
| Mass Transit<br>Calvin Russell        | 1001 S Tipton St<br>(601) 545-3356   | 3 x per week X 52 | \$ <u>3,900.00</u>  |
| Traffic/Construction<br>Cheryl Fluker | 125 Walnut Street<br>(601) 545-4621  | 3 x per week X 52 | \$ <u>3,900.00</u>  |
| Total-----                            |                                      |                   | \$ <u>16,000.00</u> |

**Company Name** Heavenly Cleaning LLC

**Signature** *D. P. Jones* **Date** 12/8/24

Contractor shall contact each person in each building to set up an appointment in order to visit each site before bidding and confirm conditions, measurements and needs to clean and maintain each building. **This is mandatory.**

Contractor shall provide proof of liability insurance in the amount of minimum \$500,000 and workers compensation insurance. Contractor will comply with current OSHA regulations pertaining to all work performed at City buildings.

Personnel working for contractors will be deemed employees of contractor and will not for any purpose be considered City employees.

Contractor shall furnish all material, cleaning supplies, labor and equipment to clean and maintain each building. The City will furnish toilet tissue, paper towels, trash liners, and hand soap. The city may provide a secure space to store supplies and equipment. The city will not be responsible for damaged equipment.

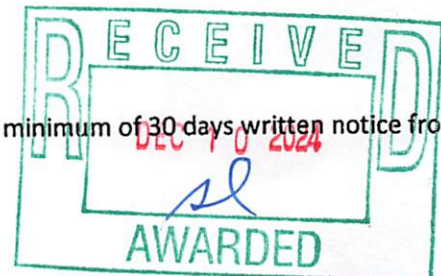
Contractor shall provide quality control and adequate supervision to ensure each building is properly and consistently cleaned and restocked in all areas.

Contractor shall observe the same holidays observed by the City.

Contractor shall provide to the City a monthly invoice for agreed upon price for each building, and an itemized invoice for any additional services provided.

The term of this agreement shall be for ONE (1) year.

This agreement may be terminated or canceled at any time with a minimum of 30 days written notice from either the City or contractor.





MAYOR  
*Toby Barker*

COUNCIL - WARD ONE  
*Jeffrey George*

COUNCIL - WARD TWO  
*Deborah Denard Delgado*

COUNCIL - WARD THREE  
*Carter Carroll*

COUNCIL - WARD FOUR  
*Dave Ware*

COUNCIL - WARD FIVE  
*Nicholas Brown*

December 4, 2024

**ADDENDUM 1**

SPECIFICATIONS FOR: Janitorial Services.

Specifications ISSUED ON THE AFOREMENTIONED ITEM READ AS FOLLOWS:

Water Billing 105 South Park Ave 3 x per week x 52 \$ \_\_\_\_\_

Specifications HEREBY AMENDED TO READ AS FOLLOWS:

Water Billing 105 South Parks Ave 5X per week X 52 4,300.00

Kermas Eaton, City Clerk





AB Support Services  
5891 US Hwy 49  
STE 60 Box 122  
Hattiesburg, Ms 39402

## AB Support Services

PRINTED NAME: Malcolm Clark

SIGNATURE: Malcolm Clark

DATE AND DELIVERY DATE: 12/09/2024

PROJECT LINE: JANITORIAL SERVICES: Water, ENG, MT, TC

| ADDRESS                                       | QUANTITY          | COST PER YR     | PRICE EXPIRATION |
|-----------------------------------------------|-------------------|-----------------|------------------|
| Water Billing Office<br>105 South Park Ave    | 5 x per week X 52 | \$6,750         | 1/31/2024        |
| Engineering Building<br>212 West Front Street | 3 x per week X 52 | \$5,550         | 1/31/2024        |
| Mass Transit<br>1001 S Tipton Street          | 3 x per week X 52 | \$5,550         | 1/31/2024        |
| Traffic/Construction<br>125 Walnut Street     | 3 x per week x 52 | \$5,550         | 1/31/2024        |
| TOTAL BID PRICE                               |                   | <b>\$23,400</b> |                  |

**CITY OF HATTIESBURG**

**JANITORIAL SPECIFICATIONS FOR:**

| BUILDING                              | ADDRESS                              | DAYS X 52                         |
|---------------------------------------|--------------------------------------|-----------------------------------|
| Water Billing<br>Wanda Turner         | 105 South Park Ave<br>(601) 545-4631 | 3 x per week X 52 \$ <u>5,460</u> |
| Engineering<br>Sharon Hensarling      | 212 West Front St<br>(601) 545-4640  | 3 x per week X 52 \$ <u>7,188</u> |
| Mass Transit<br>Calvin Russell        | 1001 S Tipton St<br>(601) 545-3356   | 3 x per week X 52 \$ <u>5,460</u> |
| Traffic/Construction<br>Cheryl Fluker | 125 Walnut Street<br>(601) 545-4621  | 3 x per week X 52 \$ <u>5,460</u> |

Total----- \$23,568

Company Name Jani-King of Southeast Mississippi

Signature Tate Smith Date 12/04/24

Contractor shall contact each person in each building to set up an appointment in order to visit each site before bidding and confirm conditions, measurements and needs to clean and maintain each building. This is mandatory.

Contractor shall provide proof of liability insurance in the amount of minimum \$500,000 and workers compensation insurance. Contractor will comply with current OSHA regulations pertaining to all work performed at City buildings.

Personnel working for contractors will be deemed employees of contractor and will not for any purpose be considered City employees.

Contractor shall furnish all material, cleaning supplies, labor and equipment to clean and maintain each building. The City will furnish toilet tissue, paper towels, trash liners, and hand soap. The city may provide a secure space to store supplies and equipment. The city will not be responsible for damaged equipment.

Contractor shall provide quality control and adequate supervision to ensure each building is properly and consistently cleaned and restocked in all areas.

Contractor shall observe the same holidays observed by the City.

Contractor shall provide to the City a monthly invoice for agreed upon price for each building, and an itemized invoice for any additional services provided.

The term of this agreement shall be for ONE (1) year.

This agreement may be terminated or canceled at any time with a minimum of 30 days written notice from either the City or contractor.



MAYOR  
*Toby Barker*

COUNCIL - WARD ONE  
*Jeffrey George*

COUNCIL - WARD TWO  
*Deborah Denard Delgado*

COUNCIL - WARD THREE  
*Carter Carroll*

COUNCIL - WARD FOUR  
*Dave Ware*

COUNCIL - WARD FIVE  
*Nicholas Brown*

December 4, 2024

**ADDENDUM 1**

SPECIFICATIONS FOR: Janitorial Services.

Specifications ISSUED ON THE AFOREMENTIONED ITEM READ AS FOLLOWS:

Water Billing 105 South Park Ave 3 x per week x 52 \$5,460

Specifications HEREBY AMENDED TO READ AS FOLLOWS:

Water Billing 105 South Parks Ave 5X per week X 52 \$7,140

Kermas Eaton, City Clerk

**CITY OF HATTIESBURG**  
**UNADVERTISED BID RESULTS**

**OQ# 2501146**

**ITEM JANITORIAL CLEANING SVC**

**BID #1**

**WINNING BID**

**COMPANY AB SUPPORT SERVICES**

**BID**

**AMOUNT \$23,952.00**

**BID #2**

**COMPANY JANI-KING OF SOUTHEAST MISSISSIPPI**

**BID**

**AMOUNT \$34,668.00**

**BID #3**

**COMPANY HH CLEANING SERVICES LLC**

**BID**

**AMOUNT \$36,000.00**

**BID #4**

**COMPANY MURFF CLEANING SERVICES LLC**

**BID**

**AMOUNT \$37,200.00**

**BID #4**

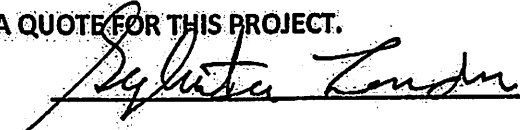
**COMPANY MOLLY MAID**

**BID**

**AMOUNT \$98,380.00**



THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.



Sylvester London, DIVISION MANAGER



City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1032  
#1 Government Plaza  
Police Department  
Hattiesburg, MS 39401

Purchase Order Number **02501146**

Purchase Order Date 12/13/2024

Department **HATTIESBURG POLICE DEPARTMENT**

FID 64-6000432

Vendor 2037  
AB SUPPORT SERVICES  
5891 HWY 49  
STE 60, BOX 122  
HATTIESBURG, MS 39402

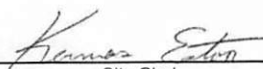
| VENDOR PHONE NUMBER | VENDOR EMAIL                       | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME   | DELIVERY REFERENCE |
|---------------------|------------------------------------|---------------|--------------------|--------------|--------------------|
|                     | MALCOLMCLARK@ABSUPPORTSERVICES.COM | 2037          | 2562               | Valente Hunt |                    |

### NOTES

CLEANING SAFETY COMPLEX/TWO QUOTE-HPD MB# PENDING

| ITEM # | DESCRIPTION                                                                              | QUANTITY | UOM  | UNIT PRICE    | EXTENDED PRICE |
|--------|------------------------------------------------------------------------------------------|----------|------|---------------|----------------|
| 1      | CLEANING OF POLICE SIDE OF SAFETY COMPLEX<br>(3) TIMES PER WEEK<br>GL #: 001100 - 604900 | 1.0000   | EACH | \$23,952.0000 | \$23,952.00    |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

  
City Clerk

Total Ext. Price \$23,952.00

Purchase Order Total \$23,952.00

AB Support Services  
5891 US Hwy 49  
STE 60 Box 122  
Hattiesburg, Ms 39402

PROJECT: **JANITORIAL SERVICES FOR Hattiesburg Police Department**

NAME: AB Support Services

DELIVERY DATE: 12/12/2024

| <u>ADDRESS</u>                          | <u>QUANTITY</u> | <u>COST PER YR</u> | <u>COST Per YR</u> |
|-----------------------------------------|-----------------|--------------------|--------------------|
| HATTIESBURG Police Dept<br>701 James St | 3 x per week    | \$1,996            | \$23,952           |

SIGNATURE: Malcolm Clark

Date: 12/12/2024

### SCOPE OF WORK

#### 1<sup>st</sup> Floor Maintenance Areas

Front Lobby Windows  
Front Lobby Floors  
Hallways in Building C Patrol Area  
Breakroom Building C and A  
4 Bathrooms (to include restock supplies)  
Pull Trash in all area

#### 2<sup>nd</sup> Floor Maintenance Areas

Interview room and conference room  
Hallways to include window seals  
7 Bathrooms in C and A  
Pull Trash in all area

#### 3<sup>rd</sup> Floor Maintenance Areas

Hallways to include window seals  
Elevator  
2 Bathrooms in Locker room  
2 lobby Restrooms  
Kitchen floor and Dining room  
Dispatch floor  
Pull Trash in all area





## PRICING SCHEDULE\*

HATTIESBURG POLICE DEPARTMENT  
701 James Street  
HATTIESBURG, MS 39401

The Named Areas will be serviced according to the Cleaning Schedule  
for a minimum monthly charge of:  
(Tax Not Included – Florida & Texas Only)

### PROGRAM

#### CHOOSE SERVICES

#### MAINTENANCE

THREE (3) Times Per Week  
\$2,889.00 Per Month

☐ Yes ☐ No

\$34,668 Annual @ 5:00 pm  
Bid Delivery: 12/09/2024  
Price Expires 6 months after delivery

---

|              |                             |
|--------------|-----------------------------|
| <b>TOTAL</b> | <b>\$2,889.00 Per Month</b> |
|--------------|-----------------------------|

---

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\*The total monthly charge represents your only cost and is inclusive of: all labor; all supervision; all materials for cleaning; all equipment for cleaning; and, all payroll, payroll taxes, insurance, etc.

---



## **PRICING SCHEDULE**

The serviced areas mentioned on the previous pages will be cleaned according to the cleaning schedule for a minimum monthly charge of:

**MAINTENANCE- THREE TIMES PER WEEK**

**THREE THOUSAND DOLLARS (\$3000.00) PER MONTH**

Contract Date is from January 1<sup>st</sup>, 2025 through September 31<sup>st</sup>, 2025.

HH Cleaning Services LLC is locally based and licensed by Forrest County to do business in Hattiesburg. HH Cleaning Services LLC is fully insured and has been proudly serving the Pine Belt since 2017.

DUNS # 066333114

Paula Henderson

Owner

12/11/2024



36,000

## **Murff Cleaning Services LLC**

601 422-8269

Annamurff@gmail.com

Proposal bid for janitorial services

Specifications for Cleaning Building at 701 James Street Hattiesburg, MS  
(Hattiesburg Police Department)

This contract will be 1 year and can be terminated for default of services, if the vendor fails to meet their contractual obligations of keeping the building cleaned, or upholding the cleaning schedule.

The building is three (3) levels and HPD will provide all cleaning products and all supplies.

### **1st Floor**

Clean front lobby windows

Push broom lobby and mop front lobby

Push broom: Hallways in "C" building in patrol area and mop

Clean breakroom area and mop "C Building"

Take out garbage

Clean bathrooms (C Building and A Building)

Stock tissue and paper towels

Pull trash

### **2nd Floor**

Clean interview rooms and Conference room (Sweep, mop and clean window seals)

Clean hallways, to include push broom and mopping

Clean windows in the walkways and back hallways

Clean walk ways on 2nd floor to include window seals near elevator

Clean bathrooms (C Building and A Building)

Stock tissue and paper towels

Pull trash

### **3rd Floor**

Clean walk ways on 3rd floor to include window seals near

Push broom: Hallways and mop elevator

Clean bathrooms (C Building and A Building)

Stock tissue and paper towels

Pull trash

Clean Kitchen area floor, trash and tables

Clean dispatch floor area/Pull trash

**Cleaning is required three (3) times per week.**

**Compensation: \$3100**

37,200



***You'll Love Coming Home  
To A Clean House  
Guaranteed!***

CUSTOMER: Hattiesburg Police Dept. H. PHONE: 601-543-7506 B. PHONE: \_\_\_\_\_  
STREET: 701 James St. DIRECTIONS: \_\_\_\_\_  
CITY: Hattiesburg MS ZIP CODE: 39401  
ESTIMATE DATE AND TIME: 12/12/2024 Cl Valente Hunt  
REFERRED BY: \_\_\_\_\_ EMAIL: slondon@hattiesburg.ms.com

| LEVEL | ROOM |
|-------|------|
|-------|------|

## INSTRUCTIONS

According to Specs for cleaning the building

3 Nights a week.

Rekrut Date : December 1, 2024

Price Expiration : November 30, 2025

Total Bid Price: \$98,380<sup>00</sup>

SPECIAL INSTRUCTIONS: \_\_\_\_\_

PETS: \_\_\_\_\_

PREFERRED SERVICE DAY: M T W TH F START DATE: \_\_\_\_\_ KEY RECEIVED: ☐

INITIAL CLEANING: \_\_\_\_\_

|                   |              |      |        |
|-------------------|--------------|------|--------|
| SERVICE FREQUENCY | SERVICE FEE: | TAX: | TOTAL: |
|-------------------|--------------|------|--------|

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**Warranty:** If you are not completely satisfied and your account is paid in full, then just inform us by the end of the next business day and we will cheerfully re-clean the area. Re-cleaning areas, as provided under this warranty, is your only remedy.

AT YOUR SERVICE,

ESTIMATOR

601-544-3164  
PHONE

**CITY OF HATTIESBURG**  
**UNADVERTISED BID RESULTS**

**OQ# 2501146**

**ITEM JANITORIAL CLEANING SVC**

**BID #1**

**WINNING BID**

**COMPANY AB SUPPORT SERVICES**

**BID**

**AMOUNT \$23,952.00**

**BID #2**

**COMPANY JANI-KING OF SOUTHEAST MISSISSIPPI**

**BID**

**AMOUNT \$34,668.00**

**BID #3**

**COMPANY HH CLEANING SERVICES LLC**

**BID**

**AMOUNT \$36,000.00**

**BID #4**

**COMPANY MURFF CLEANING SERVICES LLC**

**BID**

**AMOUNT \$37,200.00**

**BID #4**

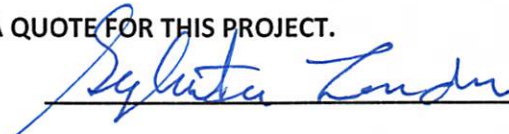
**COMPANY MOLLY MAID**

**BID**

**AMOUNT \$98,380.00**



THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.



---

Sylvester London, DIVISION MANAGER

CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2501159

ITEM BARRACUDA WEB SECURITY- 3 YEAR

BID #1

WINNING BID

COMPANY METRIX SOLUTIONS

BID

AMOUNT \$5,140.22

BID #2

COMPANY CDW-G

BID

AMOUNT \$5,225.40

BID #3

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

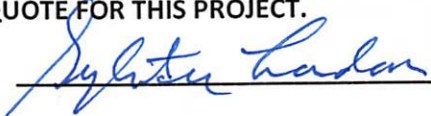
BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.

  
\_\_\_\_\_  
Sylvester London, DIVISION MANAGER



City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1002  
200 Forrest St - 1st Floor  
Hattiesburg, MS 39401

Purchase Order Number **02501159**

Purchase Order Date 12/16/2024

Department INFORMATION TECHNOLOGY

FID 64-6000432

Vendor 3583  
METRIX SOLUTIONS  
1888 MAIN STREET, STE C #117  
MADISON, MS 39110

| VENDOR PHONE NUMBER | VENDOR EMAIL           | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME   | DELIVERY REFERENCE |
|---------------------|------------------------|---------------|--------------------|--------------|--------------------|
|                     | INSIDESALES@PILEUM.COM | 3583          | 2501170            | Sherry Brown |                    |

### NOTES

TWO QUOTE - BARRACUDA WEB SECURITY - 3 YEAR  
Email invoice to sbrown@hattiesburms.com

| ITEM # | DESCRIPTION                                                       | QUANTITY | UOM  | UNIT PRICE   | EXTENDED PRICE |
|--------|-------------------------------------------------------------------|----------|------|--------------|----------------|
| 1      | BARRACUDA WEB SECURITY GATEWAY APPLIANCE<br>GL #: 001091 - 636500 | 1.0000   | EACH | \$5,140.2200 | \$5,140.22     |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price \$5,140.22

Purchase Order Total \$5,140.22

City Clerk

### 3 Year Renewal

| Item      | Description                                                                                              | Price      | Qty | Ext. Price |
|-----------|----------------------------------------------------------------------------------------------------------|------------|-----|------------|
| BYF410a   | Barracuda Web Security Gateway Appliance 410<br>SN# 1858842<br>Coverage from 12-20-2024 until 12-19-2027 | \$0.00     | 1   | \$0.00     |
| BYF410a-e | Barracuda Web Security Gateway Appliance 410 Energize<br>Updates Subscription 1 Month<br>SN# 1858842     | \$5,140.22 | 1   | \$5,140.22 |

Subtotal: **\$5,140.22**





## COH - Barracuda Web Filter Renewal - Expires 12-19-2024 - 2024-12-10

Prepared by:

**Metrix Solutions**

Keeley Wilkinson

601-863-0086

Fax

keeleywilkinson@pileum.com

Prepared for:

**City of Hattiesburg**

200 Forrest Street

Hattiesburg, MS 39401

Robert Friend

rfriend@hattiesburgms.com

(601) 545-4561

Quote Information:

**Quote #: 066720**

Version: 1

Delivery Date: 12/10/2024

Expiration Date: 01/09/2025

### Quote Summary

| Description    | Amount     |
|----------------|------------|
| 3 Year Renewal | \$5,140.22 |

Total: **\$5,140.22**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date





We have prepared a quote for you

**COH - Barracuda Web Filter Renewal - Expires 12-19-2024  
- 2024-12-10**

Quote # 066720  
Version 1

Prepared for:

**City of Hattiesburg**

Robert Friend  
rfriend@hattiesburgms.com



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

**ROBERT FRIEND,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE              | CUSTOMER # | GRAND TOTAL |
|---------|------------|------------------------------|------------|-------------|
| PFSM178 | 12/10/2024 | BARRACUDA WEB SECURITY RNWLS | 267010     | \$5,225.40  |

### QUOTE DETAILS

| ITEM                                                                                                                                                                                                                                                                                                                | QTY | CDW#    | UNIT PRICE | EXT. PRICE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------|------------|
| <u>Barracuda Energize Updates - subscription license (1 month) - 1 license</u><br>Mfg. Part#: BYF410A-E<br>UNSPSC: 43233204<br>Barracuda Web Security Gateway<br>Appliance 410 Energize Updates<br>Subscription 1 Month<br>Electronic distribution - NO MEDIA<br>Contract: Sourcewell 121923 CDWG-Software (121923) | 36  | 5748789 | \$145.15   | \$5,225.40 |

|                    |                   |
|--------------------|-------------------|
| <b>SUBTOTAL</b>    | \$5,225.40        |
| <b>SHIPPING</b>    | \$0.00            |
| <b>SALES TAX</b>   | \$0.00            |
| <b>GRAND TOTAL</b> | <b>\$5,225.40</b> |

| PURCHASER BILLING INFO                                                                                                                                                                             | DELIVER TO                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Address:</b><br>CITY OF HATTIESBURG<br>ACCTS PAYABLE<br>PO BOX 1898<br>HATTIESBURG, MS 39403-1898<br><b>Phone:</b> (601) 545-4513<br><b>Payment Terms:</b> Net 30 Days-Govt State/Local | <b>Shipping Address:</b><br>CITY OF HATTIESBURG<br>INFORMATION TEC<br>200 FORREST ST FL 1<br>HATTIESBURG, MS 39401-3451<br><b>Shipping Method:</b> ELECTRONIC DISTRIBUTION |
|                                                                                                                                                                                                    | <b>Please remit payments to:</b><br><br>CDW Government<br>75 Remittance Drive<br>Suite 1515<br>Chicago, IL 60675-1515                                                      |



## Sales Contact Info

**Monica Liwag** | 800.808.4239 | [monica.liwag@cdwg.com](mailto:monica.liwag@cdwg.com)

| LEASE OPTIONS |                  |            |                 |
|---------------|------------------|------------|-----------------|
| FMV TOTAL     | FMV LEASE OPTION | BO TOTAL   | BO LEASE OPTION |
| \$5,225.40    | \$151.59/Month   | \$5,225.40 | \$172.86/Month  |

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

### Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

### General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

## Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2024 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



CITY OF HATTIESBURG  
UNADVERTISED BID RESULTS

OQ# 2501187

ITEM SEAL ROOF & COMPLETE BUILDING ART CENTER

BID #1

WINNING BID

COMPANY BW SULLIVAN BUILDING CONTRACTOR INC

BID

AMOUNT \$5,750.00

BID #2

COMPANY ONE TIME WILDLIFE REMOVAL AND PEST CONTROL LLC

BID

AMOUNT \$12,571.98

BID #3

COMPANY NATIONS WILDLIFE REMOVAL SERVICE LLC

BID

AMOUNT \$13,032.14

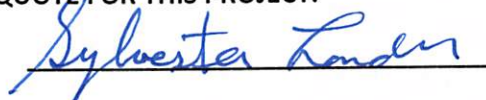
BID #4

COMPANY \_\_\_\_\_

BID

AMOUNT \_\_\_\_\_

THANK YOU FOR SENDING A QUOTE FOR THIS PROJECT.



Sylvester London, DIVISION MANAGER



City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

## Purchase Order

Fiscal Year 2025

Page 1 of 1

Bill To 1001  
City of Hattiesburg  
P.O. BOX 1898  
Hattiesburg, MS 39401

Ship To 1008  
139 Parkway Blvd.  
Hattiesburg, MS 39401

Purchase Order Number **02501187**  
Purchase Order Date **12/17/2024**  
Department **PARKS & REC MAINT DIV**

FID 64-6000432

Vendor 47013  
B W SULLIVAN BUILDING CONTRACTOR INC  
4451 HWY 49  
HATTIESBURG, MS 39401

| VENDOR PHONE NUMBER | VENDOR EMAIL         | VENDOR NUMBER | REQUISITION NUMBER | BUYER NAME  | DELIVERY REFERENCE |
|---------------------|----------------------|---------------|--------------------|-------------|--------------------|
|                     | SCOTT@BWSULLIVAN.COM | 47013         | 2501186            | Luisa Alejo |                    |

### NOTES

SEAL ROOF & COMPLETE BUILDING ART CNTR TWO QUOTE

| ITEM # | DESCRIPTION                                                                                                         | QUANTITY | UOM  | UNIT PRICE   | EXTENDED PRICE |
|--------|---------------------------------------------------------------------------------------------------------------------|----------|------|--------------|----------------|
| 1      | SEAL ROOF AND COMPLETE REBEKAH STARK JOHNSON COMMUNITY ARTS CENTER MATERIALS AND EQUIPMENT<br>GL #: 002300 - 739900 | 1.0000   | EACH | \$5,750.0000 | \$5,750.00     |

SUBMIT SEPARATE INVOICES FOR EACH ORDER. PREPAY SHIPPING CHARGES IF ANY AND ADD TO INVOICE. THE PO NUMBER MUST APPEAR ON ALL PACKAGES & INVOICES.

Total Ext. Price \$5,750.00

**Purchase Order Total \$5,750.00**

City Clerk



## PARKS & RECREATION

Requested Bid: Parks and Recreation, Administration Office

Project: Seal Roof & Complete Building – Rebekah Stark Johnson Community Arts Center, 825 North Main Street

*Request: December 9, 2024*

*Quote Due: December 16, 2024*

Facility: The Rebekah Stark Johnson Community Arts Center, located at 825 North Main Street, is a public facility shared for events, programs, musical theatre, tenant studio spaces and much more.

Project Scope: 36,000-square-foot facility should be sealed around the entirety of roofline. Vendor should additionally repair and check all roof flashing, gaps in the brick and other siding, open space around doors, bays and windows, vacated utility or HVAC lines, etc. Vendor should focus on preventing entry by all animals (bats, rodents, birds, etc.). Quote value should include all necessary materials, labor, and any equipment needed to complete the work.

Vendor may use dumpster onsite for any debris removal.

Vendors that would like access to the building prior to submitting a proposal shall schedule with Emily Gallaspy, Manager of the Center. Cell: 601.620.6422 // E-mail: [egallaspy@hattiesburgms.com](mailto:egallaspy@hattiesburgms.com)

MATERIALS AND EQUIPMENT COST: \$1,500.00

LABOR: \$4,250.00

TOTAL COMPLETED COST: \$5,750.00

Vendor Signature

Scott Humphrey  
B.W. Sullivan Bldg. Cont., INC.



All quotes must be submitted to Sylvester London or Destiny Jackson at the City of Hattiesburg Purchasing Division. Quotes may be submitted by email at [twoquote@hattiesburgms.com](mailto:twoquote@hattiesburgms.com) or [slondon@hattiesburgms.com](mailto:slondon@hattiesburgms.com)



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Vendor may use dumpster onsite for any debris removal.

Vendors that would like access to the building prior to submitting a proposal shall schedule with Emily Gallaspy, Manager of the Center. Cell: 601.620.6422 // E-mail: egallaspy@hattiesburgms.com

MATERIALS AND EQUIPMENT COST: \$ 3,446.98

LABOR: \$ 9,125.00

TOTAL COMPLETED COST: \$ 12,571.98

Vendor Signature

12/15/24

Date

All quotes must be submitted to Sylvester London or Destiny Jackson at the City of Hattiesburg Purchasing Division. Quotes may be submitted by email at [twoquote@hattiesburgms.com](mailto:twoquote@hattiesburgms.com) or [slondon@hattiesburgms.com](mailto:slondon@hattiesburgms.com)



## London, Sylvester

---

**From:** Detrick Black <1timewildliferemoval@gmail.com>  
**Sent:** Sunday, December 15, 2024 8:06 PM  
**To:** twoquote; London, Sylvester  
**Subject:** Hattiesburg Art Center Quote  
**Attachments:** PARKS &.pdf

One Time Wildlife Removal and Pest Control LLC Quote for Hattiesburg Art Center

----- Forwarded message -----

**From:** Detrick Black <[detrick.black@gmail.com](mailto:detrick.black@gmail.com)>  
**Date:** Sun, Dec 15, 2024, 7:58 PM  
**Subject:** Parks  
**To:** <[1timewildliferemoval@gmail.com](mailto:1timewildliferemoval@gmail.com)>

# ESTIMATE

**Nations Wildlife Removal Service LLC Estimate #**

22160 Flamingo Avenue, Suite 100

Date

202320

825 West 17th Street

11/19/2024

Florida 33101 (tel: (601) 863-6838)

Email: [richardnations86@gmail.com](mailto:richardnations86@gmail.com) (mailto:richardnations86@gmail.com)

601-863-6838  
WWW.NATIONSWILDLIFEREMOVAL.COM

| Description | Total |
|-------------|-------|
|-------------|-------|

|                                                     |             |
|-----------------------------------------------------|-------------|
| Bat sealup and exclusion of one story plus business | \$13,032.14 |
|-----------------------------------------------------|-------------|

Tax Exempt (Please provide tax exempt )

Bat seal up and exclusion of one story plus business any opening 1/2 inch or larger that bats may enter.

Seal up and exclusion to be completed using ASI 57, Solar Seal, metal cut and bent to fit areas ,1/4 inch hardware cloth and bat proof backing.

This includes the many ac and other roof top units

No spray foam will be used by Nations Wildlife Removal.

Existing foam applied by others will be seal where it is found degraded or broken.

Spray foam usually last 2 years and degrades rapidly allowing bats rodents to scratch at it causing openings that lead into the buildings . Nations uses the appropriate sealant and backing to exclude bats.

Estimated at 868 linear feet or 38,871 square feet.

5 Year Warranty on all work completed by Nations Wildlife Removal Service LLC see item below

OSHA Certificates in attachments

Certificate of Liability Insurance in attachments.  
Tap here to view the photo in full screen



---

|                                    |        |
|------------------------------------|--------|
| 5 Warranty from date of completion | \$0.00 |
|------------------------------------|--------|

5 year Warranty from date of completion on all work completed by Nations Wildlife Removal .

This is a warranty for bats and the exclusion and all repairs made by Nations Wildlife Removal.

This warranty does not cover damage or removal of repairs by other contractors, city employees, weather or natural disasters. Entry and damage into areas not repaired by Nations Wildlife Removal by raccoons, squirrels or other wild animals (except bats) will require an additional fee to remove and repair wildlife damage.

This warranty is transferrable

---

|                 |                    |
|-----------------|--------------------|
| <b>Subtotal</b> | <b>\$13,032.14</b> |
| <hr/>           |                    |
| <b>Total</b>    | <b>\$13,032.14</b> |



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Acknowledge receipt of proposals received on December 19, 2024 for the two (2) Year Depositories and accept all proposals received.  
File Number: 2025-27  
Minute Book #

---

## Summary

Acknowledge receipt of proposals received on December 19, 2024 for the two (2) Year Depositories and accept all proposals received.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.





December 19, 2024

City of Hattiesburg  
Attn: Kermas Eaton - City Clerk  
P.O. Box 1898  
Hattiesburg, MS 39404

Mr. Eaton:

Cadence appreciates the opportunity to offer the enclosed bid for the City of Hattiesburg depository relationship. We appreciate our current business relationship we currently maintain with the City and look forward to continuing that partnership. Cadence is knowledgeable and experienced in the management of public fund relationships and will continue to provide the City of Hattiesburg all the necessary services and customer service you are accustomed to. Enclosed you will find the rate options we propose to pay on the city depository accounts, current bond funds held, and service charges for a 2-year bid term.

Cadence has grown to become a \$49.2 Billion bank holding company, operating over 350 locations in nine states. Chartered in 1876, Cadence is one of the most stable state bank holding companies in the country. Cadence is a State-Chartered financial institution and an eligible public depository under current Mississippi State Law. As such, Cadence meets the requirements provided in Section 27-105-353 and 27-105-363 of the Mississippi Code of 1972, Annotated and is an approved financial institution under the "State of Mississippi Guaranty Pool Program" under Section 27-105-6 Mississippi Code.

In summary we propose the following rate options to pay on City's depository funds:

- 2-Year Bid Term
  - a. Fixed Rate of **3.52%**
  - b. Treasury Management service will be waived other than the existing service charges related to the Remote Deposit Capture service provided to the Water Billing Department, no more than \$500.00/month.
- In order to receive the rates quoted above, the total balance of all City of Hattiesburg accounts must maintain a minimum balance of \$8 Million and a maximum balance \$50 Million in the checking accounts to receive the above rates. If these balances are not maintained, Cadence reserves the right to adjust the rate to the current market rate or a default rate setup within the bank.

In addition to the services requested in the notice to bidders, Cadence is able to offer competitive rates on future CD's, loans and leases that the city bids out. Please contact Adam Roberts or John Griffith for rates on these types of needs.

Thank you for your consideration.

Please contact any of the following individuals if you have any questions regarding our depository bid:

J. Adam Robert  
Senior Vice President  
Hattiesburg  
601-545-5130

adam.roberts@cadencebank.com

John Griffith  
Division President  
Hattiesburg  
601-545-5221

john.griffith@cadencebank.com

Brandon S. Webb  
Vice President  
Treasury Management  
228-238-1387

brandon.webb@cadencebank.com

Sincerely,



J. Adam Roberts  
Senior Vice President  
Hattiesburg Downtown

### **Cadence Rate Options**

The City of Hattiesburg will have the rate plan below for the years 2025-2026:

- a. Fixed Rate of 3.52%
- b. Treasury Management service will be waived other than the existing service charges related to the Remote Deposit Capture service provided to the Water Billing Department, no more than \$500.00/month.

*\* In order to receive the rates quoted above, the total balance of all City of Hattiesburg accounts must maintain a minimum balance of \$8 Million and a maximum balance \$50 Million in the checking accounts to receive the above quoted fixed rate. If these balances are not maintained, Cadence reserves the right to adjust the rate to the current market rate or a default rate setup within the bank.*

*Both of these rate options will allow the funds to be collateralized properly according to Section 27-105-6 Mississippi Code*

## Cadence – City of Hattiesburg Branch Listing

| Branch                    | Physical Address                                 | Phone          | Fax            | Lobby Hours                                     | Drive-Thru Hours                                |
|---------------------------|--------------------------------------------------|----------------|----------------|-------------------------------------------------|-------------------------------------------------|
| Hattiesburg<br>Downtown   | 100 Hardy Street<br>Hattiesburg MS<br>39401      | (601) 544-4211 | (601) 545-5159 | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM |
| Hattiesburg 98<br>Place   | 6471 Us Highway<br>98<br>Hattiesburg MS<br>39402 | (601) 554-3355 | (601) 554-3359 | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM |
| Hattiesburg<br>University | 3101 Hardy Street<br>Hattiesburg MS<br>39401     | (601) 545-6820 | (601) 545-6835 | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM |
| Hattiesburg<br>Westwood   | 4650 Hardy Street<br>Hattiesburg MS<br>39402     | (601) 545-6830 | (601) 545-6838 | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM | M-Th 8:30<br>AM-4:00 PM<br>F 8:30 AM-5:00<br>PM |





Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, **Cadence Bank** is hereby appointed a

#### **STATE DEPOSITORY**

for a term of one year ending the **thirtieth (30<sup>th</sup>)** day of **November, 2025**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first** day of **December, 2024**.

**David McRae**

**Treasurer of the State of Mississippi**



December 18, 2024

City of Hattiesburg  
Attn: Kermis Eaton

Re: Depository bid

Community Bank of Mississippi agrees to match the highest bid for the city's operating account in order to maintain the two accounts currently housed at Community Bank; accounts numbered 6001010958 and 30123109906.

These deposits to be collateralized with US Treasuries.

Please let me know if you have questions concerning this bid.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Bradley", with a long horizontal flourish extending to the right.

Todd Bradley  
Senior Vice President  
601-705-1394

December 19, 2024

Kermas Eaton  
City Clerk  
City of Hattiesburg, Mississippi  
P.O. Box 1898  
Hattiesburg, MS 39403

Dear Mr. Eaton:

Please find enclosed First Bank's Depository Bids for your checking (Super NOW) accounts for the period of January 1, 2025 through December 31, 2026.

First Bank will pledge to the Mississippi State Treasurer as provided by the applicable Mississippi Code Section 27-105-315 and 27-105-353, MCA 1972 on a cumulative balance of all accounts.

First Bank offers Cash Management Services such as Direct Deposit of payroll as well as merchant card processing under separate agreement. If you utilize merchant card services (accept debit and credit cards) and we are selected as a depository, we would like the opportunity to present our products and services.

Stop Payment Fees will be the same as charged to consumers (currently \$36, subject to change). E-Statements are free, however, we may assess a \$3 (current amount, subject to change) monthly fee per account for paper statements. Wire transfers will be charged as follows: \$15 for incoming wires, \$20 for out- going wires, and \$45 for foreign wires.

Due to budgeting and strategic planning purposes, we request that acceptance or rejection of our bid be delivered to the bank by December 31, 2024. In the event the County takes no action, that will be viewed as a declination of this bid.

If you have questions regarding our bid or require additional information, please call me at (601) 726-3383. Thank you for the opportunity to bid for your funds.

Sincerely,



Andrew Johnson

Attached bid is:      Accepted \_\_\_\_\_      Declined \_\_\_\_\_

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

City of Hattiesburg

January 2025 through December 2026 DEPOSITORY BID

1. First Bank agrees to allow Depositor to establish checking and savings accounts as they deem necessary for deposit of all their core funds.
2. First Bank agrees to honor all checks at par if there are sufficient funds available and to render statements of accounting of funds as of the last working day of the month. First Bank returns images of checks in numerical order in the monthly statement. First Bank offers free eStatements (enrollment required) for your convenience, paper statements are \$3 monthly (or current monthly fee).
3. First Bank agrees to secure all funds on deposit with a pledge of the appropriate securities as required by Mississippi Code of 1972, Section 27-105-5, as amended.
4. First Bank agrees to pay a fixed rate of interest, 2.51%, for Super-NOW and Money Market accounts, if selected your primary depository.
5. Checking account activity fees will be assessed as follows:

|                                |              |                     |        |
|--------------------------------|--------------|---------------------|--------|
| Per check written or deposited | none         | Monthly maintenance | none   |
| Wire Transfers                 | \$10-\$15 ** | Stop Payment        | \$36** |
| OD Balance                     | 10.00%       |                     |        |

Maximum Balance Stipulation: Since accounts must be pledged, the rate in this bid will be applied to a cumulative balance of \$10,000,000 or less. Balances in excess of \$10,000,000 may qualify for the same rate, but must receive prior qualification from First Bank.

6. First Bank offers Direct Deposit of payroll and other ACH services (such as draft collection of monthly water bills, garbage fees, etc.) under separate agreement\*. For your cash management, First Bank also offers you availability of your account information via the Internet with First Bank On-Line, plus other funds management tools are available upon request.
7. The Depositor will be responsible for payment of printed checks and deposit ticket books on their First Bank accounts.
8. First Bank agrees to, if requested, offer advice on cash management and investment strategies for the Depositor's assets.
8. Terms and conditions of this bid must be accepted or declined (in writing and delivered to the main office of First Bank) by December 31, 2024.
  - a) Terms and conditions will be effective January 1, 2025 and will expire December 31, 2026.
  - b) If bid is not accepted, by either a vote to decline or no action at all by December 31, 2024, First Bank will consider this bid declined.

\* This Program will require execution of addition Documents/Agreements.

\*\* This charge may change from time to time with the prevailing amount charged to consumer accounts, but you may pass the fee along to your customers.





Toll Free: (800) 300-1467

P. O. Box 16988 | Hattiesburg, MS 39404

www.grand.bank

December 17, 2024

City of Hattiesburg  
Kermas Eaton, City Clerk  
City of Hattiesburg  
P.O. Box 1898  
Hattiesburg, MS 39403

Dear Mr. Eaton,

Grand Bank for Savings, F.S.B. a bank headquartered in Hattiesburg, MS, is pleased to submit a proposal to serve as a depository for the City of Hattiesburg for a 2-year period beginning January 6<sup>th</sup>, 2025.

Grand Bank for Savings, F.S.B. is an approved State Depository and the bank agrees to comply with the amended Section 27-105-301 through 27-105-371 Mississippi Code of 1972 which allows the placement of Public Funds into the Insured Cash Sweep (ICS) or Certificate of Deposit Account Registry Service (CDARS) products. Grand Bank for Savings, F.S.B. is a participant in the IntraFi deposit network of over 3,000 financial institutions. This network enables expanded FDIC Insurance coverage through the reciprocating deposit agreements. All deposits placed in the network will be fully FDIC insured.

Grand Bank for Savings, F.S.B., being a smaller Minority Depository Institution (MDI) headquartered in Hattiesburg, MS does not provide a full suite of cash management products and services. Therefore, our bid is limited to the acceptance of up to \$5,000,000.00 of the city's excess cash across each option below.

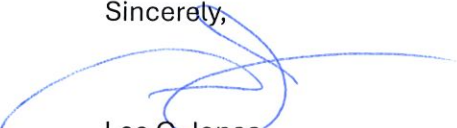
**Option 1:** Deposit placement in the Business Relationship Money Market product via ICS. The deposited funds will earn an APY commensurate to the top Federal Funds Overnight Target Rate which is currently 4.75% APY. Notably this is different than the Effective Federal Funds Rate which is currently 4.58% APY. There are no service or maintenance fees associated with this account.

**Option 2:** Deposit placement in a Certificate of Deposit which will mature on 12/31/2026 via the CDARS program. The deposited funds will earn 4.00% APY over the term of the CD and interest will be paid at maturity. There are no service or maintenance fees associated with this account.

At the City's request, the Grand Bank for Savings team would be honored to meet with you to further discuss these options and share more information about Treasurer David McRae's approval and Attorney General Lynn Fitch's affirmation of Public Funds participation in the ICS or CDARS programs. We strongly believe that other financial institutions will bid on the primary transactional relationship but will also accept a portion of excess cash being placed elsewhere.

Thank you for the opportunity to present this proposal, and for your consideration of Hattiesburg's local bank.

Sincerely,



Lee C. Jones  
Chief Banking Officer  
601-475-2803



Deposits federally insured up to \$250,000.  
Grand Bank for Savings, FSB. Member FDIC. Equal Housing Lender.





Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, Grand Bank for Savings FSB is hereby appointed a

#### STATE DEPOSITORY

for a term of one year ending the **thirtieth (30<sup>th</sup>)** day of **November, 2025**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first** day of **December, 2024**.

A handwritten signature in black ink, which appears to read "David McRae", is written over a horizontal line.

**David McRae**  
**Treasurer of the State of Mississippi**



To: Mississippi Public Funds Depositories

From: Justin Smith, Chief Investment Officer

Date: March 18, 2024

Re: ICS Program

This memorandum is meant to provide guidance for the use of the ICS (Insured Cash Sweep) program, as well as PIN's CDARS (Certificate of Deposit Account Registry Service) program, by public fund depositories under Mississippi statute.

Since 2007, local governmental entities and their depositories have been able to use programs like these for collateralizing public funds. In 2012, the Legislature amended the relevant statute, Miss. Code Ann. 27-105-315, to authorize it only so long as the accounts utilized are "interest-bearing."

While CDARS is limited to Certificates of Deposit and therefore always meets this requirement, ICS utilizes money market accounts as well as demand deposit accounts, which may not be interest bearing. Thus, the use of ICS is permitted under State law as long as your institution is utilizing the available interest-bearing accounts.

If you have any questions concerning ICS or CDARS, please contact me at 601-359-3536, [Justin.Smith@treasury.ms.gov](mailto:Justin.Smith@treasury.ms.gov); or Allison Stewart at 601-359-2336, [Allison.Stewart@treasury.ms.gov](mailto:Allison.Stewart@treasury.ms.gov).



STATE OF MISSISSIPPI  
OFFICE OF THE STATE AUDITOR  
SHAD WHITE  
STATE AUDITOR

November 21, 2024

Attn: Confirmations  
Grand Bank for Savings FSB  
P.O. Box 16988  
Hattiesburg, MS

Dear Sir/Madam:

In connection with our regular examination of the accounts of the Office of the State Treasurer, we desire a statement from you showing the balance of state funds (Tax I.D. No. 64-5000837) on deposit with you at the close of business on June 30, 2024.

Please supply the required information in the spaces provided on the attached sheets and return to us by December 5, 2024. You can mail or fax the information to address or number below, or you can email it to Charity Hathorn at [Charity.Hathorn@osa.ms.gov](mailto:Charity.Hathorn@osa.ms.gov). If there are any questions, please contact Chad Allgood at (601) 259-6646 or [Chad.Allgood@osa.ms.gov](mailto:Chad.Allgood@osa.ms.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Clayton Southerland".

Clayton Southerland  
Manager, Agency Audit Section

Attachment



1. The certificate numbers and balance (**excluding accumulated interest**) of TIME CERTIFICATES OF DEPOSIT at the close of business June 30, 2024, styled TREASURER, STATE OF MISSISSIPPI.

| Certificate Number                                            | Balance     |
|---------------------------------------------------------------|-------------|
| See attached statement for a list of the certificate numbers. | \$5,000,000 |
|                                                               |             |
|                                                               |             |
|                                                               |             |

2. Please list any other deposit account maintained by the Office of the State Treasurer outstanding at June 30, 2024.

| Account Title | Account Number | Balance |
|---------------|----------------|---------|
| N/A           |                |         |
|               |                |         |
|               |                |         |
|               |                |         |

3. Please list any debt outstanding at June 30, 2024 in the name of the Office of the State Treasurer.

| Account Title | Account Number | Balance |
|---------------|----------------|---------|
| N/A           |                |         |
|               |                |         |
|               |                |         |
|               |                |         |

Grand Bank for Savings, FSB  
P.O. Box 16988  
Hattiesburg, MS 39404

000000

Grand.bank

RETURN SERVICE REQUESTED



800-300-1467  
www.grand.bank

MS OFFICE OF THE STATE TREASURER  
PO BOX 138  
JACKSON, MS 39205  
501 NORTH WEST STREET  
SUITE 1101  
JACKSON, MS 39201

MS OFFICE OF THE STATE TREASURER  
PO BOX 138  
JACKSON, MS 39205

06/30/2024

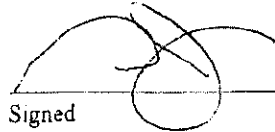
1 of 4

CDARS® Customer Statement

Summary of Accounts

| Account ID | Effective Date | Maturity Date | Interest Rate | Opening Balance | Ending Balance |
|------------|----------------|---------------|---------------|-----------------|----------------|
| [REDACTED] | 06/06/2024     | 06/05/2025    | 5.11718%      | \$0.00          | \$5,000,000.00 |
| TOTAL      |                |               |               | \$0.00          | \$5,000,000.00 |

Our records showed the above listed balances of the Office of the State Treasurer at the close of business June 30, 2024. In the event that we could readily ascertain whether there were any balances to the credit of the Office of the State Treasurer not designed in this request, the appropriate information is provided.

  
Signed

Chief Banking Officer  
Official Title

12/5/24  
Date

Grand Bank for Savings  
Bank Name and City Hattiesburg

Lee Jones  
Contact Person

(601)-475-2803  
Contact Person's Phone Number

Return to: Office of the State Auditor  
P.O. Box 956  
Jackson, MS 39205  
Attention: Charity Hathorn



06/30/2024

3 of 4

## DETAILED ACCOUNT OVERVIEW

Account ID: [REDACTED]  
Account Title: MS OFFICE OF THE STATE TREASURER  
PO BOX 138  
JACKSON, MS 39205



|                                                                  |        |  |            |                 |            |
|------------------------------------------------------------------|--------|--|------------|-----------------|------------|
| <b>Cornerstone Bank</b> FDIC Cert. 5496                          |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>First Financial Bank</b> FDIC Cert. 28905                     |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>First Horizon Bank</b> FDIC Cert. 4977                        |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>First National Bank of Michigan</b> FDIC Cert. 58259          |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>Five Star Bank</b> FDIC Cert. 659                             |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>Forbright Bank</b> FDIC Cert. 57614                           |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>Israel Discount Bank of New York</b> FDIC Cert. 19977         |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>Lincoln Federal Savings Bank of Nebraska</b> FDIC Cert. 29692 |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>Modern Bank, National Association</b> FDIC Cert. 22398        |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |
| <b>Regent Bank</b> FDIC Cert. 4160                               |        |  | 06/06/2024 | Opening Balance | \$0.00     |
| YTD Interest Paid                                                | \$0.00 |  | 06/06/2024 | Deposit         | 235,500.00 |
| Interest Accrued                                                 | 826.79 |  | 06/28/2024 | Ending Balance  | 235,500.00 |
| Int Earned Since Last Statement                                  | 826.79 |  |            |                 |            |



06/30/2024

2 of 4

### DETAILED ACCOUNT OVERVIEW

Account ID: [REDACTED]  
Account Title: MS OFFICE OF THE STATE TREASURER  
PO BOX 138  
JACKSON, MS 39205

#### Account Summary - CD

|                         |                         |                                      |            |
|-------------------------|-------------------------|--------------------------------------|------------|
| Product Term            | 52-Week Non-Personal CD | Effective Date                       | 06/06/2024 |
| Interest Rate           | 5.11718%                | Maturity Date                        | 06/05/2025 |
| Account Balance         | \$5,000,000.00          | YTD Interest Paid                    | \$0.00     |
| Annual Percentage Yield | 5.25%                   | Interest Accrued                     | 17,553.92  |
|                         |                         | Interest Earned Since Last Statement | 17,553.92  |

#### CD Issued by

##### American Prida Bank FDIC Cert. 58584

|                                 |        |            |                 |            |
|---------------------------------|--------|------------|-----------------|------------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00     |
| Interest Accrued                | 826.79 | 06/06/2024 | Deposit         | 235,500.00 |
| Int Earned Since Last Statement | 826.79 | 06/28/2024 | Ending Balance  | 235,500.00 |

##### American State Bank FDIC Cert. 228

|                                 |        |            |                 |            |
|---------------------------------|--------|------------|-----------------|------------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00     |
| Interest Accrued                | 826.79 | 06/06/2024 | Deposit         | 235,500.00 |
| Int Earned Since Last Statement | 826.79 | 06/28/2024 | Ending Balance  | 235,500.00 |

##### Bank Five Nine FDIC Cert. 12517

|                                 |        |            |                 |            |
|---------------------------------|--------|------------|-----------------|------------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00     |
| Interest Accrued                | 826.79 | 06/06/2024 | Deposit         | 235,500.00 |
| Int Earned Since Last Statement | 826.79 | 06/28/2024 | Ending Balance  | 235,500.00 |

##### Byline Bank FDIC Cert. 20524

|                                 |        |            |                 |            |
|---------------------------------|--------|------------|-----------------|------------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00     |
| Interest Accrued                | 826.79 | 06/06/2024 | Deposit         | 235,500.00 |
| Int Earned Since Last Statement | 826.79 | 06/28/2024 | Ending Balance  | 235,500.00 |

##### BOM Bank FDIC Cert. 1373

|                                 |        |            |                 |            |
|---------------------------------|--------|------------|-----------------|------------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00     |
| Interest Accrued                | 826.79 | 06/06/2024 | Deposit         | 235,500.00 |
| Int Earned Since Last Statement | 826.79 | 06/28/2024 | Ending Balance  | 235,500.00 |

##### Carrollton Bank FDIC Cert. 12383

|                                 |        |            |                 |            |
|---------------------------------|--------|------------|-----------------|------------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00     |
| Interest Accrued                | 826.79 | 06/06/2024 | Deposit         | 235,500.00 |
| Int Earned Since Last Statement | 826.79 | 06/28/2024 | Ending Balance  | 235,500.00 |

##### Citizens State Bank of La Crosse FDIC Cert. 1513

|                                 |        |            |                 |           |
|---------------------------------|--------|------------|-----------------|-----------|
| YTD Interest Paid               | \$0.00 | 06/06/2024 | Opening Balance | \$0.00    |
| Interest Accrued                | 191.33 | 06/06/2024 | Deposit         | 54,500.00 |
| Int Earned Since Last Statement | 191.33 | 06/28/2024 | Ending Balance  | 54,500.00 |

06/30/2024

4 of 4

### DETAILED ACCOUNT OVERVIEW

Account ID: [REDACTED]  
Account Title: MS OFFICE OF THE STATE TREASURER  
PO BOX 138  
JACKSON, MS 39205

|                                                            |        |            |                 |  |            |
|------------------------------------------------------------|--------|------------|-----------------|--|------------|
| <b>River City Bank</b> FDIC Cert. 18983                    |        |            |                 |  | \$0.00     |
| YTD Interest Paid                                          | \$0.00 | 06/06/2024 | Opening Balance |  | 235,500.00 |
| Interest Accrued                                           | 826.79 | 06/06/2024 | Deposit         |  | 235,500.00 |
| Int Earned Since Last Statement                            | 826.79 | 06/28/2024 | Ending Balance  |  |            |
| <b>Sabine State Bank and Trust Company</b> FDIC Cert. 8141 |        |            |                 |  | \$0.00     |
| YTD Interest Paid                                          | \$0.00 | 06/06/2024 | Opening Balance |  | 235,500.00 |
| Interest Accrued                                           | 826.79 | 06/06/2024 | Deposit         |  | 235,500.00 |
| Int Earned Since Last Statement                            | 826.79 | 06/28/2024 | Ending Balance  |  |            |
| <b>Solera National Bank</b> FDIC Cert. 58534               |        |            |                 |  | \$0.00     |
| YTD Interest Paid                                          | \$0.00 | 06/06/2024 | Opening Balance |  | 235,500.00 |
| Interest Accrued                                           | 826.79 | 06/06/2024 | Deposit         |  | 235,500.00 |
| Int Earned Since Last Statement                            | 826.79 | 06/28/2024 | Ending Balance  |  |            |
| <b>Waterford Bank, N.A.</b> FDIC Cert. 58433               |        |            |                 |  | \$0.00     |
| YTD Interest Paid                                          | \$0.00 | 06/06/2024 | Opening Balance |  | 235,500.00 |
| Interest Accrued                                           | 826.79 | 06/06/2024 | Deposit         |  | 235,500.00 |
| Int Earned Since Last Statement                            | 826.79 | 06/28/2024 | Ending Balance  |  |            |
| <b>West Bank</b> FDIC Cert. 15614                          |        |            |                 |  | \$0.00     |
| YTD Interest Paid                                          | \$0.00 | 06/06/2024 | Opening Balance |  | 235,500.00 |
| Interest Accrued                                           | 826.79 | 06/06/2024 | Deposit         |  | 235,500.00 |
| Int Earned Since Last Statement                            | 826.79 | 06/28/2024 | Ending Balance  |  |            |

Thank you for choosing Grand Bank®  
Grand Bank® is a trademark of Grand Bank For Savings, FSB, Member FDIC

CONTAINS CONFIDENTIAL INFORMATION

myaR and CDARS are registered service marks of myaR Network LLC

Member  
**FDIC**



**Merchants & Marine  
Bank**

December 19, 2024

City of Hattiesburg  
City Hall  
P.O. Box 1898  
Hattiesburg, MS 39403

Attn: Kermas Eaton, City Clerk

Re: City Depository Bid

Dear Honorable Mayor and Council:

Pursuant to your Notice to Bidders to financial institutions to apply for designation as an approved depository for the City of Hattiesburg funds for a two-year period, we hereby respectfully offer to serve in that capacity and request that our Bank be designated as a depository for the calendar years 2025 and 2026.

Our bank is in compliance with the provisions of Chapter 105, Article 3, Volume 9, Mississippi Code of 1972. We will secure the funds through a Federal Home Loan Bank letter of credit or valid securities for all funds in excess of \$250,000.00 which is insured by FDIC.

We offer the following bid:

Balance: Maximum balance of \$10,000,000.00  
Rate: Variable rate of Fed Funds minus 210 basis points.  
Floor of 1.00% and a ceiling of 2.50%  
(Current rate would be Fed Funds 4.25%-210 basis points=2.15%)  
Charges: Standard charges for banking and cash management fees

We appreciate the opportunity to be of service to the City of Hattiesburg. Should you have any questions please give me a call at (601) 255-4766 or [clayton.rush@mandmbank.com](mailto:clayton.rush@mandmbank.com)

Sincerely,

CLAYTON RUSH  
MERCHANTS & MARINE BANK

[mandmbank.com](http://mandmbank.com)

3118 Pascagoula Sreet • Pascagoula, MS 39567 • 1.866.229.9415

Member FDIC  Equal Housing Lender



Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, Merchants and Marine Bank is hereby appointed a

#### STATE DEPOSITORY

for a term of one year ending the **thirtieth (30<sup>th</sup>)** day of **November, 2025**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first day of December, 2024**.

A handwritten signature in black ink, which appears to read "David McRae", is written over a horizontal line.

**David McRae**  
**Treasurer of the State of Mississippi**



MUNICIPALITY BID PROPOSAL FORM

TO THE BOARD OF ALDERMAN AND MAYOR OF Hattiesburg, Mississippi.

We submit the following bid proposal for serving as the deposit for City of Hattiesburg (municipality) for the period beginning January 1, 2025 and ending December 31, 2026 and thereafter until new arrangements shall be made according to law:

1. The First Bank is insured by the Federal Deposit Insurance Corporation or any successors to such insurance corporation.
2. The First Bank has met the primary capital to assets ratio of five and one-half percent (5 1/2%) or more as of June 30, 2024, has received certification of such from the State Treasurer, and will attach commission in response. **Please attach commission in response.**
3. The First Bank has 3 offices located in Hattiesburg, Mississippi. **Please attach in response a list of all branches located in the municipality. Include address of each branch.**
4. The First Bank has 115 employees located in Hattiesburg, Mississippi.
5. The First Bank agrees to place on deposit with City of Hattiesburg (municipality) as security any of the securities eligible for securing of state funds as provided in Section 27-105-5, Mississippi Code Ann. (1972) in an amount at least equal to one hundred five percent (105%) of the maximum sum to be placed on deposit in such financial institution at any one time exclusive of that portion of accounts insured by the Federal Deposit Insurance Corporation, or any successors to such insurance corporation.  
  
Or, The First Bank is a public funds guaranty pool member under sections 27-105-5 and 27-105-6, Mississippi Code Ann. (1972). The qualified financial institution shall secure those deposits by placing qualified securities on deposit with the State Treasurer as provided in section 27-105-5.
6. The First Bank agrees to execute a Collateral Security Agreement with the Municipality in the form recommended by the State Treasurer of the State of Mississippi for the purpose of complying with Section 1823(e) of FIRREA as necessary to ensure that the Municipality will possess a preferred claim to pledged securities in the event of default by the depository bank. All Collateral Security Agreements will be executed prior to January 1, 2025.
7. The First Bank agrees to monitor monthly deposits of the municipality in order to ensure adequate securities are pledged and to provide the municipality with an annual report listing accounts reported to the State Treasurer.

8. The First Bank agrees to prepare monthly statements beginning with the first day of the month and ending with the last day of the month, showing debits, credits, balances, and sequential listing of cashed checks within five (5) business days of the statement closing date.
9. The First Bank agrees to pay interest on the Municipality's accounts based on a fixed rate or variable rate. Variable rates shall be equal to the prior month-end U.S. Target Federal Funds Rate plus or minus \_\_\_\_\_ basis points. Current U.S. Target Federal Funds Rate is \_\_\_\_\_.

CURRENT RATES BASED ON ABOVE CALCULATIONS

|                                      | <i>Variable</i> | <i>Fixed</i>  |
|--------------------------------------|-----------------|---------------|
| <i>DDA Checking Accounts</i>         | _____ %         | <u>3.25</u> % |
| <i>Money Market/Savings Accounts</i> | _____ %         | <u>3.25</u> % |

*Note:* Interest shall be earned on the average daily investable balance.

10. The First Bank agrees to provide earnings allowance on daily Municipality account balances that offset bank service charges. The earnings credit rate (ECR) shall be \_\_\_\_\_ %
11. The First Bank agrees to, if requested, offer advice on cash management and investment strategies necessary to properly utilize the Municipality's assets.
12. The First Bank agrees to provide the requested information necessary for the completion of the annual audit at no charge to the Municipality or its auditors.
13. The First Bank agrees to allow the Municipality to establish or maintain checking or savings accounts for no charge or minimum charges/fees for deposits credited, checks paid, incoming wire transfers, or returned deposit items. In addition, The First Bank agrees to provide the services listed on the following page at no charge or minimum charge to the Municipality based on account data provided by the municipality and data listed below:

| <b>Account Data</b>                    |  |
|----------------------------------------|--|
| <i>Average Monthly Ledger Balance</i>  |  |
| <i>Number of DDA Checking Accounts</i> |  |
| <i>Number of Savings Accounts</i>      |  |

| Completed By Municipality                                                                              |                                           |                        | Financial Institution's Response     |                                                          |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------|--------------------------------------|----------------------------------------------------------|
| Account Services                                                                                       | Services Utilized?<br>(Yes/No/Interested) | Monthly Average Volume | Provided at No Charge<br>(Yes or No) | Direct Fee or Service Charge<br>(Indicate Fee or Charge) |
| Stop Payments                                                                                          |                                           |                        | Yes                                  |                                                          |
| Outgoing Wire Transfers                                                                                |                                           |                        | Yes                                  |                                                          |
| Incoming Wire Transfers                                                                                |                                           |                        | Yes                                  |                                                          |
| Night Depository Services                                                                              |                                           |                        | Yes                                  |                                                          |
| Locking Bank Bags                                                                                      |                                           |                        | Yes                                  |                                                          |
| Keys for bank night drop                                                                               |                                           |                        | Yes                                  |                                                          |
| Deposit Slips                                                                                          |                                           |                        | Yes                                  |                                                          |
| Checks                                                                                                 |                                           |                        | Yes                                  |                                                          |
| Re-deposit of returned deposit items at least once                                                     |                                           |                        | Yes                                  |                                                          |
| Research/Statement Reproduction                                                                        |                                           |                        | Yes                                  |                                                          |
| Payroll Direct Deposit Services                                                                        |                                           |                        | Yes                                  |                                                          |
| Transactions handled via phone                                                                         |                                           |                        | Yes                                  |                                                          |
| Cash in to be counted by teller at time of deposit                                                     |                                           |                        | Yes                                  |                                                          |
| Internet Banking Access                                                                                |                                           |                        | Yes                                  |                                                          |
| Overdraft Fees and Penalties                                                                           |                                           |                        | Yes                                  |                                                          |
| Positive Pay                                                                                           |                                           |                        | Yes                                  |                                                          |
| Reconciliation                                                                                         |                                           |                        | Yes                                  |                                                          |
| Controlled Disbursements                                                                               |                                           |                        | No                                   |                                                          |
| Stored Value (Payroll) Cards                                                                           |                                           |                        | No                                   |                                                          |
| Lockbox Services                                                                                       |                                           |                        | No                                   |                                                          |
| Check to ACH Conversion                                                                                |                                           |                        | No                                   |                                                          |
| Note: Please add any additional services you deem necessary or have interest in under "Service" column |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |
|                                                                                                        |                                           |                        |                                      |                                                          |

14. The First Bank agrees to provide ledger credit on the same day as deposits occur (holidays and weekends excluded). This includes same day credit on wire transfer of funds from the federal and state government, and same day credit on deposits made by the Municipality prior to 2:00 P.M.CST.

Financial Institution Name: The First Bank

Primary Contact Name: Wes Rouse, Sr. V.P.

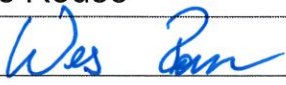
Telephone Number: 601-450-9204

Street Address: 110 South 40th Avenue

City, State, Zip Code: Hattiesburg, MS 39402

Email Address: wrouse@thefirstbank.com

Type or Print Name: Wes Rouse

Authorized Signature: 

Title: Sr. Vice-President

Date: 12/18/2024



Hattiesburg - Lincoln Road  
2702 Lincoln Rd.  
Hattiesburg, MS 39402  
(601) 264-9960

Hattiesburg - 40th Ave.  
110 S. 40th Ave.  
Hattiesburg, MS 39401  
(601) 450-8888

Hattiesburg - Oak Grove  
6480 Hwy. 98 West  
Hattiesburg, MS 39402  
(601) 268-8998

**\*\* Securities-**

The First Bank is part of the Mississippi pool of securities for state banking depository's which is acceptable for collateralizing all public funds.



Brandon Hubbard  
300 Pine Street West  
Hattiesburg, MS 39401  
601-583-5311 ☎  
BHubbard@trustmark.com ✉

12/19/2024

Kermas Eaton  
City Clerk  
200 Forrest Street  
Hattiesburg, MS 39401

***Re: City of Hattiesburg Public Fund Accounts Bid***

Dear Mr. Eaton:

Trustmark National Bank ("Trustmark"), a national banking association operating in the State of Mississippi, is pleased to be considered for the opportunity to continue to serve as a depository bank of public funds for the City of Hattiesburg (the "City") demand deposit accounts (the "Accounts") tentatively beginning on 1/01/2025, and continuing for a period of two (2) years, ending on 12/31/2026 (the "Term"). Trustmark agrees to serve as a depository bank and financial institution for the City subject to the terms of the Trustmark Deposit Account Agreement and as otherwise set forth herein.

Trustmark is insured by the Federal Deposit Insurance Corporation (FDIC) and also complies with the Mississippi statutory requirements for qualification as a public fund depository. As a guaranty pool member under sections 27-105-5 and 27-105-6 of the Mississippi Code of 1972 as amended, Trustmark will secure the City's funds on deposit by placing qualified securities with the State Treasurer as provided in section 27-105-5. A copy of Trustmark's certification as a designated State Depository is enclosed.

The City's funds held in interest bearing demand deposit accounts at Trustmark will bear interest at the fixed rate of 2.85%, subject to Trustmark's monthly maintenance and activity fees included (the "Preferred Rate"). Interest will continue to be calculated on the daily collected balance. Trustmark agrees to continue to waive all regular DDA account service and maintenance fees associated with any of the City's accounts (both interest bearing checking accounts and non-interest bearing checking accounts, where applicable), but will continue to charge without refunding or waiving any fees associated with any Cash Management Services provided to the City, including but not limited to Merchant Card Services, ACH Services, Online Banking, Fraud Services, Reconciliation Services, etc. Please see attached Miscellaneous Service Fees and Cash Management Pricing fee schedules for details.

*People you trust.*  
*Advice that works.*

The Preferred Rate will not be applied until our receipt of a fully executed copy of this Letter Agreement (Bid Acceptance) and will not be applied prior to the Term start date. If the bid is accepted prior to the Term start date, the Preferred Rate will be applied within thirty (30) days of the Term start date on existing accounts. If the bid is accepted after the Term start date, the Preferred Rate will be applied within thirty (30) days of our receipt of this executed Letter Agreement on existing accounts. Once the bid has been accepted and the Term has begun, the Preferred Rate will be applied within thirty (30) days of account opening on subsequent new accounts for the duration of the Term. If a fully executed copy of this Letter Agreement is not received within thirty (30) days of the anticipated Term start date, it will be assumed that the Preferred Rate was not accepted and the City's funds will not earn the Preferred Rate.

You agree to examine your account statement promptly each statement period. If you discover (or reasonably should have discovered) any error in the Preferred Rate you must promptly notify us in writing. You agree that the time you have to examine your statement and report to us any errors will not, in any circumstances, exceed thirty (30) days from the earlier of when the statement was first sent by us or made available to you. You agree that if you do not advise us of any errors within sixty (60) days after we first send or make that statement available, you cannot assert a claim against us on any error described in that statement and the loss will be entirely yours.

Trustmark also offers a variety of Public Fund Cash Management Services and Products, which offer public funds customers an improved bottom line by accelerating cash inflows and controlling cash outflows. This coupled with options to make the best use of your funds provides an effective means of managing your financial requirements.

*The rates included in this letter are for funds owned by a governmental unit or funds held in the name of a public official or governmental unit derived from taxes or fees and/or other public fund revenue collected and on deposit in a public funds account only, and excludes any bond proceeds, federal or state matching funds, and/or other funds received from sources other than taxes or fees and/or other public fund revenue collected, including, but not limited to funds received through federal or state charitable sources or grants. Bond proceeds, federal and state matching funds, funds other than derived from taxes or fees and/or other public fund revenue collected, or any new funds not originally considered in this bid may not be eligible for the preferred rate set forth in this letter and will be reviewed on a case-by-case basis.*

Please acknowledge your agreement to the terms and conditions set forth herein.

Sincerely,

**TRUSTMARK NATIONAL BANK**

  
Brandon Hubbard

President - Hattiesburg

**AGREED AND ACKNOWLEDGED:**

**CITY OF HATTIESBURG**

By (Print Name): \_\_\_\_\_

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

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

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

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*Advice that works.*





Effective as of 12/19/2024

## Miscellaneous Service Fees

| Product/Service                                                                                                            | Pricing                                                                                                         | Charge    |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------|
| Maintenance Fee<br>Interest Bearing Checking                                                                               | \$10.00 per month, per account with a balance that falls below \$1,000 any time within the month                | No/Waived |
| Maintenance Fee<br>Non-Interest Bearing Checking                                                                           | \$17.00 per month, per account, but with an offset credit applied to the account calculated on account balance. | No/Waived |
| Stop Payments                                                                                                              | \$36.00                                                                                                         | No/Waived |
| Wire Transfers - Outgoing                                                                                                  | \$25.00                                                                                                         | No/Waived |
| International Wires - Outgoing                                                                                             | \$50.00                                                                                                         | No/Waived |
| Wire Transfers - Incoming                                                                                                  | \$15.00                                                                                                         | No/Waived |
| Bank Deposit Bags <ul style="list-style-type: none"><li>• Zipper</li><li>• Small Locking</li><li>• Large Locking</li></ul> | \$3.00<br>\$40.00<br>\$50.00                                                                                    | No/Waived |
| Deposit Slips                                                                                                              | Based on Selection                                                                                              | No/Waived |
| Checks                                                                                                                     | Based on Selection                                                                                              | No/Waived |
| Deposit Items Returned                                                                                                     | \$10.00                                                                                                         | No/Waived |
| Redeposited Items Returned                                                                                                 | \$13.00                                                                                                         | No/Waived |
| Research/Statement Reproduction                                                                                            | \$7.50 per 15 Minutes (min. \$7.50), plus per item fees.                                                        | No/Waived |
| Checks Paid and Debit Items                                                                                                | \$0.25                                                                                                          | No/Waived |
| Items Deposited On-Us                                                                                                      | \$0.15                                                                                                          | No/Waived |
| Electronic Credits                                                                                                         | \$0.15                                                                                                          | No/Waived |
| Number of Deposits                                                                                                         | \$0.15                                                                                                          | No/Waived |
| Coin Rolls Purchased (Per Roll)                                                                                            | \$0.10                                                                                                          | No/Waived |
| Currency Straps Purchased (Per Strap)                                                                                      | \$1.00                                                                                                          | No/Waived |
| Currency/Coin Deposited per \$100                                                                                          | \$0.15                                                                                                          | No/Waived |
| Overdraft & NSF Charges                                                                                                    | \$36.00                                                                                                         | No/Waived |
| Address Unknown Processing Fee                                                                                             | \$5.00                                                                                                          | No/Waived |
| Official Checks                                                                                                            | \$8.00                                                                                                          | No/Waived |

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*Advice that works.*





Effective as of 12/19/2024

## Cash Management Pricing

| Product/Service                                                           | Pricing                                                                                                                                 | Charge |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|
| Online Banking – myTrustmark<br>Corporate Advantage<br>(Optional Service) | \$40.00 per month up to 5<br>accounts, \$5.00 per month for<br>each additional account                                                  | Yes    |
| Remote Deposit Capture<br>(Optional Service)                              | \$50.00 per month,<br>\$.06 per item<br>(Scanner cost not included)                                                                     | Yes    |
| ACH Origination<br>(Optional Service)                                     | \$25.00 per month,<br>\$.13 per transaction                                                                                             | Yes    |
| ACH Alert<br>(Optional Service)                                           | \$35.00 for first account,<br>\$15.00 for each additional<br>account                                                                    | Yes    |
| Positive Pay<br>(Optional Service)                                        | \$75.00 per account,<br>\$.06 per item                                                                                                  | Yes    |
| Reconciliation<br>(Optional Service)                                      | \$50.00 minimum monthly<br>fee per account. 1,000<br>Transactions Per Item<br>included. \$.05 Per Item Fee<br>after 1,000 Transactions. | Yes    |
| Additional Cash Management<br>Services available upon request             | Trustmark Standard Rate                                                                                                                 | Yes    |

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*Advice that works.*



Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, Trustmark National Bank is hereby appointed a

#### STATE DEPOSITORY

for a term of one year ending the **thirtieth (30<sup>th</sup>)** day of **November, 2025**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first** day of **December, 2024**.

A handwritten signature in black ink, which appears to read "David McRae", is written over a horizontal line.

**David McRae**

**Treasurer of the State of Mississippi**



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Adam Moore, Grants Coordinator  
**cc:** Betsy Mercier, Director of Parks and Recreation  
**Date:** Tuesday, January 7, 2025  
**Re:** Authorize submission of a grant application to the Keep America Beautiful MLK Corridor Community Grant.  
File Number: 2025-21  
Minute Book #

---

## Summary

FY25 Keep America Beautiful MLK Corridor Community Grant

## Recommendation Statement

I recommend authorization of the submission of a grant application to the Keep America Beautiful MLK Corridor Community Grant. No match is required.

Please place this on the January 7, 2025 City Council meeting for consideration.



## **Grant Guidelines: 2025 Martin Luther King Jr. (MLK) Corridor Community Grants**

**Application Due: 5pm ET on February 16, 2025**

Incomplete applications will not be reviewed.

### **Overview**

In partnership with its sponsors, including Target, Keep America Beautiful® will provide MLK Corridor Community Grants in 2025 to support communities in revitalizing, beautifying and transforming areas in and around Martin Luther King Jr. corridors and neighborhoods. With over 950 MLK corridors across the United States transecting a variety of different neighborhood types and commercial uses, these grants will provide funding to businesses, residents, and community groups to address challenges and meet their needs for creating vibrant and welcoming spaces. Past MLK projects have included murals and public art installations, the creation of community gardens and green spaces, tree plantings and cleanup efforts.

### **Funding Available**

- Up to \$200,000 in funding will be available.
- Cash grants will range between \$5,000 – \$20,000

### **Eligibility**

- These grants are open to Keep America Beautiful affiliates, nonprofits, local governments, and other community organizations. Non-KAB affiliates are strongly encouraged to partner with a KAB Affiliate in their community. KAB affiliates will receive priority review and consideration.
- Project location must be along or near an MLK corridor – these can include streets, roadways, neighborhoods, community spaces, parks and other areas named after Martin Luther King Jr. Proximity to HBCUs is a plus.

### **Application Guidelines**

- Applicants must submit at least one letter of support from a local government representative, community group, or local partner critical to the project's successful execution to demonstrate buy-in for the project.
- KAB affiliates in President's Circle will receive priority review and consideration.
- Proposals must clearly describe the need for the project.
- Projects must address a need identified by the community and foster a sense of inclusion and self-determination.
- Projects with a focus on the following will be prioritized:
  - Projects aimed to have longer lasting or more permanent impacts that build on or strengthen social or community infrastructure.
  - Projects that engage local artists or use native plants (when relevant) and outline maintenance plans.
- Applicant must demonstrate the ability to complete the project and required reporting within the grant implementation period.

### **Other Requirements**

As you plan your grant program activities, please keep in mind that grantees will receive 70% of their grant funding upon executing a grant agreement and submitting an invoice. The remaining 30% of the





award will be disbursed after submitting a final invoice and having their final reports approved by Keep America Beautiful.

### **Grant Review Process & Considerations**

- Applications will be reviewed & decided by a grant review and selection committee and evaluated for:
  - Clear articulation of program need—strong proposals will address a demand identified by residents, community groups, or business owners/employees along the MLK Jr. corridor. Strong projects would also address how the project fosters a sense of inclusion and neighborhood self-determination and how the project builds community/social infrastructure.
  - Expected impact on the project location.
  - Applicant's ability to successfully complete project within grant timeline.
  - Extent to which project will involve community members, residents, businesses and/or other community volunteers as thought leaders and active participants.
  - Extent to which project will support local/community artists or vendors (as applicable)
  - Extent to which the project has community endorsement and is expected to move forward.
  - Leveraging of matching funds or cross-sectoral collaboration.
  - Completeness, clarity, and respect for word limits.

Evaluation criteria above are not all required but highly encouraged to ensure strong and successful applications.

### **Timeline**

- Application Deadline: 5pm ET on February 16, 2025
- Award Announcements: March - April 2025
- Project Implementation: May – December 2025
- Reporting Deadlines: Keep America Beautiful will require every grant recipient to complete interim and final reports by the following deadlines.
  - Interim Report Due: 5pm ET, September 30, 2025
  - Final Report Due: 5pm ET, December 15, 2025

### **Reporting Requirements**

Grantees will be expected to report the following items in their final report:

- Project's impact/outcomes on the MLK Jr. corridor and on the community or people residing or doing business within the area.
- Quotes or testimonials from community members or groups impacted by the project.
- Photos (before, during and after project) as well as links to social posts or videos documenting MLK grant in action. The photos/video links should capture the initial condition of project area, showcase project execution, and capture the final result. Photos of volunteers implementing the project (if volunteers were engaged) are also required.
- Verification and/or updates of materials in grant application.
- Articulation of project successes and challenges.
- Number of volunteers and participants in the project.
- Media outreach and/or coverage.



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Dequandra Johnson  
**cc:** Kermas Eaton, City Clerk, Wiley Quinn, Urban Development Director  
**Date:** Tuesday, January 7, 2025  
**Re:** Authorize and Approve Publication of Advertisement of Bids for Katie-Dabbs Community Center Renovations.  
File Number: 2025-22  
Minute Book #

---

## Summary

Authorize and Approve Publication of Advertisement of Bids for Katie-Dabbs Community Center Renovations.

## Recommendation Statement

I recommend approval the Publication of Advertisement of Bids for Katie-Dabbs Community Center Renovations.

Please place this on the January 7, 2025 City Council meeting for consideration.

At the option of the bidder, sealed bids, in duplicate and/or bids submitted electronically via [www.llgarchplans.com](http://www.llgarchplans.com) will be received by CITY OF HATTIESBURG until **10:00 a.m. on FEBRUARY 13, 2025, in the Hattiesburg City Council Chambers located at City Hall, 200 Forrest Street, Hattiesburg, MS, 39401** at which time and place they will be publicly opened and read for construction of the following project:

**KATIE DABBS COMMUNITY CENTER RENOVATIONS  
CN#21-3823**

A single bid will be received for the complete project.

Bids may be submitted in person or, for those interested, bids can be electronically submitted at [www.llgarchplans.com](http://www.llgarchplans.com) under the project name. Bid documents are available online for viewing and purchasing at [www.llgarchplans.com](http://www.llgarchplans.com). Purchased documents are non-refundable. Plan holders and bidders are required to log-in or register for a free account to view and order bid documents and to submit bids electronically. A valid email address is required for registration. Documents are available via paper copy or pdf. Any questions regarding website registration and online orders should be directed to plan house at (601) 336-6378.

The bid bond shall be payable unconditionally to owner. Bids on the project must be received on or before the period scheduled for the project and no bid may be withdrawn after the scheduled closing time for the project, for a period of 45 days.

All bids submitted must comply with requirements of title 31, chapter 3 (§31-3-1 et seq.) Of Mississippi code of 1972 as amended.

Award will be made based on the lowest and best bid received in accordance with title 31, chapter 7 (§31-7-13 et seq.) Of Mississippi code of 1972 as amended. The owner reserves the right to reject any and all bids and to waive informalities.

**CITY OF HATTIESBURG, MISSISSIPPI**

**By:** \_\_\_\_\_  
**Title:** Kermas Eaton, City Clerk

Published:

**JANUARY 9, 2025**

**JANUARY 16, 2025**

KATIE DABBS COMMUNITY  
CENTER RENOVATIONS  
CITY OF HATTIESBURG  
HATTIESBURG, MISSISSIPPI  
CN 21-3823

June 10, 2024

**PROJECT  
MANUAL  
SET NO**

---



SECTION 00 00 01 – INDEX TO SPECIFICATIONS

| SECTION<br>NUMBER | SECTION NAME | PAGES |
|-------------------|--------------|-------|
|-------------------|--------------|-------|

**DIVISION ZERO – PROCUREMENT AND CONTRACTING REQUIREMENTS**

|          |                            |    |
|----------|----------------------------|----|
| 00 00 00 | SPEC COVER                 | 1  |
| 00 00 01 | INDEX TO SPECIFICATIONS    | 3  |
| 00 00 02 | ARCHITECTURAL INDEX        | 2  |
| 00 00 03 | MECHANICAL INDEX           | 1  |
| 00 00 04 | ELECTRAL INDEX             | 1  |
| 00 01 01 | PROJECT TITLE PAGE         | 1  |
| 00 01 15 | LIST OF DRAWING SHEETS     | 3  |
| 00 11 13 | ADVERTISEMENT FOR BIDS     | 1  |
| 00 21 13 | INSTRUCTIONS TO BIDDERS    | 7  |
| 00 42 13 | PROPOSAL FORM              | 4  |
| 00 52 13 | CONTRACT FORMS             | 1  |
| 00 72 00 | GENERAL CONDITIONS         | 41 |
| 00 73 00 | SUPPLEMENTARY CONDITIONS   | 2  |
| 00 74 00 | SPECIAL CONDITIONS FEDERAL | 2  |

**DIVISION ONE - GENERAL REQUIREMENTS**

|          |                                |   |
|----------|--------------------------------|---|
| 01 10 00 | SUMMARY                        | 1 |
| 01 21 00 | ALLOWANCES                     | 2 |
| 01 25 13 | PRODUCTS AND SUBSTITUTIONS     | 6 |
| 01 29 00 | SCHEDULES, REPORTS, & PAYMENTS | 2 |
| 01 33 00 | SUBMITTALS                     | 4 |
| 01 42 00 | DEFINITIONS AND STANDARDS      | 4 |
| 01 45 29 | QUALITY CONTROL SERVICES       | ? |
| 01 50 00 | TEMPORARY FACILITIES           | 6 |
| 01 77 00 | PROJECT CLOSE-OUT              | 6 |

**DIVISION TWO – EXISTING CONDITIONS**

|          |                      |    |
|----------|----------------------|----|
| 02 30 00 | SOIL INVESTIGATION   | 17 |
| 02 41 19 | SELECTIVE DEMOLITION | 5  |

**DIVISION THREE - CONCRETE**

|          |                                  |   |
|----------|----------------------------------|---|
| 03 10 00 | CONCRETE FORMING AND ACCESSORIES | 4 |
| 03 20 00 | CONCRETE REINFORCING             | 2 |
| 03 30 00 | CAST-IN-PLACE CONCRETE           | 9 |

**DIVISION FOUR - MASONRY**

|          |                               |   |
|----------|-------------------------------|---|
| 04 21 13 | MASONRY VENEER (STUD BACK-UP) | 9 |
|----------|-------------------------------|---|

**DIVISION FIVE - METALS**

|          |                          |   |
|----------|--------------------------|---|
| 05 12 00 | STRUCTURAL STEEL FRAMING | 4 |
|----------|--------------------------|---|

**DIVISION SIX – WOOD, PLASTICS AND COMPOSITES**

|          |                  |    |
|----------|------------------|----|
| 06 10 00 | ROUGH CARPENTRY  | 11 |
| 06 20 00 | FINISH CARPENTRY | 7  |

**DIVISION SEVEN - THERMAL AND MOISTURE PROTECTION**

|          |                                      |   |
|----------|--------------------------------------|---|
| 07 41 13 | METAL ROOF PANELS                    | 8 |
| 07 46 20 | SHEET METAL FLASHING AND TRIM        | 8 |
| 07 50 01 | ROOFING REMOVAL AND DECK PREPARATION | 8 |
| 07 62 00 | SHEET METAL FLASHING AND TRIM        | 7 |
| 07 62 03 | SEAMLESS GUTTERS AND DOWNSPOUTS      | 8 |
| 07 92 00 | JOINT SEALERS                        | 6 |

**DIVISION EIGHT - OPENINGS**

|          |                                    |    |
|----------|------------------------------------|----|
| 08 11 13 | STEEL DOOR AND FRAMES              | 8  |
| 08 14 16 | FLUSH WOOD DOORS                   | 8  |
| 08 14 24 | PRE-HUNG DOORS AND FRAMES          | 3  |
| 08 41 13 | ALUMINUM ENTRANCES AND STOREFRONTS | 7  |
| 08 71 00 | DOOR HARDWARE                      | 10 |
| 08 81 00 | GLASS AND GLAZING                  | 7  |

**DIVISION NINE - FINISHES**

|          |                             |   |
|----------|-----------------------------|---|
| 09 21 16 | GYPSUM DRYWALL ASSEMBLIES   | 6 |
| 09 30 13 | CERAMIC TILE                | 6 |
| 09 51 23 | ACOUSTICAL CEILING          | 4 |
| 09 65 00 | RESILIENT FLOORING AND BASE | 6 |
| 09 90 00 | PAINTING                    | 6 |

**DIVISION TEN - SPECIALTIES**

|          |                                              |   |
|----------|----------------------------------------------|---|
| 10 21 13 | TOILET PARTITIONS                            | 6 |
| 10 28 00 | TOILET ACCESSORIES                           | 3 |
| 10 44 16 | FIRE EXTINGUISHERS CABINETS AND ACCESSORIES. | 6 |
| 10 95 00 | MISCELLANEOUS SPECIALTIES                    | 6 |

**DIVISION TWENTY-ONE – FIRE SUPPRESSION**

|          |                                                          |    |
|----------|----------------------------------------------------------|----|
| 21 05 53 | IDENTIFICATION FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT | 3  |
| 21 11 00 | FACILITY FIRE-SUPPRESSION WATER-SERVICE PIPING           | 19 |
| 21 13 16 | DRY-PIPE SPRINKLER SYSTEMS                               | 18 |

**DIVISION TWENTY-TWO – PLUMBING**

|          |                                        |   |
|----------|----------------------------------------|---|
| 22 01 10 | GENERAL PROVISIONS                     | 4 |
| 22 01 20 | CODES AND STANDARDS                    | 2 |
| 22 01 30 | MECHANICAL SYSTEMS SCHEDULE            | 2 |
| 22 01 40 | MECHANICAL IDENTIFICATION              | 1 |
| 22 01 50 | EXCAVATION, TRENCHING, AND BACKFILLING | 8 |

|          |                                         |   |
|----------|-----------------------------------------|---|
| 22 05 23 | VALVES                                  | 2 |
| 22 05 29 | MECHANICAL DEVICES                      | 4 |
| 22 07 19 | MECHANICAL SYSTEMS INSULATION           | 2 |
| 22 11 00 | PIPE AND FITTINGS                       | 1 |
| 22 11 10 | DOMESTIC WATER SYSTEM                   | 1 |
| 22 13 00 | SOIL AND WASTER SYSTEMS                 | 3 |
| 22 42 00 | PLUMBING FIXTURES, TRIM AND SPECIALTIES | 4 |

**DIVISION TWENTY-THREE – HEATING, VENTILATING, AND AIR CONDITIONING**

|          |                         |   |
|----------|-------------------------|---|
| 23 30 00 | AIR DISTRIBUTION SYSTEM | 3 |
| 23 34 00 | VENTILATION SYSTEMS     | 1 |

**DIVISION TWENTY-SIX – ELECTRICAL**

|               |                                                    |    |
|---------------|----------------------------------------------------|----|
| 26 00 10      | ELECTRICAL GENERAL                                 | 9  |
| 26 00 12      | ELECTRICAL SUBMITTALS                              | 3  |
| 26 05 05      | SELECTIVE DEMILITION FOR ELECTRICAL                | 3  |
| 26 05 19      | LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES | 10 |
| 26 05 26      | GROUDNING AND BONDING FOR ELECTRICAL SYSTEMS       | 6  |
| 26 05 29      | HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS        | 4  |
| 26 05 33.13   | CONDUIT FOR ELECTRICAL SYSTEMS                     | 8  |
| 26 05 33.16   | BOXES FOR ELECTRICAL SYSTEMS                       | 5  |
| 26 05 53      | IDENTIFICATION FOR ELECTRICAL SYSTEMS              | 4  |
| 26 24 16      | PANELBOARDS                                        | 5  |
| 26 27 26      | WIRING DEVICES                                     | 5  |
| 26 28 13      | FUSES                                              | 2  |
| 26 28 16.16-1 | ELCLOSED SWITCHES                                  | 4  |
| 26 2816.13    | ENCLOSED CIRCUIT BREAKERS                          | 3  |
| 26 51 00      | INTERIOR LIGHTING                                  | 7  |

**DIVISION TWENTY-SEVEN – COMMUNICATIONS**

|          |                        |   |
|----------|------------------------|---|
| 27 15 00 | VOICE AND DATA CABLING | 2 |
|----------|------------------------|---|

**DIVISION TWENTY-EIGHT – ELECTRONIC SAFETY AND SECURITY**

|          |                                        |    |
|----------|----------------------------------------|----|
| 28 46 00 | DIGITAL, ADDRESSABLE FIRE-ALARM SYSTEM | 11 |
|----------|----------------------------------------|----|

**DIVISION THIRTY-ONE – EARTHWORK**

|          |                                    |   |
|----------|------------------------------------|---|
| 31 00 00 | EARTHWORK                          | 9 |
| 31 00 02 | CRUSHED CONCRETE                   | 2 |
| 31 10 00 | SITE CLEARING (NEW BUILDING)       | 3 |
| 31 25 00 | EROSION AND SEDIMENTATION CONTROLS | 6 |

**DIVISION THIRTY-TWO – EXTERIOR IMPROVEMENTS**

|          |                |   |
|----------|----------------|---|
| 32 12 16 | ASPHALT PAVING | 5 |
| 32 16 23 | CONCRETE WALKS | 6 |
| 32 92 00 | LAWN WORK      | 5 |

|                    |            |
|--------------------|------------|
| <b>TOTAL PAGES</b> | <b>509</b> |
|--------------------|------------|

SECTION 00 00 02 – ARCHITECTURAL INDEX TO SPECIFICATIONS

| SECTION<br>NUMBER | SECTION NAME | PAGES |
|-------------------|--------------|-------|
|-------------------|--------------|-------|

**DIVISION ZERO – PROCUREMENT AND CONTRACTING REQUIREMENTS**

|          |                            |    |
|----------|----------------------------|----|
| 00 00 00 | SPEC COVER                 | 1  |
| 00 00 01 | INDEX TO SPECIFICATIONS    | 4  |
| 00 00 02 | ARCHITECTURAL INDEX        | 2  |
| 00 00 03 | MECHANICAL INDEX           | 1  |
| 00 00 04 | ELECTRAL INDEX             | 1  |
| 00 01 01 | PROJECT TITLE PAGE         | 1  |
| 00 01 15 | LIST OF DRAWING SHEETS     | 3  |
| 00 11 13 | ADVERTISEMENT FOR BIDS     | 1  |
| 00 21 13 | INSTRUCTIONS TO BIDDERS    | 7  |
| 00 42 13 | PROPOSAL FORM              | 4  |
| 00 52 13 | CONTRACT FORMS             | 1  |
| 00 72 00 | GENERAL CONDITIONS         | 41 |
| 00 73 00 | SUPPLEMENTARY CONDITIONS   | 2  |
| 00 74 00 | SPECIAL CONDITIONS FEDERAL | 2  |

**DIVISION ONE - GENERAL REQUIREMENTS**

|          |                                |   |
|----------|--------------------------------|---|
| 01 10 00 | SUMMARY                        | 1 |
| 01 10 00 | ALLOWANCES                     | 2 |
| 01 25 13 | PRODUCTS AND SUBSTITUTIONS     | 6 |
| 01 29 00 | SCHEDULES, REPORTS, & PAYMENTS | 2 |
| 01 33 00 | SUBMITTALS                     | 4 |
| 01 42 00 | DEFINITIONS AND STANDARDS      | 4 |
| 01 45 29 | QUALITY CONTROL SERVICES       | ? |
| 01 50 00 | TEMPORARY FACILITIES           | 6 |
| 01 77 00 | PROJECT CLOSE-OUT              | 6 |

**DIVISION TWO – EXISTING CONDITIONS**

|          |                      |    |
|----------|----------------------|----|
| 02 30 00 | SOIL INVESTIGATION   | 17 |
| 02 41 19 | SELECTIVE DEMOLITION | 5  |

**DIVISION THREE - CONCRETE**

|          |                                  |   |
|----------|----------------------------------|---|
| 03 10 00 | CONCRETE FORMING AND ACCESSORIES | 4 |
| 03 20 00 | CONCRETE REINFORCING             | 2 |
| 03 30 00 | CAST-IN-PLACE CONCRETE           | 9 |

**DIVISION FOUR - MASONRY**

|          |                               |   |
|----------|-------------------------------|---|
| 04 21 13 | MASONRY VENEER (STUD BACK-UP) | 9 |
|----------|-------------------------------|---|

**DIVISION FIVE - METALS**

|          |                          |   |
|----------|--------------------------|---|
| 05 12 00 | STRUCTURAL STEEL FRAMING | 4 |
|----------|--------------------------|---|



**DIVISION SIX – WOOD, PLASTICS AND COMPOSITES**

|          |                  |    |
|----------|------------------|----|
| 06 10 00 | ROUGH CARPENTRY  | 11 |
| 06 20 00 | FINISH CARPENTRY | 7  |

**DIVISION SEVEN - THERMAL AND MOISTURE PROTECTION**

|          |                                      |   |
|----------|--------------------------------------|---|
| 07 41 13 | METAL ROOF PANELS                    | 8 |
| 07 46 20 | SHEET METAL FLASHING AND TRIM        | 8 |
| 07 50 01 | ROOFING REMOVAL AND DECK PREPARATION | 8 |
| 07 62 00 | SHEET METAL FLASHING AND TRIM        | 7 |
| 07 62 03 | SEAMLESS GUTTERS AND DOWNSPOUTS      | 8 |
| 07 92 00 | JOINT SEALERS                        | 6 |

**DIVISION EIGHT - OPENINGS**

|          |                                    |    |
|----------|------------------------------------|----|
| 08 11 13 | STEEL DOOR AND FRAMES              | 8  |
| 08 14 16 | FLUSH WOOD DOORS                   | 8  |
| 08 14 24 | PRE-HUNG DOORS AND FRAMES          | 3  |
| 08 41 13 | ALUMINUM ENTRANCES AND STOREFRONTS | 7  |
| 08 71 00 | DOOR HARDWARE                      | 10 |
| 08 81 00 | GLASS AND GLAZING                  | 7  |

**DIVISION NINE - FINISHES**

|          |                             |   |
|----------|-----------------------------|---|
| 09 21 16 | GYPSUM DRYWALL ASSEMBLIES   | 6 |
| 09 30 13 | CERAMIC TILE                | 6 |
| 09 51 23 | ACOUSTICAL CEILING          | 4 |
| 09 65 00 | RESILIENT FLOORING AND BASE | 6 |
| 09 90 00 | PAINTING                    | 6 |

**DIVISION TEN - SPECIALTIES**

|          |                                              |   |
|----------|----------------------------------------------|---|
| 10 21 13 | TOILET PARTITIONS                            | 6 |
| 10 28 00 | TOILET ACCESSORIES                           | 3 |
| 10 44 16 | FIRE EXTINGUISHERS CABINETS AND ACCESSORIES. | 6 |
| 10 95 00 | MISCELLANEOUS SPECIALTIES                    | 6 |

**DIVISION THIRTY-ONE – EARTHWORK**

|          |                                    |   |
|----------|------------------------------------|---|
| 31 00 00 | EARTHWORK                          | 9 |
| 31 00 01 | CRUSHED CONCRETE                   | 2 |
| 31 10 00 | SITE CLEARING (NEW BUILDING)       | 3 |
| 31 25 00 | EROSION AND SEDIMENTATION CONTROLS | 6 |

**DIVISION THIRTY-TWO – EXTERIOR IMPROVEMENTS**

|          |                |   |
|----------|----------------|---|
| 32 12 16 | ASPHALT PAVING | 5 |
| 32 16 23 | CONCRETE WALKS | 6 |
| 32 92 00 | LAWN WORK      | 5 |

**ARCHITECTURAL INDEX TO SPECIFICATIONS**





SECTION 00 00 03 – MECHANICAL INDEX TO SPECIFICATIONS

| SECTION<br>NUMBER | SECTION NAME | PAGES |
|-------------------|--------------|-------|
|-------------------|--------------|-------|

**DIVISION TWENTY-ONE – FIRE SUPPRESSION**

|          |                                                          |    |
|----------|----------------------------------------------------------|----|
| 21 05 53 | IDENTIFICATION FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT | 3  |
| 21 11 00 | FACILITY FIRE-SUPPRESSION WATER-SERVICE PIPING           | 19 |
| 21 13 16 | DRY-PIPE SPRINKLER SYSTEMS                               | 18 |

**DIVISION TWENTY-TWO – PLUMBING**

|          |                                         |   |
|----------|-----------------------------------------|---|
| 22 01 10 | GENERAL PROVISIONS                      | 4 |
| 22 01 20 | CODES AND STANDARDS                     | 2 |
| 22 01 30 | MECHANICAL SYSTEMS SCHEDULE             | 2 |
| 22 01 40 | MECHANICAL IDENTIFICATION               | 1 |
| 22 01 50 | EXCAVATION, TRENCHING, AND BACKFILLING  | 8 |
| 22 05 23 | VALVES                                  | 2 |
| 22 05 29 | MECHANICAL DEVICES                      | 4 |
| 22 07 19 | MECHANICAL SYSTEMS INSULATION           | 2 |
| 22 11 00 | PIPE AND FITTINGS                       | 1 |
| 22 11 10 | DOMESTIC WATER SYSTEM                   | 1 |
| 22 13 00 | SOIL AND WASTER SYSTEMS                 | 3 |
| 22 42 00 | PLUMBING FIXTURES, TRIM AND SPECIALTIES | 4 |

**DIVISION TWENTY-THREE – HEATING, VENTILATING, AND AIR CONDITIONING**

|          |                         |   |
|----------|-------------------------|---|
| 23 30 00 | AIR DISTRIBUTION SYSTEM | 3 |
| 23 34 00 | VENTILATION SYSTEMS     | 1 |



SECTION 00 00 04 – ELECTRICAL INDEX TO SPECIFICATIONS

| SECTION<br>NUMBER | SECTION NAME | PAGES |
|-------------------|--------------|-------|
|-------------------|--------------|-------|

**DIVISION TWENTY-SIX – ELECTRICAL**

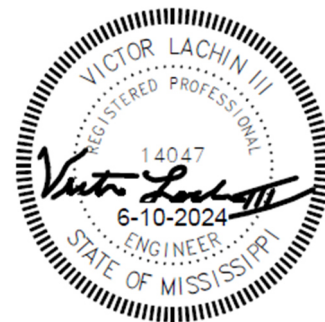
|               |                                                    |    |
|---------------|----------------------------------------------------|----|
| 26 00 10      | ELECTRICAL GENERAL                                 | 9  |
| 26 00 12      | ELECTRICAL SUBMITTALS                              | 3  |
| 26 05 05      | SELECTIVE DEMILITION FOR ELECTRICAL                | 3  |
| 26 05 19      | LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES | 10 |
| 26 05 26      | GROUDNING AND BONDING FOR ELECTRICAL SYSTEMS       | 6  |
| 26 05 29      | HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS        | 4  |
| 26 05 33.13   | CONDUIT FOR ELECTRICAL SYSTEMS                     | 8  |
| 26 05 33.16   | BOXES FOR ELECTRICAL SYSTEMS                       | 5  |
| 26 05 53      | IDENTIFICATION FOR ELECTRICAL SYSTEMS              | 4  |
| 26 24 16      | PANELBOARDS                                        | 5  |
| 26 27 26      | WIRING DEVICES                                     | 5  |
| 26 28 13      | FUSES                                              | 2  |
| 26 28 16.16-1 | ELCLOSED SWITCHES                                  | 4  |
| 26 2816.13    | ENCLOSED CIRCUIT BREAKERS                          | 3  |
| 26 51 00      | INTERIOR LIGHTING                                  | 7  |

**DIVISION TWENTY-SEVEN – COMMUNICATIONS**

|          |                        |   |
|----------|------------------------|---|
| 27 15 00 | VOICE AND DATA CABLING | 2 |
|----------|------------------------|---|

**DIVISION TWENTY-EIGHT – ELECTRONIC SAFETY AND SECURITY**

|          |                                        |    |
|----------|----------------------------------------|----|
| 28 46 00 | DIGITAL, ADDRESSABLE FIRE-ALARM SYSTEM | 11 |
|----------|----------------------------------------|----|





SECTION 00 01 01 PROJECT TITLE PAGE

PROJECT MANUAL

1.01 Project Information

- A. Project Name: KATIE DABBS COMMUNITY CENTER RENOVATIONS
- B. Project Location: 1102 DABBS STREET, HATTIESBURG, MISSISSIPPI
- C. Issue Date: June 10, 2024
- D. CN# 21-3823

1.02 Owner Information

- A. CITY OF HATTIESBURG  
200 FORREST STREET  
HATTIESBURG, MISSISSIPPI 39401

1.03 Architect Information

- A. LANDRY LEWIS GERMANY ARCHITECTS, P.A.  
5211 OLD HIGHWAY 11  
HATTIESBURG, MS 39402  
601-271-7711  
WWW.LLGARCH.COM
- B. Copyright 04.04.22 All rights reserved.

END OF SECTION

SECTION 00 01 15 LIST OF DRAWING SHEETS

CONTRACT DRAWINGS

1.01 Drawings consist of the Contract Drawings and other drawings listed on the Table of Contents page of the separately bound drawing set, as modified by subsequent Addenda and Contract modifications:

- A. Titled: KATIE DABBS COMMUNITY CENTER RENOVATIONS
- B. Dated: June 10 2024

1.02 LIST OF DRAWINGS:

- A. Architect:
  - 1. Landry Lewis Germany Architects, P.A., 5211 Old Highway 11, Hattiesburg, MS 39402
  - 2. Responsible for:
    - a. Cover Sheet
      - D1.1 FIRST FLOOR DEMOLITION PLAN
      - D1.2 SECOND FLOOR DEMOLITION PLAN
      - D1.3 DEMOLITION – REFLECTED CEILING PLAN
      - G1.0 GENERAL INFORMATION – EXISTING CONDITIONS WALL TYPES
      - A0.1 SITE DEMOLITION, SITE LAYOUT, AND GENERAL NOTES
      - A0.2 SITE GRADING PLAN AND DETAILS
      - A1.1 FIRST FLOOR RENOVATION PLAN
      - A1.2 SECOND FLOOR RENOVATION PLAN
      - A1.3 REFLECTED CEILING PLAN
      - A1.4 ROOF PLAN
      - A2.1 EXTERIOR RENOVATION ELEVATIONS
      - A2.2 EXTERIOR RENOVATION ELEVATIONS
      - A5.0 OPENING SCHEDULE, FINISH SCHEDULE, OPENING TYPES, HEAD, JAMB, AND STILL DETAILS
      - A5.1 HEAD, JAMB, AND SILL DETAILS
      - A5.2 HEAD AND JAMB DETAILS
      - A6.0 MILLWORK ELEVATIONS, SECTIONS, AND DETAILS
      - A6.1 NEW FLOOR FRAMING PLAN AND DETAILS
      - A6.2 MISCELLANEOUS DETAILS
      - A7.0 STAIR SECTIONS AND DETAILS
      - A7.1 STAIR DETAILS
      - A8.1 LIFE SAFETY PLAN

B. Fire-Protection Engineer:

1. Dewberry Engineers Inc. (Edmonds), 1900 Lakeland Drive, Jackson, MS 39216
2. Responsible for
  - a. FP1.1 FIRST FLOOR PLAN – FIRE PROTECTION
  - FP1.2 SECOND FLOOR PLAN – FIRE PROTECTION
  - FP1.3 ATTIC PLAN – FIRE PROTECTION

C. Plumbing Engineer:

1. Dewberry Engineers Inc. (Edmonds), 1900 Lakeland Drive, Jackson, MS 39216
2. Responsible for:
  - a. PD1.1 FIRST FLOOR PLAN – DEMOLITION – PLUMBING
  - PD1.2 SECOND FLOOR PLAN – DEMOLITION – PLUMBING
  - P1.1 FIRE FLOOR PLAN – PLUMBING
  - P1.2 SECOND FLOOR PLAN - PLUMBING

D. HVAC Engineer:

1. Dewberry Engineers Inc. (Edmonds), 1900 Lakeland Drive, Jackson, MS 39216
2. Responsible for:
  - a. MD1.1 FIRE FLOOR PLAN – DEMOLITION – HVAC
  - M1.1 FIRST FLOOR PLAN – HVAC
  - M2.1 SCHEDULES AND DETAILS

E. Electrical Engineer:

1. Dewberry Engineers Inc. (Edmonds), 1900 Lakeland Drive, Jackson, MS 39216
2. Responsible for:
  - a. E0.1 ELECTRICAL LEGEND AND NOTES
  - E0.2 ELECTRICAL SCHEDULES AND RISER DIAGRAM
  - E1.0 ELECTRICAL DEMOLITION
  - E1.1 ELECTRICAL RENOVATION

END OF SECTION

SECTION 00 11 13 ADVERTISEMENT FOR BIDS

At the option of the bidder, sealed bids, in duplicate and/or bids submitted electronically via [www.llgarchplans.com](http://www.llgarchplans.com) will be received by CITY OF HATTIESBURG until **10:00 a.m. on FEBRUARY 13, 2025, in the Hattiesburg City Council Chambers located at City Hall, 200 Forrest Street, Hattiesburg, MS, 39401** at which time and place they will be publicly opened and read for construction of the following project:

**KATIE DABBS COMMUNITY CENTER RENOVATIONS  
CN#21-3823**

A single bid will be received for the complete project.

Bids may be submitted in person or, for those interested, bids can be electronically submitted at [www.llgarchplans.com](http://www.llgarchplans.com) under the project name. Bid documents are available online for viewing and purchasing at [www.llgarchplans.com](http://www.llgarchplans.com). Purchased documents are non-refundable. Plan holders and bidders are required to log-in or register for a free account to view and order bid documents and to submit bids electronically. A valid email address is required for registration. Documents are available via paper copy or pdf. Any questions regarding website registration and online orders should be directed to plan house at (601) 336-6378.

The bid bond shall be payable unconditionally to owner. Bids on the project must be received on or before the period scheduled for the project and no bid may be withdrawn after the scheduled closing time for the project, for a period of 45 days.

All bids submitted must comply with requirements of title 31, chapter 3 (§31-3-1 et seq.) Of Mississippi code of 1972 as amended.

Award will be made based on the lowest and best bid received in accordance with title 31, chapter 7 (§31-7-13 et seq.) Of Mississippi code of 1972 as amended. The owner reserves the right to reject any and all bids and to waive informalities.

**CITY OF HATTIESBURG, MISSISSIPPI**

**By:** \_\_\_\_\_  
**Title:** Kermas Eaton, City Clerk

Published:

**JANUARY 9, 2025**

**JANUARY 16, 2025**

END OF SECTION



## SECTION 00 21 13 INSTRUCTIONS TO BIDDERS

### FORM OF INSTRUCTIONS TO BIDDERS

- 1.01 SEE AIA A701, INSTRUCTIONS TO BIDDERS following this document.
- 1.02 The instructions in this document amend or supplement the Instructions To Bidders and other provisions of the Bidding and Contract Documents.
- 1.03 RELATED DOCUMENTS
  - 1.03.A. Document 011000 - Summary.
  - 1.03.B. Document 001113 - Advertisement for Bids.
  - 1.03.C. Document 004213 - Proposal Form.
  - 1.03.D. Document 007300 - Supplementary Conditions:

### MODIFICATIONS TO FORM OF INSTRUCTION TO BIDDERS

- 2.01 The following modifications to AIA A701, INSTRUCTIONS TO BIDDERS amend or supplement the Instructions To Bidders and other provisions of the Bidding and Contract Documents as follows;
- 2.02 ARTICLE 4 BIDDING PROCEDURES
  - 2.02.A. Add Subsection 4.2.1.1, "Each bid must be accompanied by the bidder's certified check or a bid bond, duly executed by the bidder as principal and having surety thereon, a surety company approved by the Owner and signed by an agent resident of Mississippi, in the amount of five percent (5%) of the bid. All bid bonds must be accompanied by an appropriate Power of Attorney designating the Mississippi Resident Agent."
  - 2.02.B. Add Subsection 4.3.1.1, "Bids shall be submitted as directed in Document 001113 - Advertisement For Bids. Bids may be submitted in person or, for those interested, bids can be electronically submitted at [www.llgarchplans.com](http://www.llgarchplans.com) under the project name."
  - 2.02.C. Add Subsection 4.4.4, "After submission of the bid, but prior to the closing time of the bid opening the bidder may modify their sealed bid by indicating on the outside of the sealed bid envelope a deduction or add to the base bid or to any alternates which may be appropriate. The modification must be initialed by the bidder or bidders authorized representative and include the date and time of the modification. No bid modifications can be made by fax, e-mail or telephone."
- 2.03 ARTICLE 5 CONSIDERATION OF BIDS
  - 2.03.A. Add Subsection 5.3.3, "If the contract is awarded, the Owner shall give the apparent successful Bidder a Notice of Award within forty-five (45) calendar days after the date of the Bid opening."
  - 2.03.B. Add Subsection 5.3.4, "The contractors, if requested by the Owner, shall require all contractors that submit a Bid to submit a Proposed Project Schedule and Schedule of Values to the Architect/Engineer within seventy-two (72) hours of the bid opening. If the contract is bid per the Unit Price Form, then the submission of the Schedule of Values is not required."
  - 2.03.C. Add Subsection 5.3.5, "Where required by law, award will be made based on the Lowest and Best Bid received in accordance with Title 31, Chapter 7 (§31 7 13 et seq.) of

Mississippi Code of 1972 as amended. The Owner reserves the right to reject any and all bids and to waive informalities."

SUPPLEMENTARY INSTRUCTIONS

3.01 LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT

- 3.01.A. The successful bidder, upon his failure or refusal to execute and deliver the contract and bond required within ten days after he has received notice of the acceptance of his bid, will forfeit to the Owner as liquidated damages the security deposited with his bid.

3.02 PRE-BID CONFERENCE

- 3.02.A. A pre-bid conference may be held on a date and time to be specified by Addendum. Present will be the Architect, Mechanical and Electrical Engineers, representatives of the Owner relative to administration and maintenance. General Contractors as well as Mechanical, Electrical and other sub-contractors are encouraged to attend.

END OF SECTION



# AIA® Document A701® – 2018

## Instructions to Bidders

for the following Project:  
(Name, location, and detailed description)

Katie Dabbs Community Center Renovations  
1102 Dabbs Street  
Hattiesburg, Mississippi 39401  
CN 21-3823

**THE OWNER:**  
(Name, legal status, address, and other information)

City of Hattiesburg  
200 Forrest Street  
Hattiesburg, Mississippi 39401

**THE ARCHITECT:**  
(Name, legal status, address, and other information)

Landry Lewis Germany Architects, P.A.  
5211 Old Highway 11  
Hattiesburg, Mississippi 39402

### TABLE OF ARTICLES

|   |                                                |
|---|------------------------------------------------|
| 1 | DEFINITIONS                                    |
| 2 | BIDDER'S REPRESENTATIONS                       |
| 3 | BIDDING DOCUMENTS                              |
| 4 | BIDDING PROCEDURES                             |
| 5 | CONSIDERATION OF BIDS                          |
| 6 | POST-BID INFORMATION                           |
| 7 | PERFORMANCE BOND AND PAYMENT BOND              |
| 8 | ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS |

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™–2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

## ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

## ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

## ARTICLE 3 BIDDING DOCUMENTS

### § 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

*(Paragraphs deleted)*

§ 3.1.2 Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.



§ 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

§ 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

§ 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

## § 3.2 Modification or Interpretation of Bidding Documents

§ 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids.  
*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)*

VIA email - shane@llgarch.com

§ 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

## § 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

### § 3.3.2 Substitution Process

§ 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

§ 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

§ 3.3.2.3 If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

§ 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

### **§ 3.4 Addenda**

**§ 3.4.1** Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

*(Paragraphs deleted)*

**§ 3.4.2** Addenda will be available where Bidding Documents are on file.

**§ 3.4.3** Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

**§ 3.4.4** Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

## **ARTICLE 4 BIDDING PROCEDURES**

### **§ 4.1 Preparation of Bids**

**§ 4.1.1** Bids shall be submitted on the forms included with or identified in the Bidding Documents.

**§ 4.1.2** All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

**§ 4.1.3** Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

**§ 4.1.4** Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

**§ 4.1.5** All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

**§ 4.1.6** Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

**§ 4.1.7** Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

**§ 4.1.8** A Bidder shall incur all costs associated with the preparation of its Bid.

### **§ 4.2 Bid Security**

**§ 4.2.1** Each Bid shall be accompanied by the following bid security:

*(Insert the form and amount of bid security.)*

**§ 4.2.2** The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

**§ 4.2.3** If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning days after the opening of Bids, withdraw its Bid and request the return of its bid security.

### § 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

*(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)*

As indicated in the Advertisement/Invitation for Bids

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

### § 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted.

*(Paragraphs deleted)*

## ARTICLE 5 CONSIDERATION OF BIDS

### § 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

### § 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

### § 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## **ARTICLE 6 POST-BID INFORMATION**

### **§ 6.1 Contractor's Qualification Statement**

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

### **§ 6.2 Owner's Financial Capability**

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

### **§ 6.3 Submittals**

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

## **ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND**

### **§ 7.1 Bond Requirements**

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

*(Paragraphs deleted)*



§ 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

§ 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

.1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.  
(Insert the complete AIA Document number, including year, and Document title.)

.2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds, unless otherwise stated below.  
(Insert the complete AIA Document number, including year, and Document title.)

.3 AIA Document A201™–2017, General Conditions of the Contract for Construction, unless otherwise stated below.  
(Insert the complete AIA Document number, including year, and Document title.)

.4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
(Insert the date of the E203-2013.)

.5 Drawings

| Number           | Title                  | Date       |
|------------------|------------------------|------------|
| Section 00 01 15 | List of Drawing Sheets | 06/10/2024 |

.6 Specifications

| Section        | Title                   | Date       |
|----------------|-------------------------|------------|
| Index 00 00 01 | Index to Specifications | 06/10/2024 |

.7 Addenda:

| Number           | Date | Pages |
|------------------|------|-------|
| To be determined |      |       |

.8 Other Exhibits:  
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[ ] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:  
(Insert the date of the E204-2017.)

[ ] The Sustainability Plan:

| Title | Date | Pages |
|-------|------|-------|
|-------|------|-------|

[ ] Supplementary and other Conditions of the Contract:

| Document | Title | Date | Pages |
|----------|-------|------|-------|
|----------|-------|------|-------|

.9 Other documents listed below:  
(List here any additional documents that are intended to form part of the Proposed Contract Documents.)

SECTION 00 42 13 PROPOSAL FORM

PROPOSAL OF (hereinafter called "Bidder"),

Firm Name: \_\_\_\_\_,

Operating as a \_\_\_\_\_ (corporation/ partnership/ individual)

Doing (State) Business as \_\_\_\_\_.

FOR City of Hattiesburg, (hereinafter called "Owner").

The Bidder, in compliance with your Advertisement for Bids for the construction of THE FOLLOWING PROJECT:

**KATIE DABBS COMMUNITY CENTER RENOVATIONS**

and having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" from the Architect and to substantially complete the project within THE FOLLOWING consecutive calendar days; \_\_\_\_\_ **(bidder insert days)**.

Bidder acknowledges receipt of the following addenda:

No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_

No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_

**BASE BID:** Bidder agrees to perform all of the General, Mechanical, and Electrical Construction, and all other work shown on drawings or specified herein for the sum of:

\_\_\_\_\_,  
\$ \_\_\_\_\_

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

**OWNERS RIGHTS:**

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

**BID SECURITY:**

Enclosed is a bid bond signed by a Mississippi Agent or certified check payable to the Owner in the sum equal to at least five percent (5%) of the base bid. This sum is to become the property of the Owner in the event the contract, Contract Bond and Certificate of Insurance

are not executed within ten (10) days of Notification of Bidder of acceptance of bid. These liquidated damages are for the delay and additional expense to the Owner.

**BIDDER QUALIFICATIONS:**

I certify that I meet all qualifications specified for this project, and that for Base Bids exceeding \$50,000.00 I possess a Mississippi Certificate of Responsibility valid for this project. Mississippi Certificate of Responsibility Number \_\_\_\_\_ .

Note: when the bidder is a joint venture, the joint venture Mississippi Certificate of Responsibility Number is \_\_\_\_\_ .

OR the joint venture member firms and their respective Mississippi Certificate of Responsibility Numbers are \_\_\_\_\_ .

Bidder certifies that he is: **(initial)**

a Mississippi Resident Contractor \_\_\_\_\_

OR a Non Resident Contractor \_\_\_\_\_

When a non resident contractor submits a bid for a Mississippi public project, he shall attach thereto a copy of his resident State's current law pertaining to such State's treatment of non resident contractor as required by Title 31, Chapter 3 - 31-3-21 (3) of the Mississippi Code of 1972 as amended.

**ACCEPTANCE**

I agree to hold this proposal open for acceptance for 45days after the bid date and certify that I am authorized to enter my firm into a binding contract if this proposal is accepted.

**SIGNATURE**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ .

Printed Name: \_\_\_\_\_ .

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

Firm: \_\_\_\_\_ .

(Exact name of firm corresponding to Mississippi Certificate of Responsibility Number and Bid Bond as applicable and as it is to appear in a contract).

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

City/State/Zip: \_\_\_\_\_ .

Office: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

END OF PROPOSAL - END OF SECTION



SECTION 00 50 00 CONTRACT FORMS AND SUPPLEMENTS

PART 1 GENERAL

1.01 AGREEMENT AND CONDITIONS OF THE CONTRACT

- A. The Agreement form is AIA A101.
- B. The General Conditions form is AIA A201.
- C. Power of Attorney: Attorneys in fact who sign contract bonds must file with each bond a certified and effectively dated copy of their Power of Attorney.

1.02 FORMS

- A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in Contract Documents.
- B. Bond Forms:
  - 1. Bid Bond Form: AIA A310.
  - 2. Performance and Payment Bond Form: AIA A312. Bond shall include payment of taxes.
- C. Post-Award Certificates and Other Forms:
  - 1. Schedule of Values Form: AIA G703.
  - 2. Application for Payment Forms: AIA G702 with AIA G703 (for Contractors).
- D. Clarification and Modification Forms:
  - 1. Architect's Supplemental Instructions Form: AIA G710.
  - 2. Construction Change Directive Form: AIA G714.
  - 3. Change Order Form: AIA G701.

1.03 REFERENCE STANDARDS

- A. AIA A101 - Standard Form of Agreement Between Owner and Contractor where the basis of Payment is a Stipulated Sum 2017.
- B. AIA A201 - General Conditions of the Contract for Construction 2017.
- C. AIA A310 - Bid Bond 2010.
- D. AIA A312 - Performance Bond and Payment Bond 2010.
- E. AIA G701 - Change Order 2017.
- F. AIA G702 - Application and Certificate for Payment 1992.
- G. AIA G703 - Continuation Sheet 1992.
- H. AIA G704 - Certificate of Substantial Completion 2017.
- I. AIA G710 - Architect's Supplemental Instructions 2017.
- J. AIA G714 - Construction Change Directive 2017.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 00 72 00 GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS

- 1.01 Document A-201, issued by the American Institute of Architects, 2017 edition, relates to the work of this project and is hereby made part of this Contract, a copy of which follows.
- A. The Contractor is hereby specifically directed, as a condition of the Contract, to obtain the necessary number of copies of Document A 201, to acquaint himself with the Articles contained therein and to notify and apprise all subcontractors, suppliers, and any other parties to the contract or individuals or agencies engaged on the work as to its contents.
  - B. No contractual adjustments shall be due or become exigent as a result of failure on the part of the contractor to fully acquaint himself and all other parties to the contract with the conditions of Document A 201.

RELATED REQUIREMENTS

- 2.01 SECTION 007300 - Supplementary Conditions.
- 2.02 SECTION 014216 - Definitions.

SUPPLEMENTARY CONDITIONS

- 3.01 REFER TO DOCUMENT 007300 - Supplementary Conditions FOR AMENDMENTS TO THESE GENERAL CONDITIONS.

END OF SECTION



# AIA® Document A201® – 2017

## General Conditions of the Contract for Construction

### for the following PROJECT:

*(Name and location or address)*

Katie Dabbs Community Center Renovations  
1102 Dabbs Street  
Hattiesburg, Mississippi 39401  
CN 21-3823

### THE OWNER:

*(Name, legal status and address)*

City of Hattiesburg  
200 Forrest Street  
Hattiesburg, Mississippi 39404

### THE ARCHITECT:

*(Name, legal status and address)*

Landry Lewis Germany Architects, P.A.  
5211 Old Highway 11  
Hattiesburg, Mississippi 39402

### TABLE OF ARTICLES

|    |                                                  |
|----|--------------------------------------------------|
| 1  | GENERAL PROVISIONS                               |
| 2  | OWNER                                            |
| 3  | CONTRACTOR                                       |
| 4  | ARCHITECT                                        |
| 5  | SUBCONTRACTORS                                   |
| 6  | CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS |
| 7  | CHANGES IN THE WORK                              |
| 8  | TIME                                             |
| 9  | PAYMENTS AND COMPLETION                          |
| 10 | PROTECTION OF PERSONS AND PROPERTY               |
| 11 | INSURANCE AND BONDS                              |
| 12 | UNCOVERING AND CORRECTION OF WORK                |
| 13 | MISCELLANEOUS PROVISIONS                         |

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

14 TERMINATION OR SUSPENSION OF THE CONTRACT

15 CLAIMS AND DISPUTES



**Init.**

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**User Notes:**

(1716801644)



## INDEX

(Topics and numbers in bold are Section headings.)

### Acceptance of Nonconforming Work

9.6.6, 9.9.3, **12.3**

Acceptance of Work

9.6.6, 9.8.2, 9.9.3, 9.10.1, 9.10.3, **12.3**

### Access to Work

**3.16**, 6.2.1, **12.1**

Accident Prevention

10

Acts and Omissions

3.2, 3.3.2, 3.12.8, 3.18, 4.2.3, 8.3.1, 9.5.1, 10.2.5,

10.2.8, 13.3.2, 14.1, 15.1.2, 15.2

Addenda

1.1.1

Additional Costs, Claims for

3.7.4, 3.7.5, 10.3.2, 15.1.5

### Additional Inspections and Testing

9.4.2, 9.8.3, 12.2.1, **13.4**

### Additional Time, Claims for

3.2.4, 3.7.4, 3.7.5, 3.10.2, 8.3.2, **15.1.6**

### Administration of the Contract

3.1.3, **4.2**, 9.4, 9.5

Advertisement or Invitation to Bid

1.1.1

Aesthetic Effect

4.2.13

### Allowances

**3.8**

### Applications for Payment

4.2.5, 7.3.9, 9.2, **9.3**, 9.4, 9.5.1, 9.5.4, 9.6.3, 9.7, 9.10

Approvals

2.1.1, 2.3.1, 2.5, 3.1.3, 3.10.2, 3.12.8, 3.12.9,

3.12.10.1, 4.2.7, 9.3.2, 13.4.1

### Arbitration

8.3.1, 15.3.2, **15.4**

## ARCHITECT

**4**

Architect, Definition of

**4.1.1**

Architect, Extent of Authority

2.5, 3.12.7, 4.1.2, 4.2, 5.2, 6.3, 7.1.2, 7.3.4, 7.4, 9.2,  
9.3.1, 9.4, 9.5, 9.6.3, 9.8, 9.10.1, 9.10.3, 12.1, 12.2.1,  
13.4.1, 13.4.2, 14.2.2, 14.2.4, 15.1.4, 15.2.1

Architect, Limitations of Authority and Responsibility

2.1.1, 3.12.4, 3.12.8, 3.12.10, 4.1.2, 4.2.1, 4.2.2, 4.2.3,  
4.2.6, 4.2.7, 4.2.10, 4.2.12, 4.2.13, 5.2.1, 7.4, 9.4.2,  
9.5.4, 9.6.4, 15.1.4, 15.2

Architect's Additional Services and Expenses

2.5, 12.2.1, 13.4.2, 13.4.3, 14.2.4

Architect's Administration of the Contract

3.1.3, 3.7.4, 15.2, 9.4.1, 9.5

Architect's Approvals

2.5, 3.1.3, 3.5, 3.10.2, 4.2.7

Architect's Authority to Reject Work

3.5, 4.2.6, 12.1.2, 12.2.1

Architect's Copyright

1.1.7, 1.5

Architect's Decisions

3.7.4, 4.2.6, 4.2.7, 4.2.11, 4.2.12, 4.2.13, 4.2.14, 6.3,  
7.3.4, 7.3.9, 8.1.3, 8.3.1, 9.2, 9.4.1, 9.5, 9.8.4, 9.9.1,  
13.4.2, 15.2

Architect's Inspections

3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 13.4

Architect's Instructions

3.2.4, 3.3.1, 4.2.6, 4.2.7, 13.4.2

Architect's Interpretations

4.2.11, 4.2.12

Architect's Project Representative

4.2.10

Architect's Relationship with Contractor

1.1.2, 1.5, 2.3.3, 3.1.3, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.2,  
3.5, 3.7.4, 3.7.5, 3.9.2, 3.9.3, 3.10, 3.11, 3.12, 3.16,  
3.18, 4.1.2, 4.2, 5.2, 6.2.2, 7, 8.3.1, 9.2, 9.3, 9.4, 9.5,  
9.7, 9.8, 9.9, 10.2.6, 10.3, 11.3, 12, 13.3.2, 13.4, 15.2

Architect's Relationship with Subcontractors

1.1.2, 4.2.3, 4.2.4, 4.2.6, 9.6.3, 9.6.4, 11.3

Architect's Representations

9.4.2, 9.5.1, 9.10.1

Architect's Site Visits

3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.4

Asbestos

10.3.1

Attorneys' Fees

3.18.1, 9.6.8, 9.10.2, 10.3.3

Award of Separate Contracts

6.1.1, 6.1.2

### Award of Subcontracts and Other Contracts for Portions of the Work

**5.2**

### Basic Definitions

**1.1**

Bidding Requirements

1.1.1

Binding Dispute Resolution

8.3.1, 9.7, 11.5, 13.1, 15.1.2, 15.1.3, 15.2.1, 15.2.5,  
15.2.6.1, 15.3.1, 15.3.2, 15.3.3, 15.4.1

Bonds, Lien

7.3.4.4, 9.6.8, 9.10.2, 9.10.3

### Bonds, Performance, and Payment

7.3.4.4, 9.6.7, 9.10.3, **11.1.2**, 11.1.3, **11.5**

### Building Information Models Use and Reliance

**1.8**

Building Permit

3.7.1

### Capitalization

**1.3**

Certificate of Substantial Completion

9.8.3, 9.8.4, 9.8.5

## **Certificates for Payment**

4.2.1, 4.2.5, 4.2.9, 9.3.3, **9.4**, 9.5, 9.6.1, 9.6.6, 9.7, 9.10.1, 9.10.3, 14.1.1.3, 14.2.4, 15.1.4

Certificates of Inspection, Testing or Approval  
13.4.4

Certificates of Insurance  
9.10.2

## **Change Orders**

1.1.1, 3.4.2, 3.7.4, 3.8.2.3, 3.11, 3.12.8, 4.2.8, 5.2.3, 7.1.2, 7.1.3, **7.2**, 7.3.2, 7.3.7, 7.3.9, 7.3.10, 8.3.1, 9.3.1.1, 9.10.3, 10.3.2, 11.2, 11.5, 12.1.2

**Change Orders**, Definition of

### **7.2.1**

## **CHANGES IN THE WORK**

2.2.2, 3.11, 4.2.8, **7**, 7.2.1, 7.3.1, 7.4, 8.3.1, 9.3.1.1, 11.5

**Claims**, Definition of

### **15.1.1**

Claims, Notice of  
1.6.2, 15.1.3

## **CLAIMS AND DISPUTES**

3.2.4, 6.1.1, 6.3, 7.3.9, 9.3.3, 9.10.4, 10.3.3, **15**, 15.4

Claims and Timely Assertion of Claims  
15.4.1

## **Claims for Additional Cost**

3.2.4, 3.3.1, 3.7.4, 7.3.9, 9.5.2, 10.2.5, 10.3.2, **15.1.5**

## **Claims for Additional Time**

3.2.4, 3.3.1, 3.7.4, 6.1.1, 8.3.2, 9.5.2, 10.3.2, **15.1.6**

## **Concealed or Unknown Conditions, Claims for**

3.7.4

Claims for Damages  
3.2.4, 3.18, 8.3.3, 9.5.1, 9.6.7, 10.2.5, 10.3.3, 11.3, 11.3.2, 14.2.4, 15.1.7

Claims Subject to Arbitration  
15.4.1

## **Cleaning Up**

**3.15**, 6.3

Commencement of the Work, Conditions Relating to  
2.2.1, 3.2.2, 3.4.1, 3.7.1, 3.10.1, 3.12.6, 5.2.1, 5.2.3, 6.2.2, 8.1.2, 8.2.2, 8.3.1, 11.1, 11.2, **15.1.5**

## **Commencement of the Work**, Definition of

### **8.1.2**

## **Communications**

3.9.1, **4.2.4**  
Completion, Conditions Relating to  
3.4.1, 3.11, 3.15, 4.2.2, 4.2.9, 8.2, 9.4.2, 9.8, 9.9.1, 9.10, 12.2, 14.1.2, 15.1.2

## **COMPLETION, PAYMENTS AND**

### **9**

Completion, Substantial  
3.10.1, 4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, 9.8, 9.9.1, 9.10.3, 12.2, 15.1.2  
Compliance with Laws  
2.3.2, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 10.2.2, 13.1, 13.3, 13.4.1, 13.4.2, 13.5, 14.1.1, 14.2.1.3, 15.2.8, 15.4.2, 15.4.3

## **Concealed or Unknown Conditions**

3.7.4, 4.2.8, 8.3.1, 10.3

## **Conditions of the Contract**

1.1.1, 6.1.1, 6.1.4

## **Consent, Written**

3.4.2, 3.14.2, 4.1.2, 9.8.5, 9.9.1, 9.10.2, 9.10.3, 13.2, 15.4.4.2

## **Consolidation or Joinder**

### **15.4.4**

## **CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

1.1.4, **6**

## **Construction Change Directive**, Definition of

### **7.3.1**

## **Construction Change Directives**

1.1.1, 3.4.2, 3.11, 3.12.8, 4.2.8, 7.1.1, 7.1.2, 7.1.3, **7.3**, 9.3.1.1

Construction Schedules, Contractor's

3.10, 3.11, 3.12.1, 3.12.2, 6.1.3, 15.1.6.2

## **Contingent Assignment of Subcontracts**

**5.4**, 14.2.2.2

## **Continuing Contract Performance**

### **15.1.4**

**Contract**, Definition of

### **1.1.2**

## **CONTRACT, TERMINATION OR SUSPENSION OF THE**

5.4.1.1, 5.4.2, 11.5, **14**

Contract Administration

3.1.3, 4, 9.4, 9.5

Contract Award and Execution, Conditions Relating to

3.7.1, 3.10, 5.2, 6.1

Contract Documents, Copies Furnished and Use of  
1.5.2, 2.3.6, 5.3

**Contract Documents**, Definition of

### **1.1.1**

## **Contract Sum**

2.2.2, 2.2.4, 3.7.4, 3.7.5, 3.8, 3.10.2, 5.2.3, 7.3, 7.4, **9.1**, 9.2, 9.4.2, 9.5.1.4, 9.6.7, 9.7, 10.3.2, 11.5, 12.1.2, 12.3, 14.2.4, 14.3.2, 15.1.4.2, **15.1.5**, **15.2.5**

## **Contract Sum**, Definition of

### **9.1**

## **Contract Time**

1.1.4, 2.2.1, 2.2.2, 3.7.4, 3.7.5, 3.10.2, 5.2.3, 6.1.5, 7.2.1.3, 7.3.1, 7.3.5, 7.3.6, 7, 7, 7.3.10, 7.4, 8.1.1, 8.2.1, 8.2.3, 8.3.1, 9.5.1, 9.7, 10.3.2, 12.1.1, 12.1.2, 14.3.2, 15.1.4.2, 15.1.6.1, 15.2.5

**Contract Time**, Definition of

### **8.1.1**

## **CONTRACTOR**

### **3**

Contractor, Definition of

### **3.1**, **6.1.2**

## **Contractor's Construction and Submittal Schedules**

**3.10**, 3.12.1, 3.12.2, 4.2.3, 6.1.3, 15.1.6.2

Contractor's Employees  
2.2.4, 3.3.2, 3.4.3, 3.8.1, 3.9, 3.18.2, 4.2.3, 4.2.6, 10.2, 10.3, 11.3, 14.1, 14.2.1.1

**Contractor's Liability Insurance**  
**11.1**  
Contractor's Relationship with Separate Contractors and Owner's Forces  
3.12.5, 3.14.2, 4.2.4, 6, 11.3, 12.2.4  
Contractor's Relationship with Subcontractors  
1.2.2, 2.2.4, 3.3.2, 3.18.1, 3.18.2, 4.2.4, 5, 9.6.2, 9.6.7, 9.10.2, 11.2, 11.3, 11.4  
Contractor's Relationship with the Architect  
1.1.2, 1.5, 2.3.3, 3.1.3, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.2, 3.5.1, 3.7.4, 3.10, 3.11, 3.12, 3.16, 3.18, 4.2, 5.2, 6.2.2, 7, 8.3.1, 9.2, 9.3, 9.4, 9.5, 9.7, 9.8, 9.9, 10.2.6, 10.3, 11.3, 12, 13.4, 15.1.3, 15.2.1  
Contractor's Representations  
3.2.1, 3.2.2, 3.5, 3.12.6, 6.2.2, 8.2.1, 9.3.3, 9.8.2  
Contractor's Responsibility for Those Performing the Work  
3.3.2, 3.18, 5.3, 6.1.3, 6.2, 9.5.1, 10.2.8  
Contractor's Review of Contract Documents  
3.2  
Contractor's Right to Stop the Work  
2.2.2, 9.7  
Contractor's Right to Terminate the Contract  
14.1  
Contractor's Submittals  
3.10, 3.11, 3.12, 4.2.7, 5.2.1, 5.2.3, 9.2, 9.3, 9.8.2, 9.8.3, 9.9.1, 9.10.2, 9.10.3  
Contractor's Superintendent  
3.9, 10.2.6  
Contractor's Supervision and Construction Procedures  
1.2.2, 3.3, 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4, 7.1.3, 7.3.4, 7.3.6, 8.2, 10, 12, 14, 15.1.4  
Coordination and Correlation  
1.2, 3.2.1, 3.3.1, 3.10, 3.12.6, 6.1.3, 6.2.1  
Copies Furnished of Drawings and Specifications  
1.5, 2.3.6, 3.11  
Copyrights  
1.5, **3.17**  
Correction of Work  
2.5, 3.7.3, 9.4.2, 9.8.2, 9.8.3, 9.9.1, 12.1.2, **12.2**, 12.3, 15.1.3.1, 15.1.3.2, 15.2.1  
**Correlation and Intent of the Contract Documents**  
**1.2**  
**Cost**, Definition of  
**7.3.4**  
Costs  
2.5, 3.2.4, 3.7.3, 3.8.2, 3.15.2, 5.4.2, 6.1.1, 6.2.3, 7.3.3.3, 7.3.4, 7.3.8, 7.3.9, 9.10.2, 10.3.2, 10.3.6, 11.2, 12.1.2, 12.2.1, 12.2.4, 13.4, 14  
**Cutting and Patching**  
**3.14**, 6.2.5

Damage to Construction of Owner or Separate Contractors  
3.14.2, 6.2.4, 10.2.1.2, 10.2.5, 10.4, 12.2.4  
Damage to the Work  
3.14.2, 9.9.1, 10.2.1.2, 10.2.5, 10.4, 12.2.4  
Damages, Claims for  
3.2.4, 3.18, 6.1.1, 8.3.3, 9.5.1, 9.6.7, 10.3.3, 11.3.2, 11.3, 14.2.4, 15.1.7  
Damages for Delay  
6.2.3, 8.3.3, 9.5.1.6, 9.7, 10.3.2, 14.3.2  
**Date of Commencement of the Work**, Definition of  
**8.1.2**  
**Date of Substantial Completion**, Definition of  
**8.1.3**  
**Day**, Definition of  
**8.1.4**  
Decisions of the Architect  
3.7.4, 4.2.6, 4.2.7, 4.2.11, 4.2.12, 4.2.13, 6.3, 7.3.4, 7.3.9, 8.1.3, 8.3.1, 9.2, 9.4, 9.5.1, 9.8.4, 9.9.1, 13.4.2, 14.2.2, 14.2.4, 15.1, 15.2  
**Decisions to Withhold Certification**  
9.4.1, **9.5**, 9.7, 14.1.1.3  
Defective or Nonconforming Work, Acceptance, Rejection and Correction of  
2.5, 3.5, 4.2.6, 6.2.3, 9.5.1, 9.5.3, 9.6.6, 9.8.2, 9.9.3, 9.10.4, 12.2.1  
Definitions  
1.1, 2.1.1, 3.1.1, 3.5, 3.12.1, 3.12.2, 3.12.3, 4.1.1, 5.1, 6.1.2, 7.2.1, 7.3.1, 8.1, 9.1, 9.8.1, 15.1.1  
**Delays and Extensions of Time**  
**3.2**, **3.7.4**, 5.2.3, 7.2.1, 7.3.1, **7.4**, **8.3**, 9.5.1, **9.7**, 10.3.2, **10.4**, 14.3.2, **15.1.6**, 15.2.5  
**Digital Data Use and Transmission**  
**1.7**  
Disputes  
6.3, 7.3.9, 15.1, 15.2  
**Documents and Samples at the Site**  
**3.11**  
**Drawings**, Definition of  
**1.1.5**  
Drawings and Specifications, Use and Ownership of  
3.11  
Effective Date of Insurance  
8.2.2  
**Emergencies**  
**10.4**, 14.1.1.2, **15.1.5**  
Employees, Contractor's  
3.3.2, 3.4.3, 3.8.1, 3.9, 3.18.2, 4.2.3, 4.2.6, 10.2, 10.3.3, 11.3, 14.1, 14.2.1.1  
Equipment, Labor, or Materials  
1.1.3, 1.1.6, 3.4, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 4.2.6, 4.2.7, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2  
Execution and Progress of the Work  
1.1.3, 1.2.1, 1.2.2, 2.3.4, 2.3.6, 3.1, 3.3.1, 3.4.1, 3.7.1, 3.10.1, 3.12, 3.14, 4.2, 6.2.2, 7.1.3, 7.3.6, 8.2, 9.5.1, 9.9.1, 10.2, 10.3, 12.1, 12.2, 14.2, 14.3.1, 15.1.4

Extensions of Time  
3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3, 7.4, 9.5.1, 9.7, 10.3.2, 10.4, 14.3, 15.1.6, **15.2.5**

**Failure of Payment**  
9.5.1.3, **9.7**, 9.10.2, 13.5, 14.1.1.3, 14.2.1.2

Faulty Work  
(See Defective or Nonconforming Work)

**Final Completion and Final Payment**  
4.2.1, 4.2.9, 9.8.2, **9.10**, 12.3, 14.2.4, 14.4.3

Financial Arrangements, Owner's  
2.2.1, 13.2.2, 14.1.1.4

**GENERAL PROVISIONS**

**1**

**Governing Law**

**13.1**  
Guarantees (See Warranty)

**Hazardous Materials and Substances**  
10.2.4, **10.3**

Identification of Subcontractors and Suppliers  
5.2.1

**Indemnification**  
3.17, **3.18**, 9.6.8, 9.10.2, 10.3.3, 11.3

**Information and Services Required of the Owner**  
2.1.2, **2.2**, 2.3, 3.2.2, 3.12.10.1, 6.1.3, 6.1.4, 6.2.5, 9.6.1, 9.9.2, 9.10.3, 10.3.3, 11.2, 13.4.1, 13.4.2, 14.1.1.4, 14.1.4, 15.1.4

**Initial Decision**  
**15.2**

**Initial Decision Maker, Definition of**  
1.1.8  
Initial Decision Maker, Decisions  
14.2.4, 15.1.4.2, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5  
Initial Decision Maker, Extent of Authority  
14.2.4, 15.1.4.2, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5

**Injury or Damage to Person or Property**  
**10.2.8**, 10.4

Inspections  
3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 12.2.1, 13.4

Instructions to Bidders  
1.1.1

Instructions to the Contractor  
3.2.4, 3.3.1, 3.8.1, 5.2.1, 7, 8.2.2, 12, 13.4.2

**Instruments of Service, Definition of**  
**1.1.7**

Insurance  
6.1.1, 7.3.4, 8.2.2, 9.3.2, 9.8.4, 9.9.1, 9.10.2, 10.2.5, **11**

Insurance, Notice of Cancellation or Expiration  
11.1.4, 11.2.3

**Insurance, Contractor's Liability**  
**11.1**  
Insurance, Effective Date of  
8.2.2, 14.4.2

**Insurance, Owner's Liability**  
**11.2**

**Insurance, Property**  
**10.2.5**, 11.2, 11.4, 11.5

Insurance, Stored Materials  
9.3.2

**INSURANCE AND BONDS**  
**11**

Insurance Companies, Consent to Partial Occupancy  
9.9.1

Insured loss, Adjustment and Settlement of  
11.5

Intent of the Contract Documents  
1.2.1, 4.2.7, 4.2.12, 4.2.13

**Interest**  
**13.5**

**Interpretation**  
1.1.8, 1.2.3, **1.4**, 4.1.1, 5.1, 6.1.2, 15.1.1

Interpretations, Written  
4.2.11, 4.2.12

Judgment on Final Award  
15.4.2

**Labor and Materials, Equipment**  
1.1.3, 1.1.6, **3.4**, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2

Labor Disputes  
8.3.1

Laws and Regulations  
1.5, 2.3.2, 3.2.3, 3.2.4, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 9.9.1, 10.2.2, 13.1, 13.3.1, 13.4.2, 13.5, 14, 15.2.8, 15.4

Liens  
2.1.2, 9.3.1, 9.3.3, 9.6.8, 9.10.2, 9.10.4, 15.2.8

Limitations, Statutes of  
12.2.5, 15.1.2, 15.4.1.1

Limitations of Liability  
3.2.2, 3.5, 3.12.10, 3.12.10.1, 3.17, 3.18.1, 4.2.6, 4.2.7, 6.2.2, 9.4.2, 9.6.4, 9.6.7, 9.6.8, 10.2.5, 10.3.3, 11.3, 12.2.5, 13.3.1

Limitations of Time  
2.1.2, 2.2, 2.5, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2.7, 5.2, 5.3, 5.4.1, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3, 9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 12.2, 13.4, 14, 15, 15.1.2, 15.1.3, 15.1.5

**Materials, Hazardous**  
**10.2.4**, **10.3**

Materials, Labor, Equipment and  
1.1.3, 1.1.6, 3.4.1, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1.2, 10.2.4, 14.2.1.1, 14.2.1.2

Means, Methods, Techniques, Sequences and Procedures of Construction  
3.3.1, 3.12.10, 4.2.2, 4.2.7, 9.4.2

Mechanic's Lien  
2.1.2, 9.3.1, 9.3.3, 9.6.8, 9.10.2, 9.10.4, 15.2.8

**Mediation**  
8.3.1, 15.1.3.2, 15.2.1, 15.2.5, 15.2.6, **15.3**, 15.4.1, 15.4.1.1

**Minor Changes in the Work**  
1.1.1, 3.4.2, 3.12.8, 4.2.8, 7.1, **7.4**



## MISCELLANEOUS PROVISIONS

### 13

#### Modifications, Definition of

##### 1.1.1

#### Modifications to the Contract

1.1.1, 1.1.2, 2.5, 3.11, 4.1.2, 4.2.1, 5.2.3, 7, 8.3.1, 9.7, 10.3.2

#### Mutual Responsibility

### 6.2

#### Nonconforming Work, Acceptance of

9.6.6, 9.9.3, **12.3**

Nonconforming Work, Rejection and Correction of  
2.4, 2.5, 3.5, 4.2.6, 6.2.4, 9.5.1, 9.8.2, 9.9.3, 9.10.4, 12.2

#### Notice

**1.6**, 1.6.1, 1.6.2, 2.1.2, 2.2.2., 2.2.3, 2.2.4, 2.5, 3.2.4, 3.3.1, 3.7.4, 3.7.5, 3.9.2, 3.12.9, 3.12.10, 5.2.1, 7.4, 8.2.2, 9.6.8, 9.7, 9.10.1, 10.2.8, 10.3.2, 11.5, 12.2.2.1, 13.4.1, 13.4.2, 14.1, 14.2.2, 14.4.2, 15.1.3, 15.1.5, 15.1.6, 15.4.1

#### Notice of Cancellation or Expiration of Insurance

11.1.4, 11.2.3

#### Notice of Claims

1.6.2, 2.1.2, 3.7.4, 9.6.8, 10.2.8, **15.1.3**, 15.1.5, 15.1.6, 15.2.8, 15.3.2, 15.4.1

#### Notice of Testing and Inspections

13.4.1, 13.4.2

#### Observations, Contractor's

3.2, 3.7.4

#### Occupancy

2.3.1, 9.6.6, 9.8

#### Orders, Written

1.1.1, 2.4, 3.9.2, 7, 8.2.2, 11.5, 12.1, 12.2.2.1, 13.4.2, 14.3.1

## OWNER

### 2

#### Owner, Definition of

##### 2.1.1

#### Owner, Evidence of Financial Arrangements

**2.2**, 13.2.2, 14.1.1.4

#### Owner, Information and Services Required of the

2.1.2, **2.2**, 2.3, 3.2.2, 3.12.10, 6.1.3, 6.1.4, 6.2.5, 9.3.2, 9.6.1, 9.6.4, 9.9.2, 9.10.3, 10.3.3, 11.2, 13.4.1, 13.4.2, 14.1.1.4, 14.1.4, 15.1.4

#### Owner's Authority

1.5, 2.1.1, 2.3.32.4, 2.5, 3.4.2, 3.8.1, 3.12.10, 3.14.2, 4.1.2, 4.2.4, 4.2.9, 5.2.1, 5.2.4, 5.4.1, 6.1, 6.3, 7.2.1, 7.3.1, 8.2.2, 8.3.1, 9.3.2, 9.5.1, 9.6.4, 9.9.1, 9.10.2, 10.3.2, 11.4, 11.5, 12.2.2, 12.3, 13.2.2, 14.3, 14.4, 15.2.7

#### Owner's Insurance

### 11.2

#### Owner's Relationship with Subcontractors

1.1.2, 5.2, 5.3, 5.4, 9.6.4, 9.10.2, 14.2.2

#### Owner's Right to Carry Out the Work

**2.5**, 14.2.2

#### Owner's Right to Clean Up

### 6.3

#### Owner's Right to Perform Construction and to Award Separate Contracts

### 6.1

#### Owner's Right to Stop the Work

### 2.4

#### Owner's Right to Suspend the Work

14.3

#### Owner's Right to Terminate the Contract

14.2, 14.4

#### Ownership and Use of Drawings, Specifications and Other Instruments of Service

1.1.1, 1.1.6, 1.1.7, **1.5**, 2.3.6, 3.2.2, 3.11, 3.17, 4.2.12, 5.3

#### Partial Occupancy or Use

9.6.6, **9.9**

#### Patching, Cutting and

**3.14**, 6.2.5

#### Patents

3.17

#### Payment, Applications for

4.2.5, 7.3.9, 9.2, **9.3**, 9.4, 9.5, 9.6.3, 9.7, 9.8.5, 9.10.1, 14.2.3, 14.2.4, 14.4.3

#### Payment, Certificates for

4.2.5, 4.2.9, 9.3.3, **9.4**, 9.5, 9.6.1, 9.6.6, 9.7, 9.10.1, 9.10.3, 14.1.1.3, 14.2.4

#### Payment, Failure of

9.5.1.3, **9.7**, 9.10.2, 13.5, 14.1.1.3, 14.2.1.2

#### Payment, Final

4.2.1, 4.2.9, **9.10**, 12.3, 14.2.4, 14.4.3

#### Payment Bond, Performance Bond and

7.3.4.4, 9.6.7, 9.10.3, **11.1.2**

#### Payments, Progress

9.3, **9.6**, 9.8.5, 9.10.3, 14.2.3, 15.1.4

## PAYMENTS AND COMPLETION

### 9

#### Payments to Subcontractors

5.4.2, 9.5.1.3, 9.6.2, 9.6.3, 9.6.4, 9.6.7, 14.2.1.2  
PCB

10.3.1

#### Performance Bond and Payment Bond

7.3.4.4, 9.6.7, 9.10.3, **11.1.2**

#### Permits, Fees, Notices and Compliance with Laws

2.3.1, **3.7**, 3.13, 7.3.4.4, 10.2.2

## PERSONS AND PROPERTY, PROTECTION OF

### 10

#### Polychlorinated Biphenyl

10.3.1

#### Product Data, Definition of

### 3.12.2

#### Product Data and Samples, Shop Drawings

3.11, **3.12**, 4.2.7

#### Progress and Completion

4.2.2, **8.2**, 9.8, 9.9.1, 14.1.4, 15.1.4

#### Progress Payments

9.3, **9.6**, 9.8.5, 9.10.3, 14.2.3, 15.1.4

**Project, Definition of**

**1.1.4**

**Project Representatives**

**4.2.10**

**Property Insurance**

**10.2.5, 11.2**

**Proposal Requirements**

**1.1.1**

**PROTECTION OF PERSONS AND PROPERTY**

**10**

**Regulations and Laws**

**1.5, 2.3.2, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 9.9.1, 10.2.2, 13.1, 13.3, 13.4.1, 13.4.2, 13.5, 14, 15.2.8, 15.4**

**Rejection of Work**

**4.2.6, 12.2.1**

**Releases and Waivers of Liens**

**9.3.1, 9.10.2**

**Representations**

**3.2.1, 3.5, 3.12.6, 8.2.1, 9.3.3, 9.4.2, 9.5.1, 9.10.1**

**Representatives**

**2.1.1, 3.1.1, 3.9, 4.1.1, 4.2.10, 13.2.1**

**Responsibility for Those Performing the Work**

**3.3.2, 3.18, 4.2.2, 4.2.3, 5.3, 6.1.3, 6.2, 6.3, 9.5.1, 10**

**Retainage**

**9.3.1, 9.6.2, 9.8.5, 9.9.1, 9.10.2, 9.10.3**

**Review of Contract Documents and Field**

**Conditions by Contractor**

**3.2, 3.12.7, 6.1.3**

**Review of Contractor's Submittals by Owner and Architect**

**3.10.1, 3.10.2, 3.11, 3.12, 4.2, 5.2, 6.1.3, 9.2, 9.8.2**

**Review of Shop Drawings, Product Data and Samples by Contractor**

**3.12**

**Rights and Remedies**

**1.1.2, 2.4, 2.5, 3.5, 3.7.4, 3.15.2, 4.2.6, 5.3, 5.4, 6.1, 6.3, 7.3.1, 8.3, 9.5.1, 9.7, 10.2.5, 10.3, 12.2.1, 12.2.2, 12.2.4, 13.3, 14, 15.4**

**Royalties, Patents and Copyrights**

**3.17**

**Rules and Notices for Arbitration**

**15.4.1**

**Safety of Persons and Property**

**10.2, 10.4**

**Safety Precautions and Programs**

**3.3.1, 4.2.2, 4.2.7, 5.3, 10.1, 10.2, 10.4**

**Samples, Definition of**

**3.12.3**

**Samples, Shop Drawings, Product Data and**

**3.11, 3.12, 4.2.7**

**Samples at the Site, Documents and**

**3.11**

**Schedule of Values**

**9.2, 9.3.1**

**Schedules, Construction**

**3.10, 3.12.1, 3.12.2, 6.1.3, 15.1.6.2**

**Separate Contracts and Contractors**

**1.1.4, 3.12.5, 3.14.2, 4.2.4, 4.2.7, 6, 8.3.1, 12.1.2**

**Separate Contractors, Definition of**

**6.1.1**

**Shop Drawings, Definition of**

**3.12.1**

**Shop Drawings, Product Data and Samples**

**3.11, 3.12, 4.2.7**

**Site, Use of**

**3.13, 6.1.1, 6.2.1**

**Site Inspections**

**3.2.2, 3.3.3, 3.7.1, 3.7.4, 4.2, 9.9.2, 9.4.2, 9.10.1, 13.4**

**Site Visits, Architect's**

**3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.4**

**Special Inspections and Testing**

**4.2.6, 12.2.1, 13.4**

**Specifications, Definition of**

**1.1.6**

**Specifications**

**1.1.1, 1.1.6, 1.2.2, 1.5, 3.12.10, 3.17, 4.2.14**

**Statute of Limitations**

**15.1.2, 15.4.1.1**

**Stopping the Work**

**2.2.2, 2.4, 9.7, 10.3, 14.1**

**Stored Materials**

**6.2.1, 9.3.2, 10.2.1.2, 10.2.4**

**Subcontractor, Definition of**

**5.1.1**

**SUBCONTRACTORS**

**5**

**Subcontractors, Work by**

**1.2.2, 3.3.2, 3.12.1, 3.18, 4.2.3, 5.2.3, 5.3, 5.4, 9.3.1.2, 9.6.7**

**Subcontractual Relations**

**5.3, 5.4, 9.3.1.2, 9.6, 9.10, 10.2.1, 14.1, 14.2.1**

**Submittals**

**3.10, 3.11, 3.12, 4.2.7, 5.2.1, 5.2.3, 7.3.4, 9.2, 9.3, 9.8,**

**9.9.1, 9.10.2, 9.10.3**

**Submittal Schedule**

**3.10.2, 3.12.5, 4.2.7**

**Subrogation, Waivers of**

**6.1.1, 11.3**

**Substances, Hazardous**

**10.3**

**Substantial Completion**

**4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, 9.8, 9.9.1, 9.10.3, 12.2, 15.1.2**

**Substantial Completion, Definition of**

**9.8.1**

**Substitution of Subcontractors**

**5.2.3, 5.2.4**

**Substitution of Architect**

**2.3.3**

**Substitutions of Materials**

**3.4.2, 3.5, 7.3.8**

**Sub-subcontractor, Definition of**

**5.1.2**

Subsurface Conditions

3.7.4

**Successors and Assigns**

**13.2**

**Superintendent**

3.9, 10.2.6

**Supervision and Construction Procedures**

1.2.2, **3.3**, 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4, 7.1.3, 7.3.4, 8.2, 8.3.1, 9.4.2, 10, 12, 14, 15.1.4

Suppliers

1.5, 3.12.1, 4.2.4, 4.2.6, 5.2.1, 9.3, 9.4.2, 9.5.4, 9.6, 9.10.5, 14.2.1

Surety

5.4.1.2, 9.6.8, 9.8.5, 9.10.2, 9.10.3, 11.1.2, 14.2.2, 15.2.7

Surety, Consent of

9.8.5, 9.10.2, 9.10.3

Surveys

1.1.7, 2.3.4

**Suspension by the Owner for Convenience**

**14.3**

Suspension of the Work

3.7.5, 5.4.2, 14.3

Suspension or Termination of the Contract

5.4.1.1, 14

**Taxes**

3.6, 3.8.2.1, 7.3.4.4

**Termination by the Contractor**

**14.1**, 15.1.7

**Termination by the Owner for Cause**

5.4.1.1, **14.2**, 15.1.7

**Termination by the Owner for Convenience**

**14.4**

Termination of the Architect

2.3.3

Termination of the Contractor Employment

14.2.2

## **TERMINATION OR SUSPENSION OF THE CONTRACT**

**14**

**Tests and Inspections**

3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 10.3.2, 12.2.1, **13.4**

**TIME**

**8**

**Time, Delays and Extensions of**

3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3.1, 7.4, **8.3**, 9.5.1, 9.7, 10.3.2, 10.4, 14.3.2, 15.1.6, 15.2.5

Time Limits

2.1.2, 2.2, 2.5, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2, 5.2, 5.3, 5.4, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3, 9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 12.2, 13.4, 14, 15.1.2, 15.1.3, 15.4

**Time Limits on Claims**

3.7.4, 10.2.8, 15.1.2, 15.1.3

Title to Work

9.3.2, 9.3.3

## **UNCOVERING AND CORRECTION OF WORK**

**Uncovering of Work**

**12.1**

Unforeseen Conditions, Concealed or Unknown

3.7.4, 8.3.1, 10.3

Unit Prices

7.3.3.2, 9.1.2

Use of Documents

1.1.1, 1.5, 2.3.6, 3.12.6, 5.3

**Use of Site**

**3.13**, 6.1.1, 6.2.1

**Values, Schedule of**

**9.2**, 9.3.1

Waiver of Claims by the Architect

13.3.2

Waiver of Claims by the Contractor

9.10.5, 13.3.2, **15.1.7**

Waiver of Claims by the Owner

9.9.3, 9.10.3, 9.10.4, 12.2.2.1, 13.3.2, 14.2.4, **15.1.7**

Waiver of Consequential Damages

14.2.4, 15.1.7

Waiver of Liens

9.3, 9.10.2, 9.10.4

**Waivers of Subrogation**

6.1.1, **11.3**

**Warranty**

**3.5**, 4.2.9, 9.3.3, 9.8.4, 9.9.1, 9.10.2, 9.10.4, 12.2.2, 15.1.2

Weather Delays

8.3, 15.1.6.2

**Work, Definition of**

**1.1.3**

Written Consent

1.5.2, 3.4.2, 3.7.4, 3.12.8, 3.14.2, 4.1.2, 9.3.2, 9.10.3, 13.2, 13.3.2, 15.4.4.2

Written Interpretations

4.2.11, 4.2.12

Written Orders

1.1.1, 2.4, 3.9, 7, 8.2.2, 12.1, 12.2, 13.4.2, 14.3.1

## **ARTICLE 1 GENERAL PROVISIONS**

### **§ 1.1 Basic Definitions**

#### **§ 1.1.1 The Contract Documents**

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### **§ 1.1.2 The Contract**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### **§ 1.1.3 The Work**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### **§ 1.1.4 The Project**

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

#### **§ 1.1.5 The Drawings**

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

#### **§ 1.1.6 The Specifications**

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### **§ 1.1.7 Instruments of Service**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.1.8 Initial Decision Maker**

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

### **§ 1.2 Correlation and Intent of the Contract Documents**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.



**§ 1.2.1.1** The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

**§ 1.2.2** Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

**§ 1.2.3** Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### **§ 1.3 Capitalization**

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

### **§ 1.4 Interpretation**

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### **§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service**

**§ 1.5.1** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

**§ 1.5.2** The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

### **§ 1.6 Notice**

**§ 1.6.1** Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

**§ 1.6.2** Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

### **§ 1.7 Digital Data Use and Transmission**

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

### **§ 1.8 Building Information Models Use and Reliance**

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document

G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## **ARTICLE 2 OWNER**

### **§ 2.1 General**

**§ 2.1.1** The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

**§ 2.1.2** The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

### **§ 2.2 Evidence of the Owner's Financial Arrangements**

**§ 2.2.1** Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

**§ 2.2.2** Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

**§ 2.2.3** After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

**§ 2.2.4** Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

### **§ 2.3 Information and Services Required of the Owner**

**§ 2.3.1** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

**§ 2.3.2** The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**§ 2.3.3** If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

**§ 2.3.4** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 2.3.5** The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.3.6** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

#### **§ 2.4 Owner's Right to Stop the Work**

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

#### **§ 2.5 Owner's Right to Carry Out the Work**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

### **ARTICLE 3 CONTRACTOR**

#### **§ 3.1 General**

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

#### **§ 3.2 Review of Contract Documents and Field Conditions by Contractor**

**§ 3.2.1** Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### **§ 3.3 Supervision and Construction Procedures**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

**§ 3.3.2** The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

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

### **§ 3.4 Labor and Materials**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

**§ 3.4.2** Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.



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

### **§ 3.5 Warranty**

**§ 3.5.1** The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

**§ 3.5.2** All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

### **§ 3.6 Taxes**

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

### **§ 3.7 Permits, Fees, Notices and Compliance with Laws**

**§ 3.7.1** Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

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

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

### **§ 3.7.4 Concealed or Unknown Conditions**

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

**§ 3.7.5** If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

### **§ 3.8 Allowances**

**§ 3.8.1** The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

**§ 3.8.2** Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

**§ 3.8.3** Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

### **§ 3.9 Superintendent**

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

**§ 3.9.2** The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

**§ 3.9.3** The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

### **§ 3.10 Contractor's Construction and Submittal Schedules**

**§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

**§ 3.10.2** The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

**§ 3.10.3** The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

### **§ 3.11 Documents and Samples at the Site**

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and

delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

**§ 3.12 Shop Drawings, Product Data and Samples**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.12.7** The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

**§ 3.12.8** The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

**§ 3.12.9** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.12.10** The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

**§ 3.12.10.1** If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will

specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

**§ 3.12.10.2** If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

### **§ 3.13 Use of Site**

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### **§ 3.14 Cutting and Patching**

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

**§ 3.14.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

### **§ 3.15 Cleaning Up**

**§ 3.15.1** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

### **§ 3.16 Access to Work**

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

### **§ 3.17 Royalties, Patents and Copyrights**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.



### **§ 3.18 Indemnification**

**§ 3.18.1** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

**§ 3.18.2** In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

## **ARTICLE 4 ARCHITECT**

### **§ 4.1 General**

**§ 4.1.1** The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

**§ 4.1.2** Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

### **§ 4.2 Administration of the Contract**

**§ 4.2.1** The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

**§ 4.2.2** The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

**§ 4.2.3** On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

### **§ 4.2.4 Communications**

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## ARTICLE 5 SUBCONTRACTORS

### § 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

### § 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

### § 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

### § 5.4 Contingent Assignment of Subcontracts

§ 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

## **ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

### **§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts**

§ 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

§ 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

### **§ 6.2 Mutual Responsibility**

§ 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.



§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

### § 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

## ARTICLE 7 CHANGES IN THE WORK

### § 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

### § 7.2 Change Orders

§ 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

### § 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### § 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

### ARTICLE 8 TIME

#### § 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

## **§ 8.2 Progress and Completion**

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

## **§ 8.3 Delays and Extensions of Time**

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## **ARTICLE 9 PAYMENTS AND COMPLETION**

### **§ 9.1 Contract Sum**

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

### **§ 9.2 Schedule of Values**

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

### **§ 9.3 Applications for Payment**

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

**§ 9.3.1.2** Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

**§ 9.3.2** Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

**§ 9.3.3** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

#### **§ 9.4 Certificates for Payment**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### **§ 9.5 Decisions to Withhold Certification**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;

- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

## § 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.



## **§ 9.7 Failure of Payment**

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

## **§ 9.8 Substantial Completion**

**§ 9.8.1** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

**§ 9.8.2** When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

**§ 9.8.3** Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

**§ 9.8.4** When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

**§ 9.8.5** The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

## **§ 9.9 Partial Occupancy or Use**

**§ 9.9.1** The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

**§ 9.9.2** Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

#### § 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

### ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

#### § 10.1 Safety Precautions and Programs

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

#### § 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

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

**§ 10.2.3** The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

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

**§ 10.2.5** The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

**§ 10.2.6** The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

**§ 10.2.7** The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

**§ 10.2.8 Injury or Damage to Person or Property**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

**§ 10.3 Hazardous Materials and Substances**

**§ 10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

**§ 10.3.2** Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will

promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

**§ 10.3.3** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

**§ 10.3.4** The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

**§ 10.3.5** The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

**§ 10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

#### **§ 10.4 Emergencies**

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

### **ARTICLE 11 INSURANCE AND BONDS**

#### **§ 11.1 Contractor's Insurance and Bonds**

**§ 11.1.1** The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

**§ 11.1.2** The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

**§ 11.1.3** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

**§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act

or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

## **§ 11.2 Owner's Insurance**

**§ 11.2.1** The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

**§ 11.2.2 Failure to Purchase Required Property Insurance.** If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

**§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance.** Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

## **§ 11.3 Waivers of Subrogation**

**§ 11.3.1** The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

**§ 11.3.2** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

## **§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance**



The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

#### **§11.5 Adjustment and Settlement of Insured Loss**

**§ 11.5.1** A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

**§ 11.5.2** Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

### **ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

#### **§ 12.1 Uncovering of Work**

**§ 12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

**§ 12.1.2** If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

#### **§ 12.2 Correction of Work**

##### **§ 12.2.1 Before Substantial Completion**

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

##### **§ 12.2.2 After Substantial Completion**

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

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

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

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

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

### § 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## ARTICLE 13 MISCELLANEOUS PROVISIONS

### § 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### § 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

### § 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

### § 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and

approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

### § 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

## ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

### § 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

**§ 14.1.4** If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

**§ 14.2 Termination by the Owner for Cause**

**§ 14.2.1** The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

**§ 14.2.2** When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

**§ 14.2.3** When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

**§ 14.2.4** If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

**§ 14.3 Suspension by the Owner for Convenience**

**§ 14.3.1** The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

**§ 14.3.2** The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

**§ 14.4 Termination by the Owner for Convenience**

**§ 14.4.1** The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

**§ 14.4.2** Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

**§ 14.4.3** In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

## **ARTICLE 15 CLAIMS AND DISPUTES**

### **§ 15.1 Claims**

#### **§ 15.1.1 Definition**

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

#### **§ 15.1.2 Time Limits on Claims**

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

#### **§ 15.1.3 Notice of Claims**

**§ 15.1.3.1** Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

**§ 15.1.3.2** Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

#### **§ 15.1.4 Continuing Contract Performance**

**§ 15.1.4.1** Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 15.1.4.2** The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

#### **§ 15.1.5 Claims for Additional Cost**

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

#### **§ 15.1.6 Claims for Additional Time**

**§ 15.1.6.1** If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

**§ 15.1.6.2** If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.



### **§ 15.1.7 Waiver of Claims for Consequential Damages**

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

### **§ 15.2 Initial Decision**

**§ 15.2.1** Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

**§ 15.2.2** The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

**§ 15.2.3** In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

**§ 15.2.4** If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

**§ 15.2.5** The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

**§ 15.2.6** Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

**§ 15.2.6.1** Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### § 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

### § 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

#### **§ 15.4.4 Consolidation or Joinder**

**§ 15.4.4.1** Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 15.4.4.2** Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 15.4.4.3** The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

SECTION 00 73 00 SUPPLEMENTARY CONDITIONS

PART 1 GENERAL

1.01 INTRODUCTION

- A. The following supplements modify the “General Conditions of the Contract for Construction”, AIA Document A201-2017. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

1.02 ARTICLE 1 GENERAL PROVISIONS

A. §1.1.7 Instruments of Service

1. Add the following Sections:

- a. §1.1.7.1 The Project Manual is a volume assembled for the Work which may include the bidding requirements, sample forms, Conditions of the Contract and Specifications.

B. §1.2 Correlation and Intent of the Contract Documents

1. Add the following Sections after Section 1.2.2:

- a. §1.2.2.1 In the case of conflicts or discrepancies between Drawings and Division 2-50 of the Specifications or within or among the Contract Documents and not clarified by addendum, the Architect will determine which takes precedence in accordance with Sections 4.2.11, 4.2.12, and 4.2.13. Interpretations will be based on the following priorities:
  - 1) .1 Modifications
  - 2) .2 The Agreement
  - 3) .3 Addenda, with those of later date having precedence over those of earlier date
  - 4) .4 The Supplementary Conditions
  - 5) .5 The General Conditions of the Contract for Construction
  - 6) .6 Division 1 of the Specifications
  - 7) .7 Drawings and Divisions 2-50 of the Specifications
  - 8) .8 Other Documents specifically enumerated in the Agreement as part of the Contract Documents

C. §1.7 Digital Data Use and Transmission

1. Add the following Sections:

- a. §1.7.1 Contractor’s Use of Instruments of Service in Electronic Form.
- b. §1.7.1.1 The Architect may, with the concurrence of the Owner, furnish to the Contractor versions of instruments of Service in electronic form. The Contract Documents executed or identified in accordance with Subparagraphs 1.1.2 and 1.1.7 shall prevail in case of an inconsistency with versions made through electronic operations involving computers.

- c. §1.7.1.2 The Contractor shall not transfer or reuse instruments of Service in electronic form without prior written consent of the Architect.
  - D. Add Section §1.9 Periodic Meetings
    - 1. Add the following Sections:
      - a. §1.9.1 Representatives of the Owner, Contractor and Architect shall meet periodically at mutually agreed-upon intervals for the purpose of establishing procedures to facilitate cooperation, communication and timely responses among the participants.
      - b. §1.9.2 By participating in this arrangement, the parties do not intend to create additional contractual obligations or modify the legal relationships which may otherwise exist.
- 1.03 ARTICLE 2 OWNER
  - A. §2.3 Information and Services Required of the Owner
    - 1. Delete §2.3.6 and substitute the following:
      - a. §2.3.6 The Owner shall furnish the Contractor one set of PDF Contract Documents. Additional contract documents may be provided from on hand copies produced and returned during the bidding process. The Contractor may purchase additional copies or print the pdf documents at his own expense.
- 1.04 ARTICLE 3 CONTRACTOR
  - A. §3.2 Review of Contract Documents and Field Conditions by Contractor
    - 1. Add the following Section:
      - a. §3.2.5 The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for evaluating and responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where the requested information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation. Reimbursements may be funds retained in the Contractor's Application for Payment.
  - B. §3.4 Labor and Materials
    - 1. Add the following after Section 3.4.2:
      - a. §3.4.2.1 After the Contract has been executed, the Owner and the Architect will consider requests for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of the Specifications). By making requests for substitutions, the Contractor:
        - 1) .1 represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all aspects to that specified.



- 2) .2 represents that the Contractor will provide the same warranty for the substitution as the Contractor would have provided for the product specified.
  - 3) .3 certifies that the cost data presented is complete and includes all related costs for the substituted product and for Work that must be changed as a result of the substitution, except for the Architect's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
  - 4) .4 shall coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.
- b. §3.4.2.2 The Owner shall be entitled to reimbursement from the Contractor amounts paid to the Architect for reviewing the Contractor's proposed substitutions and to make agreed-upon changes in the Drawings and Specifications resulting from such Substitutions. Reimbursements may be funds retained in the Contractor's Application for Payment.
- C. §3.8 Allowances
1. Delete §3.8.2.2 and substitute the following:
    - a. §3.8.2.2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; except that if installation is included as part of the allowance in Division 1-50 of the Specifications, the installation and labor costs for greater or lesser quantities of Work shall be determined in accordance with Article 7;
- D. §3.9 Superintendent
1. Delete §3.9.2 and substitute the following:
    - a. §3.9.2 The Contractor, as soon as practicable after award of the Contract, but no later than the preconstruction conference, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to the proposed superintendent or (2) that the Architect requires additional time to review. Failure of the Architect to reply within the 14 day period shall constitute notice of no reasonable objection.
  2. Delete §3.9.3 and substitute the following:
    - a. §3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.
  3. Add the following Section:
    - a. §3.9.4 The Contractor shall employ a superintendent or an assistant to the superintendent who will perform as a coordinator for mechanical and electrical Work. The coordinator shall be knowledgeable in mechanical and electrical

systems and capable of reading, interpreting and coordinating Drawings, Specifications, and shop drawings pertaining to such systems. The coordinator shall assist the Subcontractors in arranging space conditions to eliminate interference between the mechanical and electrical systems and other Work and shall supervise the preparation of coordination drawings documenting the spatial arrangements for such systems within restricted spaces. The coordinator shall assist in planning and expediting the proper sequence of delivery of mechanical and electrical equipment to the site. Space priorities within restricted areas shall be: (1) mechanical systems, (2) plumbing systems, (3) fire sprinkler piping systems.

E. §3.12 Shop Drawings, Product Data and Samples

1. Add the following Section:

- a. §3.12.11 The Architect's review of Contractor's submittals will be limited to examination of an initial submittal and one (1) resubmittal. The Owner is entitled to obtain reimbursement from the Contractor amounts paid to the Architect for evaluation of additional resubmittals. Reimbursements may be funds retained in the Contractor's Application for Payment.

1.05 ARTICLE 4 ARCHITECT

A. §4.2 Administration of the Contract

1. Add the following after Section 4.2.2:

- a. §4.2.2.1 The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for site visits made necessary by the fault of the Contractor or by defects and deficiencies in the Work. Reimbursements may be funds retained in the Contractor's Application for Payment.

2. Add the following after Section 4.2.14:

- a. §4.2.14.1 Contractor's request for information shall be prepared and submitted in accordance with Division 1 "General Requirements" sections on AIA Document G716-2004. The Architect will return without action requests for information that does not conform to requirements of the Contract Documents.

1.06 ARTICLE 5 SUBCONTRACTORS

A. §5.2 Award of Subcontracts and Other Contracts for Portions of the Work

1. Add the following Section:

- a. §5.2.5 Not later than twenty-one days after the date of commencement of the Work, the Contractor shall furnish in writing to the Owner through the Architect the names of persons or entities proposed as subcontractors, manufacturers, fabricators, material suppliers, equipment suppliers, and systems for the products, identified in the General Requirements (Division 1 of the Specifications).

1.07 ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

A. §6.1 Owner's Right to Perform Construction and to Award Separate Contracts

1. Add the following Section:

- a. §6.1.5 The Contractor, including his subcontractors, shall keep informed of the progress and the detailed work of the Owner or other Contractors and shall immediately notify the Architect of lack of progress or delays by other Contractors which are affecting Contractor's Work. Failure of Contractor to keep informed of the progress of the work of the Owner or other Contractors and / or failure of Contractor to give notice of lack of progress or delays by the Owner or other Contractors shall be deemed to be acceptance by Contractor of the status of progress by other Contractors for the proper coordination and completion of Contractor's Work. If, through acts or neglect on the part of the Contractor, the Owner or any other Contractor or subcontractor shall suffer loss or damage or assert any claims of whatever nature against the Owner, the Contractor shall defend, indemnify and hold harmless the Owner from any such claims or alleged damages, and the Contractor shall resolve such alleged damages or claims directly with the other Contractors or subcontractors.

#### 1.08 ARTICLE 7 CHANGES IN THE WORK

##### A. §7.1 General

##### 1. Add the following Section:

- a. §7.1.4 The combined overhead and profit included in the total cost to the Owner of a change in the Work shall be based on the following schedule:
  - 1) .1 For the Contractor, the Work performed by the Contractor's own forces, fifteen percent of the cost.
  - 2) .2 For the Contractor, for Work performed by the Contractor's Subcontractors, five percent of the amount due the Subcontractor.
  - 3) .3 For each Subcontractor or Sub-subcontractor involved, for Work performed by that Subcontractor's or Sub-subcontractor's own forces, ten percent of the cost.
  - 4) .4 For each Subcontractor involved, for Work performed by the Subcontractor's Sub-subcontractor, ten percent of the amount due the Sub-subcontractor.
  - 5) .5 Cost to which overhead and profit is to be applied shall be determined in accordance with Subparagraph 7.3.4.
  - 6) .6 In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change involving over Five Hundred Dollars be approved without such itemization.

#### 1.09 ARTICLE 8 TIME

##### A. §8.2 Progress and Completion

1. Delete §8.2.1 and substitute the following:

- a. §8.2.1 Time limits stated in the Contract Documents are of the essence to the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work and that the Contractor is fully capable of properly completing the work within the Contract time.

B. §8.3 Delays and Extension of Time

1. Delete §8.3.1 and substitute the following:
  - a. §8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine. However, to the fullest extent permitted by law, and notwithstanding any other provisions in the Contract Documents, the Owner, and the Architect and their agents and employees shall not be liable for any damage for delay whether for direct or indirect costs, extended home office overhead, idle or inefficient labor or equipment, cost escalations or monetary claims of any nature arising from or attributable to delay by any cause whatsoever. The Contractor's sole and exclusive right and remedy for delay by any cause whatsoever is an extension of the Contract Time but no increase in the Contract Sum.
2. Delete §8.3.2 and substitute the following:
  - a. §8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15. Any delay, interference, hindrance or disruption, from whatever source or cause, in the progress of the Contractor's Work shall be a basis for an extension of time unless the delay, interference hindrance or disruption is (1) the fault and the responsibility of the Contractor, its subcontractors and suppliers and (2) directly affects the overall completion of the Work as reflected on the critical path of the updated Construction Schedule. The contractor expressly agrees that the Owner shall have the benefit of any float in the construction schedule and delay in construction activities which do not affect the overall completion of the work does not entitle the Contractor to any extension in the Contract Time.
    - 1) .1 Any claims by the Contractor for an increase in Contract Time must follow the procedures and limits a set forth in Article 15 "Claims and Disputes" including, but not limited to the requirement that the Contractor give notice of any claim for extension in Contract Time within twenty-one (21) days after occurrence of the event giving rise to such claim.
3. Add the following Sections:

- a. §8.3.4 This provision specifies the procedure for the determination of time extensions for unusually severe weather. In order for the Owner and Architect to award a time extension under this clause, the following conditions must be satisfied:
  - 1) .1 The weather experienced at the project site during the contract period must be found to be unusually severe, that is, more severe than the adverse weather anticipated for the project location during the time allotted to achieve Substantial Completion.
  - 2) .2 The unusually severe weather must actually cause a delay in the completion of the project. The delay must be beyond the control and without the fault of negligence of the contractor.
- b. §8.3.5 The schedule of monthly anticipated adverse weather delays is based on National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location and will constitute the base line for weather time evaluations. The Contractor's activity durations for inclusion in the progress schedule must reflect these anticipated adverse weather delays in all weather dependent activities.
- c. §8.3.6 Monthly anticipated adverse weather delay workdays based on five (5) day work week, unless Contractor stipulates a different work schedule prior to Notice to Proceed.
- d. §8.3.7 Upon acknowledgement of the Notice to Proceed (NTP) and continuing throughout the contract, the Contractor shall record on the daily report, the occurrence of adverse weather and resultant impact to normally scheduled work. Actual adverse weather delay days must prevent work on the overall projects' critical activities for 50 percent or more of the contractor's scheduled workday. The number of actual adverse weather days shall include days impacted by adverse weather (even if adverse weather occurred in previous month), be calculated chronologically from the first to the last day of each month and be recorded as full days. If the number of actual adverse weather delay days exceeds the number of days anticipated in paragraph 8.3.5 above, the Owner and the Architect will convert any qualifying delays to calendar days giving full consideration for equivalent fair weather workdays and issue a modification in accordance with the contract.

#### 1.10 ARTICLE 9 PAYMENTS AND COMPLETION

##### A. §9.3 Applications for Payment

- 1. Delete §9.3.1 and substitute the following:
  - a. §9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents. The form of



Application for Payment, duly notarized, shall be a current authorized edition of AIA Document G702™-1992, Application and Certificate for Payment, supported by a current authorized edition of AIA Document G703™-1992, Continuation Sheet.

2. Add the following after Section 9.3.1.2:
  - a. §9.3.1.3 Until final payment, the Owner will hold retainage in the amount of five percent (5%) and the amount retained by the prime contractor from each payment due the subcontractor shall not exceed the percentage withheld by the owner from the prime contractor. On contracts of which the total amount is Two Hundred Fifty Thousand Dollars (\$250,000.00) or greater, or on any contract with a subcontract, regardless of amount, five percent (5%) shall be retained until the work is at least fifty percent (50%) complete, on schedule and satisfactory in the architect's and/or engineers opinion, at which time fifty percent (50%) of the retainage held to date shall be returned to the prime contractor for distribution to the appropriate subcontractors and suppliers. Provided, however, that future retainage shall be withheld at the rate of two and one-half percent (2 ½ %).
  - b. §9.3.1.4 The full contract retainage may be reinstated if the manner of completion of the work and its progress do not remain satisfactory to the Architect.
  - c. §9.3.1.5 The contractors shall submit with each Application for Payment a monthly certification to the project architect listing subcontractors and payments to those subcontractors paid by funds received from the prior Application for Payment. This certification shall be submitted on a form entitled "Affidavit Certifying Payment To All Subcontractors" and will be provided to the contractor by the architect.

B. §9.8 Substantial Completion

1. Add the following after Section 9.8.3:
  - a. §9.8.3.1 The Architect will perform no more than two (2) inspections to determine whether the Work or a designated portion thereof has attained Substantial Completion in accordance with the Contract Documents. The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for additional inspections. Reimbursements may be funds retained in the Contractor's Application for Payment.

C. §9.10 Final Completion and Final Payment

1. Add the following after Section 9.10.1:
  - a. §9.10.1.1 The Architect will perform no more than two (2) inspections to determine whether the Work or a designated portion thereof has attained Final Completion in accordance with the Contract Documents. The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for additional inspections. Reimbursements may be funds retained in the Contractor's Application for Payment.

D. Add Section §9.11 Liquidated Damages:

1. Add the following Sections:
  - a. §9.11.1 It is hereby understood and mutually agreed, by and between the contractor and the Owner, that the date of beginning, rate of progress, and the time of completion of the work to be done hereunder are essential conditions of this contract, and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the work order.
  - b. §9.11.2 The contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will ensure substantial completion thereof within the time specified. It is expressly understood and agreed by and between the contractor and the Owner, that the time of completion of the work described herein is a reasonable time for the completion of same, taking into consideration the average climactic range and usual industrial conditions, prevailing in this locality.
  - c. §9.11.3 If the said contractor shall neglect, fail or refuse to complete the work within the time herein specified, then the contractor does hereby agree as a part of the consideration for the awarding of this contract to pay to the Owner the amount specified herein, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the contract shall be in default after the time stipulated for completing the work.
  - d. §9.11.4 The said amount is fixed and agreed upon by and between the contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amounts shall be retained from time to time by the Owner from current periodical estimates.
  - e. §9.11.5 It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever. Where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due to unforeseeable cause beyond the control and without the fault of the contractor, including, but not restricted to, extreme acts of God, or the public enemy, acts of the Owner, acts of another contractor in the performance of a contract with the Owner, fires, floods, epidemics, and quarantine restrictions: provided; however, that the contractor shall, within seven (7) days from the beginning of such delay, notify the Owner, in writing of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the contractor within a reasonable time of its decision in the matter.
  - f. §9.11.6 The contractor is familiar with the weather in the area; therefore, contractor has considered and computed weather in contractor's calculation of time necessary to complete this contract within the specified calendar days and accordingly agrees that rain, dryness, heat or cold will not be a basis for

extension of the completion date, unless otherwise stipulated in the Contract Documents.

- g. §9.11.7 It is agreed and understood that the project be substantially complete on or before the time set forth on the Contractor's proposal form commencing on a date set forth in a notice to proceed from the Architect to the Contractor. If the said contractor shall neglect, fail or refuse to complete the work within the time specified herein, then the contractor shall pay to the Owner the sum of \$500.00 for each and every calendar day after the time stipulated herein for the substantial completion of the work and the Owner may deduct the said sum of \$500.00 per day from any balance due the contractor, as liquidated damages for loss and default as herein set forth, as herein set forth, which daily sum is agreed to be a reasonable sum for liquidated damages for this project.

#### 1.11 ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

##### A. §10.2 Safety of Persons and Property

- 1. Add the following after Section 10.2.4:
  - a. §10.2.4.1 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary, the Contractor shall give the Owner reasonable advance notice in writing.

#### 1.12 ARTICLE 11 INSURANCE AND BONDS

##### A. §11.1 Contractor's Insurance and Bonds

- 1. Add the following after Section 11.1.1:
  - a. §11.1.1.1 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following limits, or greater if required by law:
    - 1) .1 General Liability (Commercial General Liability Including XCU):
      - a) General Aggregate: \$1,000,000 Aggregate.
      - b) Products & Completed Operations: \$1,000,000 Aggregate.
      - c) Personal & Advertising Injury: \$500,000 Per Occurrence.
      - d) Bodily Injury & Property Damage: \$500,000 Per Occurrence.
      - e) Fire Damage Liability: \$50,000 Per Occurrence.
      - f) Medical Expense: \$5,000 Per Person.
    - 2) .2 Owners & Contractors Protective Liability:
      - a) Bodily Injury and Property Damage: \$1,000,000 Aggregate
      - b) Bodily Injury & Property Damage: \$500,000 Per Occurrence
    - 3) .3 Automobile Liability (Owned, Non-owned & Hired Vehicles):
      - a) Contractor Insurance Option Number 1:
        - 1. Bodily Injury and Property Damage (Combined Single Limit):\$500.000 Per Occurrence.
      - b) Contractor Insurance Option Number 2:
        - 1. Bodily Injury: \$250,000 Per Person.,

2. Bodily Injury: \$500,000 Per Accident.,
3. Property Damage: \$100,000 Per Occurrence.
- 4) .4 Excess Liability (Umbrella on projects over \$500,000):
  - a) Bodily Injury & Property Damage (Combined Single Limit):  
\$1,000,000 Aggregate
- 5) .5 Workers' Compensation: (As Required by Statute)
- 6) .6 Employers' Liability:
  - a) Accident: \$100,000 Per Occurrence.
  - b) Disease: \$500,000 Policy Limit.
  - c) Disease: \$100,000 Per Employee.
- 7) .7 Property Insurance:
  - a) General Builder's Risk: Equal to Value of Work.
- b. §11.1.1.2 Liability Insurance shall include all major divisions of coverage and be on a comprehensive basis including:
  - 1) .1 Premises Operations (including X, C and U coverages as applicable).
  - 2) .2 Independent Contractors' Protective
  - 3) .3 Products and Completed Operations.
  - 4) .4 Personal Injury Liability with Employment Exclusion deleted
  - 5) .5 Contractual, including specified provision for Contractor's obligation under paragraph 3.18.2 Owned, non-owned and hired motor vehicles.
  - 6) .6 Broad Form Property Damage including Completed Operations.
- c. §11.1.1.3 If the General Liability coverages are provided by a Commercial General Liability Policy on a claims-made basis, the policy date or Retroactive Date shall predate the Contract; the termination date of the policy or applicable extended reporting period shall be earlier than the termination date of coverages required to be maintained after final payment, certified in accordance with Subparagraph 9.10.2.
- d. §11.1.1.4 If this insurance is written on a Commercial General Liability policy form, the certificates shall be ACORD form 25-S, completed and supplemented in accordance with AIA Document G715™-1991, Instruction Sheet and Supplemental Attachment for ACORD Certificate of Insurance 25-S.
- e. §11.1.1.5 Performance Bond and Payment Bond:
  - 1) .1 The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. Bonds may be obtained through the Contractor's usual source and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to 100 percent of the Contract Sum.
  - 2) .2 The Contractor shall deliver the required bonds to the Owner not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of

intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.

- 3) .3 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

B. §11.2 Owner's Insurance

1. Delete §11.2.1 and substitute the following:
  - a. §11.2.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.
2. Add the following Sections:
  - a. §11.2.1.1 If the Owner is damaged by the failure of the Contractor to purchase and maintain such insurance without so notifying the Owner in writing, then the Contractor shall bear all reasonable costs attributable thereto.
3. Delete §11.2.2 and substitute the following:
  - a. §11.2.2 Failure to Purchase Required Property Insurance. If the Contractor fails to purchase and maintain the required property insurance, with all the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, The Contractor shall inform the Owner in writing prior to commencement of the Work. Upon receipt of notice from the Contractor, the Owner may delay commencement of the Work and may obtain insurance that will protect the interests of the parties and deduct costs of insurance from contract by change order. If the Owner is damaged by the failure of the Contractor to purchase and maintain such insurance without so notifying the Owner in writing, then the Contractor shall bear all reasonable costs attributable thereto.
4. Delete §11.2.3 and substitute the following:
  - a. §11.2.3 Notice of Cancellation or Expiration of Contractor's Required Property Insurance. The Contractor shall provide written notice of any cancellation or expiration of coverages required at least 30 days prior to any lapse in coverage event. Failure to notify Owner of any lapse in coverage event is the sole responsibility of the Contractor and any damages to the Owner or the Property shall be the Contractor's responsibility to bear all costs. Such notice requirement shall appear on the policy coverages page.
5. Delete §11.4 in its entirety.
6. Delete §11.5 in its entirety.

1.13 ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

A. §12.2 Correction of Work:



1. Add the following after Section 12.2.2.3:
  - a. §12.2.2.4 Upon request by the Owner and prior to the expiration of one year from the date of Substantial Completion, the Architect will conduct, and the Contractor shall attend a meeting with the Owner to review the facility operations and performance.

1.14 ARTICLE 15 CLAIMS AND DISPUTES

A. §15.1.6 Claims for Additional Time

1. Delete §15.1.6.2 and substitute the following:
  - a. §15.1.6.2 Unusually Adverse Weather Delays:
    - 1) .1 The Contractor shall anticipate delays in the progress of the Work, due to adverse weather, during the stipulated Contract Time in the amount of days published in recognized official data. If documented evidence (from recognized official data) indicates weather delays in excess of this amount, then they shall be declared as unusually adverse weather and then the Contractor may be granted an Extension of Time for each Work Day, in excess of the normal days, in which the weather prevented work on the Project Site for fifty (50) percent or more of the Contractor's "Normal Work Day", but only if such prevented work was critical to the timely completion of the project.
    - 2) .2 Contractor's "Normal Workday" shall be defined on the basis of Hours Per Day/Days Per Week as stated by the Contractor at the beginning of the Project. Example: If the Contractor indicates that his "normal" (regular) schedule is a 6-Day Work Week, meaning Monday through Saturday, then a rain on Sunday (since not a scheduled Workday) will not necessarily delay the Work of the Project. However, site conditions, as a result of the rain, could partially or fully prevent scheduled outside work on Monday (and thereafter) thereby making the Contractor eligible to apply for a Weather Delay Extension of Time on the basis of the conditions stated in the paragraph above.
2. Add the following Sections:
  - a. §15.1.6.3 Claims for increase in the Contract Time shall set forth in detail the circumstances that form the basis for the Claim, the date upon which each cause of delay began to affect the progress of the Work, the date upon which each cause of delay ceased to affect the progress of the Work and the number of days' increase in the Contract Time claimed as a consequence of each such cause of delay. The Contractor shall provide such supporting documentation as the Owner may require including, where appropriate, a revised construction schedule indicating all the activities affected by the circumstances forming the basis of the Claim.
  - b. §15.1.6.4 The Contractor shall not be entitled to a separate increase in the Contract Time for each one of the causes of delay which may have concurrent or interrelated effects on the progress of the Work, or for concurrent delays due to the fault of the Contractor.

B. §15.1.7 Waiver of Claims for Consequential Damages

1. Delete §15.1.7 and substitute the following:
  - a. §15.1.7 Waiver of Claims for Consequential Damages. The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. If, before expiration of 30 days from the date of execution for this agreement, the Owner obtains by separate agreement and furnishes to the Contractor a similar mutual waiver of all claims from the Architect against the Contractor for consequential damages which the Architect may incur as a result of any act or omission of the Owner or Contractor, then the waiver of consequential damages by the Owner and Contractor contained in this subparagraph 15.1.7 shall be applicable to claims by the Contractor against the Architect. This mutual waiver includes:
    - 1) .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
    - 2) .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising from the Work.
- C. Delete §15.3 Mediation in its entirety including all subsections.
- D. Delete §15.4 Arbitration in its entirety including all subsections.
- E. Add Section §15.3 Resolution of Claims and Disputes
  1. Add the following Sections:
    - a. §15.3.1 If a Claim has not been resolved after consideration of the foregoing and of further evidence presented by the parties or requested by the Architect, the Architect will notify the parties in writing that the Architect's decision will be made within seven days. After receipt of the Architect's decision, either party may file a claim in court for resolution of the dispute. However, any action or suit filed in court shall only be filed in the Chancery Court of the County of the Owner's principal place of business. In the event a legal action or suit is filed in a court other than the designated court, then the other party shall be entitled to have a case transferred to the designated court and be reimbursed for all attorney's fees and expenses incurred in transferring the case.
    - b. §15.3.2 Attorney's Fees: In the event of default or breach by any party hereto, the non-defaulting party shall have the right to enforce this contract and/or seek damages for its breach in the Courts of the county of the Owner's principal place of business. In addition to such other damages as may be provided herein or as may be proved by the non-defaulting party, the defaulting party shall be liable and responsible for all attorney's fees, court costs, expert witness fees or other out of pocket expenses incurred by the non-defaulting party as a result, directly or indirectly, of the breach or default by the defaulting party.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

A. END OF SECTION

SECTION 00 74 00 SPECIAL CONDITIONS

PART 1 GENERAL

1.1 FEDERAL CONTRACT PROVISIONS: Special conditions required for projects utilizing federal funding in part or in full.

- A. The Contractor is hereby specifically directed, as a condition of the Contract, to include the necessary measures to accommodate the requirements of 2 C.F.R. § 200, Appendix II (PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, APPENDIX II), as indicated below. The contractor shall acquaint himself with the Articles contained therein and to notify and apprise all subcontractors, suppliers, and any other parties to the contract or individuals or agencies engaged on the work as to its contents.
- B. No contractual adjustments shall be due or become exigent resulting from failure on the part of the contractor to fully acquaint himself and all other parties to the requirements of this section.
- C. Upon request of the Owner, the Contractor shall provide records of sufficient detail showing evidence of compliance with these guidelines. The Contractor shall be responsible for any liquidated damages rendered to the Owner due to the Contractor's failure to provide such documentation.

1.2 RELATED REQUIREMENTS

- A. SECTION 007300 - Supplementary Conditions.
- B. SECTION 014200 - Definitions.
- C. SECTION 005000 - Contract Forms and Supplements

1.3 REFERENCES

- A. Brief Summary: Federal Guidelines Addendum. **REFER TO ATTACHED DOCUMENT 2 C.F.R. § 200, Appendix II** immediately following this section. (Provided for reference only, the full text of the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, Title 2, Grants and Agreements, is available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1> , see Appendix II to Part 200.)
- B. Prevailing Wage Determinations: Prevailing Wage Rates as determined by the Secretary of Labor vary and are subject to change beyond the control of the Owner. The Contractor shall verify applicable rates and remain in compliance in accordance with Federal Guidelines for this project for the duration of the project.
  - 1. Prevailing Wage Rates currently in effect, if included with the bid documents and immediately following this section, are provided as a courtesy. Current rates are available at <https://sam.gov/content/wage-determinations> by searching the Project type and location.

1.4 SUBMITTALS

- A. Certification of Compliance: Contractor shall provide to the Owner as part of the Contract three (3) executed copies of the Acknowledgement of the Federal Guidelines Addendum immediately following this Section.
- B. Certified Weekly Payrolls: Contractor shall provide with each Application and Certificate for Payment three (3) copies of the current U.S. Dept. of Labor, Wage and Hour Division, Payroll form (or an equivalent) for all workers and classifications performing work during the period payment is requested. Copies of this form are available on the U.S. Dept. of Labor website.

END OF SECTION



FEDERAL GUIDELINES ADDENDUM

## **Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity.

Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319, 12935, 3 CFR Part, 1964-1965](#) Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)).

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or

Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

**(E) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)).**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**(F) Rights to Inventions Made Under a Contract or Agreement.**

If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**(G) Clean Air Act ([42 U.S.C. 7401-7671q](#).) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended**

Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)**

A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in

accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))**

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**(J)** See [§ 200.323](#).

**(K)** See [§ 200.216](#).

**(L)** See [§ 200.322](#).

[[78 FR 78608](#), Dec. 26, 2013, as amended at [79 FR 75888](#), Dec. 19, 2014; [85 FR 49577](#), Aug. 13, 2020]

ACKNOWLEDGEMENT:

We hereby agree that all applicable federal and state procurement laws will be followed in accordance with Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards for all associated construction work performed on this project.

In accordance with item (H) above, we further certify that this Contractor, and any of its subcontractors, are NOT parties listed on the governmentwide exclusions in the System for Award Management (SAM) as debarred, suspended, or otherwise excluded or declared ineligible to perform the work of this contract.

Contractor \_\_\_\_\_

Signed: \_\_\_\_\_

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

Name \_\_\_\_\_

Title \_\_\_\_\_

SECTION 01 10 00 SUMMARY

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project Name: KATIE DABBS COMMUNITY CENTER RENOVATIONS
- B. Owner's Name: CITY OF HATTIESBURG
- C. Architect's Name: LANDRY LEWIS GERMANY ARCHITECTS, P.A.
- D. Drawings and Project Manual dated: 04.04.22

1.02 ABBREVIATED WRITTEN SUMMARY

- A. Briefly, and without force and effect upon contract documents, work of contract can be summarized as follows:
  - 1. Building Renovation: The work consists of significant interior renovation and exterior finish and site upgrades as required to convert an existing sanctuary and church facility into a community center. The existing building consists of approximately 5500sf of one- and two-story wood framed and CMU block wall construction built over several phases of additions construction at different times. Construction methods vary slightly at each phase. The exterior consists of brick veneer exterior finishes and cement fiber board finishes and an asphalt shingle roof, in poor condition, to be converted to metal roofing. Modification and re-construction of existing load bearing and non-load bearing elements, stairs, and flooring are required and will require carefully coordinated demolition, shoring and bracing. New doors, windows, millwork, finishes, lighting, diffusers, and sprinkler systems are required.
  - 2. Site Improvements: The work consists of demolition and removal of existing concrete and asphalt slabs, grubbing, and prep work as required to provide a new asphalt parking lot, concrete sidewalks, and accessories.

1.03 OWNER OCCUPANCY

- A. Owner intends to occupy the Project upon Substantial Completion. The Owner does not intend to operate or otherwise occupy the facility during the construction phase.

END OF SECTION

## SECTION 012100 - ALLOWANCES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.

#### 1.3 DEFINITIONS

- A. Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order.

#### 1.4 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection, or purchase and delivery, of each product or system described by an allowance must be completed by the Owner to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

#### 1.5 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances in the form specified for Change Orders.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.



- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

#### 1.7 LUMP-SUM ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include taxes, freight, and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner or selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.

#### PART 2 - PRODUCTS (Not Used)

#### PART 3 - EXECUTION

##### 3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

##### 3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

##### 3.3 SCHEDULE OF ALLOWANCES

- A. Include the stipulated sum of \$2,800.00 for purchase, delivery, and installation of refrigerator, microwave, and dishwasher appliances to be selected by the Owner. Contractor shall coordinate the delivery and installation as required as part of the Contract prior to close-out.

END OF SECTION 012100

SECTION 01 25 13 - PRODUCTS AND SUBSTITUTIONS

PART 1 GENERAL

1.01 RELATED DOCUMENTS:

- 1.01.A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

1.02 DESCRIPTION OF REQUIREMENTS:

- 1.02.A. Definitions: "Products" is defined to include purchased items for incorporation into the work, regardless of whether specifically purchased for project or taken from Contractor's stock of previously purchased products. "Materials," is defined as products which must be substantially cut, shaped, worked, mixed, finished, refined or otherwise fabricated, processed, installed or applied to form units of work. "Equipment" is defined as products with operational parts, regardless of whether motorized or manually operated, and particularly including products with service connections (wiring, piping, etc.). Definitions in this paragraph are not intended to negate the meaning of other terms used in contract documents, including "specialties," "systems," "structure," "finishes," "accessories," "furnishings," "special construction," and similar terms, which are self-explanatory and have recognized meanings in the construction industry.
- 1.02.B. Substitutions: The requirements for substitutions do not apply to specified Contractor options on products and construction methods. Revisions to contract documents, where requested by Owner, Architect or Engineer, are "changes" not "substitutions." Requested substitutions during bidding period, which have been accepted prior to Bid Date, are included in contract document and are not subject to requirements for substitutions as specified herein. Contractor's determination of and compliance with governing regulations and orders issued by governing authorities do not constitute "substitutions;" and do not constitute a basis for change orders, except as provided for in contract documents. Otherwise, Contractor's requests for changes in products, materials and methods of construction required by contract documents are considered requests for "substitutions," and are subject to requirements hereof.
- 1.02.C. Standards: Refer to Division-1 section "Definitions and Standards" for applicability of industry standards to products of project, and for acronyms used in text of specification sections.

1.03 QUALITY ASSURANCE:

- 1.03.A. Source Limitations: To the greatest extent possible for each unit of work, provide products, materials or equipment of a singular generic kind and from a single source.
- 1.03.B. Compatibility of Options: Where more than one choice is available as options for Contractor's selection of a product or material, select an option which is compatible with other products and materials already selected (which may have been from among options for those other products and materials). Total compatibility among options is not assured by limitations within contract documents, but must be provided by Contractor. Compatibility is a basic general requirement of product/material selections.

1.04 SUBMITTALS:

- 1.04.A. Requests for Substitutions: Submit 3 copies, fully identified for product or method being replaced by substitution, including related specification section and drawing number(s), and fully documented to show compliance with requirements for substitutions. Include product data/drawings, description of methods, samples where applicable, Contractor's detailed comparison of significant qualities between specified item and proposed substitution, statement of effect on construction time and coordination with other affected work, cost information or proposal, and Contractor's statement to the effect that proposed substitution will result in overall work equal-to-or-better-than work originally indicated.

1.05 PRODUCT DELIVER-STORAGE-HANDLING:

- 1.05.A. General: Deliver, handle and store products in accordance with manufacturer's recommendations and by methods and means which will prevent damage, deterioration, and loss including theft. Control delivery schedules to minimize long-term storage of products at site and overcrowding of construction spaces. In particular, provide delivery/installation coordination to ensure minimum holding or storage times for products recognized to be flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other sources of loss.

1.06 WARRANTIES (GUARANTEES):

- 1.06.A. Categories of Specific Warranties: Warranties on the work are in several categories, including those of General Conditions, and including (but not necessarily limited to) the following specific categories related to individual units of work specified in sections of Divisions 2 through 16 of these specifications:
- 1.06.B. Special Project Warranty (Guarantee): A warranty specifically written and signed by Contractor for a defined portion of the work; and, where required, countersigned by subcontractor, installer, manufacturer or other entity engaged by Contractor.
- 1.06.C. Specified Product Warranty: A warranty which is required by contract documents, to be provided for a manufactured product incorporated into the work; regardless of whether manufacturer has published a similar warranty without regard for specific incorporation of product into the work, or has written and executed a special project warranty as a direct result of contract document requirements.
- 1.06.D. Coincidental Product Warranty: A warranty which is not specifically required by contract documents (other than as specified in this Section); but which is available on a product incorporated into the work, by virtue of the fact that manufacturer of product has published warranty in connection with purchases and uses of product without regard for specific applications except as otherwise limited by terms of warranty.
- 1.06.E. Refer to individual sections of Divisions 2 through 16 for the determination of units of work which are required to be specifically or individually warranted, and for the specific requirements and terms of those warranties (or guarantees).
- 1.06.F. General Limitations: It is recognized that specific warranties are intended primarily to protect Owner against failure of the work to perform as required, and against deficient, defective and faulty materials and workmanship, regardless of sources. Except as otherwise indicated, specific warranties do not cover failures in the work which result from: 1) Unusual and abnormal phenomena of the elements, 2) The Owner's misuse,

maltreatment or improper maintenance of the work, 3) Vandalism after time of substantial completion, or 4) Insurrection or acts of aggression including war.

- 1.06.G. Related Damages and Losses: In connection with Contractor's correction of warranted work which has failed, remove and replace other work of project which has been damaged as a result of such failure, or must be removed and replaced to provide access for correction of warranted work.
- 1.06.H. Consequential Damages: Except as otherwise indicated or required by governing regulation, special project warranties and product warranties are not extended to cover damage to building contents (other than work of Contract) which occurs as a result of failure of warranted work.
- 1.06.I. Reinstatement of Warranty Period: Except as otherwise indicated, when work covered by a special project warranty or product warranty has failed and has been corrected by replacement or restoration, reinstate warranty by written endorsement for the following time period, starting on date of acceptance of replaced or restored work.
  - 1. A period of time ending upon date original warranty would have expired if there had been no failure.
- 1.06.J. Replacement Cost, Obligations: Except as otherwise indicated, costs of replacing or restoring failing warranted units or products is Contractor's obligation, without regard for whether Owner has already benefited from use through a portion of anticipated useful service lives.
- 1.06.K. Rejection of Warranties: Owner reserves the right, at time of substantial completion or thereafter, to reject coincidental product warranties submitted by Contractor, which in opinion of Owner tend to detract from or confuse interpretation of requirements of contract documents.
- 1.06.L. Contractor's Procurement Obligations: Do not purchase, subcontract for, or allow others to purchase or sub-subcontract for materials or units of work for project where a special project warranty, specified product warranty, certification or similar commitment is required, until it has been determined that entities required to countersign such commitments are willing to do so.

## PART 2 PRODUCTS

### 2.01 GENERAL PRODUCT COMPLIANCE'S:

- 2.01.A. General: The compliance requirements, for individual products as indicated in contract documents, are multiple in nature and may include generic, descriptive, proprietary, performance, prescriptive, compliance with standards, compliance with codes, conformance with graphic details and other similar forms and methods of indicating requirements, all of which must be complied with. Also "allowances" and similar provisions of contract documents will have a bearing on selection process.
- 2.01.B. Procedures for Selecting Products: Contractor's options for selecting products are limited by contract document requirements, and governing regulations, and are not controlled by industry and governing regulations, and are not controlled by industry traditions or procedures experienced by Contractor on previous construction projects. Required procedures include, but are not necessarily limited to, the following for various indicated methods of specifying:

1. Single Product/Manufacturer Name: Provide product indicated, except advise Architect/Engineer before proceeding, where known that named product is not a feasible or acceptable selection.
  2. Two or More Product/Manufacturer Names: Provide one of the named products, at Contractor's option; but excluding products which do not comply with requirements. Do not provide or offer to provide an unnamed product, except where none of named products comply with requirements or are a feasible selection; advise Architect/Engineer before proceeding.
- 2.01.C. "Or Equal": Where named products in specifications text are accompanied by the term "or equal," or other language of similar effect, comply with those contract document provisions concerning "substitutions" for obtaining Architect's approval (by change order) to provide an unnamed product. "Named", except as otherwise indicated, is defined to mean manufacturer's name for product, as recorded in published product literature, of latest issue as of date of contract documents. Refer requests to use products of a later (or earlier) model to Architect for acceptance before proceeding.
- 2.01.D. Standards, Codes and Regulations: Where only compliance with an imposed standard, code or regulation is required, selection from among products which comply with requirements including those standards, codes and regulations, is Contractor's option.
- 2.01.E. Performance Requirements: Provide products which comply with specific performances indicated, and which are recommended by manufacturer (in published product literature or by individual certification) for application indicated. Overall performance of a product is implied where product is specified with only certain specific performance requirements.
- 2.01.F. Prescriptive Requirements: Provide products which have been produced in accordance with prescriptive requirements, using specified ingredients and components, and complying with specified requirements for mixing, fabricating, curing, finishing, testing and similar operations in manufacturing process.
- 2.01.G. Visual Matching: Where matching with an established sample is required, final judgment of whether a product proposed by Contractor matches sample satisfactorily is Architect's judgment. Where no product within specified cost category is available, which matches sample satisfactorily and complies with requirements, comply with contract document provisions concerning, "substitutions" and "change orders" for selection of a matching product outside established cost category or, of a product not complying with requirements.
- 2.01.H. Visual Selection: Except as otherwise indicated, where specified product requirements include "...as selected from manufacturer's standard colors, patterns, textures..." or words of similar effect, the selection of manufacturer and basic product (complying with requirements) is Contractor's option, and subsequent selection of color, pattern and texture is Architect's selection. Where specified product requirements include "...as selected from standard colors, patterns, textures available within the industry...", or words to that effect, selection of product (complying with requirements, and within established cost category) is Architect's selection, including designation of manufacturer where necessary to obtain desired color, pattern or texture.
- 2.02 SUBSTITUTIONS:



2.02.A. Conditions: Contractor's request for substitution will be received and considered when extensive revisions to contract documents are not required and changes are in keeping with general intent of contract documents; when timely, fully documented and properly submitted; and when one or more of following conditions is satisfied, all as judged by Architect. Otherwise, requests will be returned without action except to record non-compliance with these requirements.

1. Where request is directly related to an "or equal" clause or other language of same effect in contract documents.
2. Where required product, material or method cannot be provided within Contract Time, but not as a result of Contractor's failure to pursue the work promptly or to coordinate various activities properly.
3. Where required product, material or method cannot be provided in a manner which is compatible with other materials of the work, or cannot be properly coordinated therewith, or cannot be warranted as required, or cannot be used without adversely affecting Owner's insurance coverage on completed work, or will encounter other substantial non-compliance's which are not possible to otherwise overcome except by making requested substitution, which Contractor thereby certifies to overcome such non-compatibility, non-coordination, non-warranty, non-insurability or other non-compliance as claimed.
4. Where required product, material or method cannot receive required approval by a governing authority, and requested substitution can be so approved.
5. Where substantial advantage is offered Owner, in terms of cost, time, energy conservation or other valuable considerations, after deducting offsetting responsibilities Owner may be required to bear, including additional compensation to Architect for redesign and evaluation services, increased cost of other work by Owner or separate contractors, and similar considerations.

2.02.B. Work-Related Submittals: Contractor's submittal of (and Architect's acceptance of) shop drawings, product data or samples which relate to work not complying with requirements of contract documents, does not constitute an acceptable or valid request for a substitution, nor approval thereof.

## 2.03 GENERAL PRODUCT REQUIREMENTS:

- 2.03.A. General: Provide products which comply with requirements, and which are undamaged and unused at time of installation, and which are complete with accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for intended use and effect.
- 2.03.B. Standard Products: Where available, provide standard products of types which have been produced and used previously and successfully on other projects and in similar applications.
- 2.03.C. Continued Availability: Where additional amounts of a product, by nature of its application, are likely to be needed by Owner at a later date for maintenance and repair or replacement work, provide a standard, domestically produced product which is likely to be available to Owner at such later date.
- 2.03.D. Nameplates: Except as otherwise indicated for required approval labels, and operating data, do not permanently attach or imprint manufacturer's or producer's nameplates or

trademarks on exposed surfaces of products which will be exposed to view either in occupied spaces or on exterior of the work.

- 2.03.E. Labels: Locate required labels and stamps on a concealed surface or, where required for observation after installation, on an accessible surface which, in occupied spaces, is not conspicuous.
- 2.03.F. Equipment Nameplates: Provide permanent nameplate on each item of service-connected or power operated equipment. Indicate manufacturer, product name, model number, serial number, capacity, speed, ratings and similar essential operating data. Locate nameplates on an easily accessed surface which, in occupied spaces, is not conspicuous.

PART 3 EXECUTION (NOT APPLICABLE)

END OF SECTION

SECTION 01 29 00 - SCHEDULES, REPORTS, PAYMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-I Specification sections, apply to work of this section.

1.2 PROGRESS SCHEDULE:

- A. Bar-Chart Schedule: Not more than 14 days after date established for "Notice to Proceed", submit a bar-chart type progress schedule indicating a time bar for each major category or unit of work to be performed at site, properly sequenced and intermeshed and showing completion of the work sufficiently in advance of date established for "substantial completion of the work".
- B. Distribution: Following initial submittal to and response by Architect, print and distribute progress schedule to Architect, Engineers, Owner, separate contractors (if any), principal subcontractors and suppliers or fabricators, and others with a need-to-know schedule-compliance requirement. Distribute and post subsequent updated issues to same entities, when revisions are made; except delete entities from distribution when they have completed assigned work and are no longer involved in performance of scheduled work.

1.3 SCHEDULE OF VALUES:

- A. General: Prepare schedule of values, as required by General Conditions. Provide breakdown of Contract Sum in sufficient detail to facilitate continued evaluation of payment requests and progress reports. Break down principal subcontract amounts into several line items. Round off to nearest whole dollar, but with total equal to Contract Sum. Submit copy of schedule of values to Architect and Engineers.
- B. Time Coordination: In coordination of initial submittals and other administrative "start up" activities, submit schedule of values to Architect at earliest feasible date, but in no case later than 7 days before initial payment request is to be submitted.
- C. Listing: Arrange schedule with columns to indicate generic name of item, change orders (numbers) which have affected value, dollar value of item, and percentage of Contract Sum (to nearest one-hundredth percent and adjusted to total 100 percent).

1.4 PAYMENT REQUESTS:

- A. General: Except as otherwise indicated, sequence of progress payments is to be regular, and each must be consistent with previous applications and payments. It is recognized that certain applications involve extra requirements, including initial application, application at times of substantial completion, and final payment application.

- B. Application Transmittal: Submit 3 executed copies of each payment application, each copy of which is completed with waivers of lien and similar attachments. Transmit each copy with a transmittal form listing those attachments, and recording appropriate information related to application in a manner acceptable to Architect. Transmit to Architect by means ensuring receipt within 24 hours.
- C. Payment Application Times: The "period" for each progress payment is from the twenty-sixth (26th) of the month to the twenty-fifth (25th). Payment shall be made by the tenth (10th).
- D. Payment Application Forms: AIA Document G702 and Continuation Sheets; 1992 form, available from "Publications, a Division of the AIA Service Corporation", 1735 New York Ave. NW., Washington, DC, 20006 (also available at most local AIA chapter offices).
- E. Application Preparation: Except as otherwise indicated, complete every entry provided for on the form, including notarization and execution by authorized persons. Incomplete applications will be returned by Architect without action. Entries must match current data of schedule of values and progress schedule and report. Listing must include amounts of change orders issued prior to last day of the "period of construction" covered by application.
- F. Waivers of Lien: For each payment application, submit waivers of lien to the owner.
- G. Extension of Time: See Supplementary Conditions §8.3 Delays and Extension of Time
  - 1. The Contractor must submit each month, with his application for payment, a separate letter stating that he is requesting an extension of time or that he had no need for an extension for that period of time. No payment on a monthly application will be made until the letter is received. Complete justification on a specific day by day basis, which shall include, but is not limited to, weather reports, site condition reports, a listing of which trades are delayed and which trades are not delayed (with verification from each trade), photo of the site and appropriate correspondence. The receipt of this request and data will be evaluated and accepted or rejected with the processing of the application for payment. The final determination as to the granting of an extension of time will be in the sole discretion of Architect/Owner, and Contractor agrees that this is a reasonable and appropriate method of resolution and agrees to abide by the decision of Architect. Weather delays for work to be performed inside of the building, shall not be allowed after the building reaches the enclosure stage unless Contractor can furnish clean and convincing proof that such an extension would be justified and Architect grants such extension.
- H. Application at Time of Substantial Completion:
  - 1. See Section 01 77 00 - Project Closeout.
- I. Final Payment Application:
  - 1. See Section 0 177 00 - Project Closeout.

PART 2 - PRODUCTS (not applicable)

PART 3 - EXECUTION (not applicable)

END OF SECTION

## SECTION 013300 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Submittal schedule requirements.
  - 2. Administrative and procedural requirements for submittals.
- B. Related Requirements: Individual submittal requirements specified for each unit of work are in addition to those identified in this section. Refer to other Division 00 and 01 sections and contract documents for administrative submittal requirements.

#### 1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

#### 1.4 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

#### 1.5 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
  - 1. Project name.
  - 2. Date.



3. Name of Architect, Contractor, subcontractor, manufacturers & suppliers.
4. Name of firm or entity that prepared submittal.
5. Unique submittal number, including revision identifier.
6. Category and type of submittal, purpose, and description.
7. Specification Section references. Include paragraph number, as appropriate.
8. Drawing number and detail references, as appropriate.
9. Indication of full or partial submittal.
10. Location(s) where product is to be installed, as appropriate.
11. Warranty and guarantee information for each product, material, installation, etc.
12. Other necessary identification.
13. Remarks.
14. Signature of transmitter.

- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Paper Submittals:
1. Action Submittals: Submit three copies of each submittal unless otherwise indicated. Architect will retain one copy and return remaining copies.
  2. Informational Submittals: Submit two copies of each submittal unless otherwise indicated. Architect will not return copies.
  3. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using AIA Document G810 or equivalent transmittal form.
- E. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

## 1.6 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Section. Types of submittals are indicated in individual Specification Sections. Architect may request additional submittals as needed.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
  3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
  4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.

- a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow 15 days for review of each resubmittal.
  4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
- D. Color & Finish Selections: Submittals requiring the Architect to approve finishes, textures, or color selections may be partially approved at the discretion of the Architect. No color selections will be made until all shop drawings, product samples, etc. have been received for all related portions of the work. No extension of the Contract Time will be authorized because of failure to provide color selections enough in advance of the Work to permit processing, including resubmittals.
- E. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
  2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
  3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- F. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- G. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

## 1.7 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.

- b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.
    - g. Notation of coordination requirements.
    - h. Availability and delivery time information.
  - 4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams that show factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  - 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data unless submittal based on Architect's digital data drawing files is otherwise permitted.
  - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Identification of products.
    - b. Schedules.
    - c. Compliance with specified standards.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Relationship and attachment to adjoining construction clearly indicated.
    - g. Seal and signature of professional engineer if specified.
  - 2. Paper Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 24 by 36 inches.
  - 3. BIM Incorporation: Where required, develop and incorporate Shop Drawing files into BIM established for Project.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
  - 1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
  - 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
    - a. Project name and submittal number.
    - b. Generic description of Sample.
    - c. Product name and name of manufacturer.
    - d. Sample source.

- e. Number and title of applicable Specification Section.
  - f. Specification paragraph number and generic name of each item.
- 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units, showing the full range of colors, textures, and patterns available.
  - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected. Provide additional sets where required by individual specification section.
- 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
  - a. Number of Samples: Submit two sets of Samples. Architect will retain one Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
    - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
    - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: Where required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
  - 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
  - 2. Manufacturer and product name, and model number if applicable.
  - 3. Number and name of room or space.
  - 4. Location within room or space.
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of

assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.

G. Certificates:

1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
2. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.

H. Test and Research Reports:

1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - a. Name of evaluation organization.
  - b. Date of evaluation.
  - c. Time period when report is in effect.
  - d. Product and manufacturers' names.



- e. Description of product.
- f. Test procedures and results.
- g. Limitations of use.

#### 1.8 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- C. BIM Incorporation: Where required, incorporate delegated-design drawing and data files into BIM established for Project.
  - 1. Prepare delegated-design drawings in the following format: Same digital data software program, version, and operating system as original Drawings.

#### 1.9 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
  - 1. **Architect will reject submittals received from Contractor that do not have Contractor's review and approval.**

#### 1.10 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal and return indicating via markup the appropriate action as follows;
  - 1. Marked "Approved": Final unrestricted release. Work may proceed, provided it complies with contract documents.

2. Marked “Approved as Noted”: Final but restricted release. Work may proceed, provided it complies with the notations and corrections indicated on submittal and with the contract documents.
  3. Marked “Returned for Resubmittal”: Do not proceed with work. Revise in accordance with notations thereon and resubmit without delay. Do not allow submittals to be used in connection with performance of the work.
  4. Marked “No Action Required”: Other action. Where submittal is returned for other reasons, with Architect explanation included.
- B. Informational Submittals: Architect will review each submittal and will not return it or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will return without review or discard submittals received from sources other than Contractor.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 01 42 00 - DEFINITIONS AND STANDARDS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

1.2 DEFINITIONS:

- A. General Explanation: A substantial amount of specification language constitutes definitions for terms found in other contract documents, including drawings which must be recognized as diagrammatic in nature and not completely descriptive of requirements indicated thereon. Certain terms used in the contract documents are defined generally in this article. Definitions and explanations of this section are not necessarily either complete or exclusive, but are general for the work to extent not stated more explicitly in another provision of contract documents.
- B. General Requirements: The provisions or requirements of Division-1 sections. General Requirements apply to entire work of Contract and, where so indicated, to other elements which are included in the project.
- C. Indicated: The term "Indicated" is a cross-reference to graphics, notes or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown", "noted", "scheduled", and "specified" are used in lieu of "indicated", it is for purpose of helping reader locate cross-reference, and no limitation of location is intended except as specifically noted.
- D. Directed, Requested, Etc.: Where not otherwise explained, terms such as "directed", "requested", "authorized", "selected", "approved", "required", "accepted", and "permitted" mean "directed by Architect/Engineer", "requested by Architect/Engineer", etc. However, no such implied meaning will be interpreted to extend Architect's responsibility into Contractor's area of construction supervision.
- E. Approve: Where used in conjunction with Architect's response to submittals, requests, applications, inquiries, reports and claims by Contractor, the meaning of term "approved" will be held to limitations of Architect's responsibilities and duties as specified in General and Supplementary Conditions. In no case will "approval" by Architect be interpreted as a release of Contractor from responsibilities to fulfill requirements of contract documents.
- F. Project Site: The space available to Contractor for performance of the work, either exclusively or in conjunction with others performing other work as part of the project. The extent of project site is shown on drawings, and may or may not be identical with description of land upon which project is to be built.
- G. Furnish: Except as otherwise defined in greater detail, term "furnish" is used to mean supply and deliver to project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.

- H. Install: Except as otherwise defined in greater detail, term "install" is used to describe operations at project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing protecting, cleaning and similar operations, as applicable in each instance.
- I. Provide: Except as otherwise defined in greater detail, term "provide" means furnish and install, complete and ready for intended use, as applicable in each instance.
- J. Installer: The entity (person or firm) engaged by Contractor or its subcontractor or subcontractor for performance of a particular unit of work at project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in operations they are engaged to perform.
- K. Testing Laboratory: An independent entity engaged to perform specific inspections or tests of the work, either at project site or elsewhere; and to report and (if required) interpret results of those inspections or tests.

### 1.3 SPECIFICATION EXPLANATIONS:

- A. Overlapping and Conflicting Requirements: Where compliance with 2 or more industry standards or sets of requirements is specified, and overlapping of those different standards or requirements establishes different or conflicting minimums or levels of quality, most stringent requirement (which is generally recognized to be also most costly) is intended and will be enforced, unless specifically detailed language written into contract documents (not by way of reference to an industry standard) clearly indicates that a less stringent requirement is to be fulfilled. Refer apparently-equal-but-different requirements, and uncertainties as to which level of quality is more stringent, to Architect for a decision before proceeding.
- B. Contractor's Options: Except for overlapping or conflicting requirements, where more than one set of requirements are specified for a particular unit of work, option is intended to be Contractor's regardless of whether specifically indicated as such.
- C. Minimum Quality/Quantity: In every instance, quality level or quantity shown or specified is intended as minimum for the work to be performed or provided. Except as otherwise specifically indicated, actual work may either comply exactly with that minimum (within specified tolerances), or may exceed that minimum within reasonable limits. In complying with requirements, indicated numeric values are either minimums or maximums as noted or as appropriate for context of requirements. Refer instances of uncertainty to Architect for decision before proceeding.
- D. Specialists; Assignments: In certain instances, specification text requires (or at least implies) that specific work be assigned to specialists or expert entities, who must be engaged for performance of those units of work. These must be recognized as special requirements over which Contractor has no choice or option. These assignments must not be confused with (and are not intended to interfere with) normal application of regulations, union jurisdictions and similar conventions. One purpose of such assignments is to establish which party or entity involved in a specific unit of work is recognized as "expert" for indicated construction processes or operations. Nevertheless, final responsibility for fulfillment of entire set of requirements remains with Contractor.

- E. Trades: Except as otherwise indicated, the use of titles such as "carpentry" in specification text, implies neither that the work must be performed by an accredited or unionized tradespeople of corresponding generic name (such as "carpenter"), nor that specified requirements apply exclusively to work by tradespeople of that corresponding generic name.
- F. Abbreviations: The language of specifications and other contract documents is of the abbreviated type in certain instances, and implies words and meanings which will be appropriately interpreted. Actual word abbreviations of a self-explanatory nature have been included in texts. Specific abbreviations have been established, principally for lengthy technical terminology and primarily in conjunction with coordination of specification requirements with notations on drawings and in schedules. Trade association names and titles of general standards are frequently abbreviated. Singular words will be interpreted as plural and plural words will be interpreted as singular where applicable and where full context of the contract documents so indicates.

#### 1.4 DRAWING SYMBOLS:

- A. General: Except as otherwise indicated, graphic symbols used on drawings are those symbols recognized in the construction industry for purposes indicated. Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., eighth edition.
- B. M/E Drawings: Graphic symbols used on mechanical/electrical drawings are generally aligned with symbols recommended by ASHRAE, supplemented by more specific symbols were appropriate as recommended by other recognized technical associations including ASME, ASPE, IEEE, and similar organizations. Refer instances of uncertainty to Architect/Engineer for clarification before proceeding.

#### 1.5 INDUSTRY STANDARDS:

- A. General Applicability of Standards: Applicable standards of construction industry have same force and effect (and are made a part of contract documents by reference) as if copied directly into contract documents, or as if published copies were bound herewith.
- B. Referenced standards (referenced directly in contract documents or by governing regulations) have precedence over non-referenced standards which are recognized in industry for applicability to work.
- C. Non-referenced standards recognized in the construction industry are hereby defined, except as otherwise limited in contract documents, to have direct applicability to the work,
- D. and will be so enforced for performance of the work.
- E. Publication Dates: Except as otherwise indicated, where compliance with an industry standard is required, comply with standard in effect as of date of contract documents.
- F. Copies of Standards: Provide where needed for proper performance of the work; obtain directly from publication sources.



- G. Abbreviations and Names: Where acronyms or abbreviations are used in specifications or other contract documents, they are defined to mean the industry recognized name of trade association, standards generating organization, governing authority or other entity applicable to context of text provision. Refer to "Encyclopedia of Associations," published by Gale Research Co., available in large libraries.

1.6 GOVERNING REGULATIONS/AUTHORITIES:

- A. General: The procedure followed by Architect has been to contact governing authorities where necessary to obtain information needed for the purpose of preparing contract documents; recognizing that such information may or may not be of significance in relation to Contractor's responsibilities for performing the work. Contact governing authorities directly for necessary information and decision having a bearing on the performance of the work including but not limited to facilities to protect the public during construction.

PART 2 - PRODUCTS (not applicable)

PART 3 - EXECUTION (not applicable)

END OF SECTION

SECTION 01 45 29 - QUALITY CONTROL SERVICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF REQUIREMENTS:

- A. General: Required inspection and testing services are intended to assist in the determination of probable compliance of the work with requirements specified or indicated. These required services do not relieve the Contractor of responsibility for compliance with these requirements or for compliance with requirements of the contract documents.
- B. Definitions: The requirements of this section relate primarily to customized fabrication and installation procedures, not to the production of standard products. Quality control services include inspections and tests and related actions including reports, performed by independent agencies and governing authorities, as well as directly by the Contractor. These services do not include Contract enforcement activities performed directly by the Architect.
- C. Specific quality control requirements for individual units of work are specified in the sections of these specifications that specify the individual element of the work. These requirements, including inspections and tests, cover both production of standard products, and fabrication of customized work. These requirements also cover quality control of the installation procedures.
- D. Inspections, tests and related actions specified in this section and elsewhere in the contract documents are not intended to limit the Contractor's own quality control procedures which facilitate overall compliance with requirements of the contract documents.
- E. Requirements for the Contractor to provide quality; control services as required by the Architect, the Owner, governing authorities or other authorized entities are not limited by the provisions of this section.

1.3 RESPONSIBILITIES:

- A. Contractor Responsibilities: Except where they are specifically indicated as being the Owner's responsibility, or where they are to be provided by another identified entity, inspections, tests and similar quality control services are the Contractor's responsibility these services also include those specified to be performed by an independent agency and not directly by the Contractor. Costs for these services shall be included in the Contract Sum. The Contractor shall employ and pay an independent agency, testing laboratory or other qualified firm to perform quality control services specified.

- B. The Owner will engage and pay for the services of an independent agency to perform inspections and tests that are specified as the Owner's responsibility.
- C. Retest Responsibility: Where results of required inspections, tests or similar services prove unsatisfactory and do not indicate compliance of related work with the requirements of the contract documents, then retests are the responsibility of the Contractor regardless of whether the original test was the Contractor's responsibility. Retesting of work revise or replaced by the Contractor is the Contractor's responsibility, where required tests were performed on original work.
- D. Responsibility for Associated Services: The Contractor is required to cooperate with the independent agencies performing required inspections, tests and similar services. Provide such auxiliary services as are reasonably requested. Notify the testing agency sufficiently in advance of operations to permit assignment of personnel. These auxiliary services include but are not necessarily limited to the following:
  - 1. Providing access to the work.
  - 2. Taking samples or assistance with taking samples.
  - 3. Delivery of samples to test laboratories.
  - 4. Security and protection of samples and test equipment at the project site.
- E. Coordination: The Contractor and each independent agency engaged to perform inspections, tests and similar services for the project shall coordinate the sequence of their activities so as to accommodate required services with a minimum of delay in the progress of the work. In addition the Contractor and each independent testing agency shall coordinate their work so as to avoid the necessity of removing and replacing work to accommodate inspections and tests. The Contractor is responsible for scheduling times for inspections, tests, taking of samples and similar activities. Qualification for Service Agencies: Except as otherwise indicate, engage inspection and test service agencies, including independent testing laboratories, which are prequalified as complying with "Recommended Requirements for Independent Laboratory Qualification" by the American Council of Independent Laboratories, and which are recognized in the industry as specialized in the types of inspections and tests to be performed.

#### 1.4 SUBMITTALS:

- A. General: Refer to Division-1 section on "Submittals" for the general requirements on submittals. Submit a certified written report of each inspection, test or similar service, directly to the Architect/Engineer, in duplicate, unless the Contractor is responsible for the service. If the Contractor is responsible for the service, submit a certified written report of each inspection, test or similar service through the Contractor, in duplicate. Submit additional copies of each written report directly to the governing authority, when the authority so directs.
- B. Report Data: Written reports of each inspection, test or similar service shall include, but not be limited to the following:
  - 1. Name of testing agency or test laboratory.
  - 2. Dates and locations of samples and tests or inspections.
  - 3. Names of individuals making the inspection or test.
  - 4. Designation of the work and test method.
  - 5. Complete inspection or test data.
  - 6. Test results.

7. Interpretations of test results.
8. Notation of significant ambient conditions at the time of sample-taking and testing.
9. Comments or professional opinion as to whether inspected or tested work complies with requirements of the contract documents.
10. Recommendations on retesting, if applicable.

PART 2 - PRODUCTS ( Not Applicable).

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION:

- A. General: Upon completion of inspection, testing, sample-taking and similar services performed on the work, repair damaged work and restore substrates and finishes to eliminate deficiencies, including deficiencies in the visual qualities of exposed finishes. Protect work exposed by or for quality control service activities, and protect repaired work. Repair and protection is the Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing or similar services.

END OF SECTION

## SECTION 01 50 00 - TEMPORARY FACILITIES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

#### 1.2 DESCRIPTION OF REQUIREMENTS:

- A. Definitions: Specific administrative and procedural minimum actions are specified in this section, as extensions of provisions in General Conditions and other contract documents. These requirements have been included for special purposes as indicated. Nothing in this section is intended to limit types and amounts of temporary work required, and no omission from this section will be recognized as an indication by Architect that such temporary activity is not required for successful completion of the work and compliance with requirements of contract documents. Provisions of this section are applicable to, but not by way of limitation, utility services, construction facilities, security/protection provisions, and support facilities.

#### 1.3 QUALITY ASSURANCE:

- A. General: In addition to compliance with governing regulations and rules/recommendations of franchised utility companies, comply with specific requirements indicated and with applicable local industry standards for construction work (published recommendations by local consensus "building councils").
- B. ANSI Standards: Comply with applicable provisions of ANSI A10- Series standards on construction safety, including A10.3, A10.4, A10.5, A10.6, A10.7, A10.8, A10.9, A10.10, A10.11, A10.12, A10.13, A10.14, A10.15, A10.17, A10.18, A10.20, and A10.22. NFPA Code: Comply with NFPA Code 241 "Building Construction and Demolition Operations."

#### 1.4 JOB CONDITIONS:

- A. General: Establish and initiate use of each temporary facility at time first reasonably required for proper performance of the work. Terminate use and remove facilities at earliest reasonable time, when no longer needed or when permanent facilities have, with authorized use, replaced the need.
- B. Conditions of Use: Install, operate, maintain and protect temporary facilities in a manner and at locations which will be safe, non-hazardous, sanitary and protective of persons and property, and free of deleterious effects.

### PART 2 - PRODUCTS AND EXECUTION



2.1 TEMPORARY UTILITY SERVICES:

- A. The types of services required include, but not by way of limitation, water, sewerage, surface drainage, electrical power and telephones. Where possible and reasonable, connect to existing franchised utilities for required services; and comply with service companies' recommendations on materials and methods, or engage service companies to install services. Locate and relocate services (as necessary) to minimize interference with construction operations.
1. Electrical Power: Tie into existing building system if possible.
    - a. Utility cost shall be paid by owner.
  2. Potable Water: Tie into existing buildings system if possible.
    - a. Utility cost shall be paid by owner.
  3. Gas and other utilities: Tie into utilities as indicated on the plans for permanent connections.
    - a. Utility cost shall be paid by the owner.

2.2 TEMPORARY CONSTRUCTION FACILITIES:

A. GENERAL

1. The types of temporary construction facilities required include, but not by way of limitation, water distribution, drainage, dewatering equipment, enclosure of work, heat, ventilation, electrical power distribution, lighting, hoisting facilities, stairs, ladders, and roads. Provide facilities reasonably required to perform construction operations properly and adequately.

B. WATER DISTRIBUTION:

1. Mechanical contractor shall pipe to each floor level and provide hose lengths sufficient to reach entire area of construction work, not less than 3/4" hose size. Prevent freezing of water distribution by either prompt drainage after each use, or by suitable protection. Maintain 30 psi minimum water pressure at hose outlets.

C. ENCLOSURE

1. Before the building is enclosed and at any time work is performed outside the building enclosure, each contractor shall provide all heating, equipment, fuel, labor, supervision and maintenance necessary to protect his work and material against injury from the elements, including but not limited to dampness and cold. Each contractor shall provide approved temporary heating devices, electrical power, adequate and proper fuel, enclosures, etc., required for performing the work of his trades.
2. The general contractor shall enclose the building as soon as possible after starting construction and notify all contractors in writing when enclosure is completed. The building shall be considered enclosed when the walls have been constructed, a watertight roof has been applied and all doors, windows and other openings have been closed in an approved manner with permanent and/or temporary closures which provide in the opinion

of the Architect a sufficient number of operating window units for the escape of construction moisture.

D. CONSTRUCTION HEAT

1. Construction heat shall be all heat, whether furnished by temporary heating units or by the permanent heating system, necessary to heat the building enclosure prior to the Owner's assumption of responsibility for the building heat.

E. RESPONSIBILITY

1. After enclosure, the general contractor will be fully responsible for providing construction heat until the building is accepted for occupancy by the Owner.

F. PERMANENT HEATING AND VENTILATION SYSTEM

1. The mechanical contractor shall furnish permanent heating and ventilating systems to heat and ventilate all building areas using heat and air from the permanent systems when available.
2. The electrical contractor shall furnish the electrical service, wiring and equipment necessary to utilize the permanent and temporary heating and ventilating systems, completing same concurrently with mechanical work.
3. The electrical contractor shall pay the costs for making electrical connections to heating or ventilating equipment or controls for temporary use other than to permanently located equipment.
4. Operate the heating and air supply systems used during construction to provide proper temperature and relative humidity for the work of each contractor. Maintain minimum temperature and humidity conditions as follows:
5. Maintain a minimum temperature of 50 degrees at all times in the spaces involved during the placing, setting, and curing of concrete, plaster, ceramic tile, or similar materials. Supply heat in a manner that will prevent the rapid drying of materials. Supply air for drying of materials.
6. Before delivery of materials and during the installation of finished woodwork, applying paint or varnish finishes, or applying impervious membranes or fabrics such as vinyl, maintain a minimum temperature of 70 degrees. Before installation dry the structure out by heat and ventilation to such an extent that moisture contained within partitions, walls, floors, or other structures will not adversely affect the installation or application of finished materials. Maintain a temperature of not less than 70 degrees in spaces where composition flooring is being laid and has been laid for the duration of the contract.
7. At a date established in substantial completion certificate or beneficial occupancy, whichever is earlier, the Owner will assume responsibility for providing heat to all parts of the building and all contractors will be relieved of their duties to furnish construction heat.

G. TEMPORARY POWER AND LIGHTING SYSTEM

1. The electrical contractor will provide a temporary light and power system within the building for the use of each contractor as specified herein.
2. Electrical Power: The electrical contractor will provide and maintain weatherproof, grounded, power distribution system sufficient to accommodate construction operations requiring power, use of power tools, electrical heating, lighting, and start-up testing of permanent electric-powered equipment prior to its permanent connection to electrical system. Provide overload protection. Locate multiple outlets (not less than 4-gang), spaced so that entire area of construction can be reached by power tools on a single extension cord of 100' maximum length.
3. Lighting: The electrical contractor will provide and maintain sufficient temporary lighting to ensure proper workmanship everywhere; by combined use of daylight, general lighting, and portable plug-in task lighting. Provide general lighting with local switching which will enable energy conservation during periods of varying activity (work-in-progress, traffic only, security check, lock-up, etc.).
4. Provide uniformly spaced general lighting equivalent to not less than one 200-watt incandescent lamp per 1000 square feet of floor area, and one 100-watt lamp per fifty feet of corridor.
5. Additional Power or Lighting: Contractor requiring any additional temporary lighting and power shall arrange to have the electrical contractor make a proper connection to the temporary system and provide facilities to suit their requirements to the extent possible and be responsible for the cost and maintenance thereof.
6. Portable Tools: Each contractor shall be responsible for maintaining portable tools and appliances operated from the temporary light and power system with suitable cords and plugs in good condition and with non-current-carrying parts grounded through a grounding conductor.
7. Maintenance and Repair: The temporary light and power system shall be used under the direction of the electrical contractor to the extent that in the event of heavy loading, he shall designate where loads may be connected so as to prevent overloading of circuits. Each contractor shall coordinate his use of temporary power so that the demand does not exceed the service available.
8. The repair of any damage to the system, including replacement of blown fuses, resulting from misuse or from connecting faulty equipment into the system, shall be paid for by each contractor responsible for the damage. Although the temporary light and power system is furnished for the use of each contractor, the components and materials furnished by the electrical contractor shall remain his property and any costs attributed to loss or damage to same shall be reimbursed by each contractor whose employees are found to be responsible for said loss and damage.
9. Each contractor requiring power for loads larger than those defined available and for electric welders shall make his own arrangements for these facilities and pay the energy costs for same. Remove such facilities immediately after work is completed.

#### H. PERMANENT ELECTRICAL SERVICE

1. In accordance with the job progress and conditions, the electrical contractor will make the permanent electrical service and distribution system for the building available for use for testing and adjusting of equipment and for operation of the required heating and ventilating equipment that is installed in permanent position. Enclosures and partitions must be in place around the major items of electrical equipment before such equipment may be energized.

I. PROTECTION OF EXISTING WORK

1. Where work is conducted above, or adjacent to, roofs, protect the roof with a minimum of 3/4" plywood. Storage of materials will not be permitted on any roof.

J. CONSTRUCTION AIDS

1. Scaffolding and staging shall be provided by contractor for both interior and exterior work as required. Furnish, install and maintain scaffolding in accordance with requirements of all laws and regulations in effect.

K. LIFTING DEVICES AND HOISTING FACILITIES

1. Contractor shall provide lifting devices necessary for the proper and efficient movement of materials; provide operating personnel for equipment as required. Equipment shall be provided with safety devices as required by local and state codes.

L. ACCESS PROVISIONS

1. Provide ramps, stairs, ladders and similar temporary access elements as reasonably required to perform the work and facilitate its inspection during installation. Comply with reasonable requests of governing authorities performing inspections.

2.3 SECURITY/PROTECTION PROVISIONS:

- A. The types of temporary security and protection provisions required include, but not by way of limitation, fire protection, barricades, warning signs/lights, site enclosure fence, building enclosure/lockup, personnel security, theft prevention program and similar provisions intended to minimize property losses, personal injuries and claims for damages at project site. Provide security/protection services and systems in coordination with activities and in a manner to achieve 24-hour, 7-day-per-week effectiveness.

B. SECURITY

1. The Owner will not be responsible for the safety of contractor's work, material and/or equipment.

C. FIRE EXTINGUISHERS

1. Provide types, sizes, numbers and locations as would be reasonably effective in extinguishing fires during early stages, by personnel at project site. Provide Type A extinguishers at locations of low-potential for either electrical or grease-oil-flammable liquids fires; provide Type ABC dry chemical extinguishers at other locations; comply with recommendations of NFPA No. 10. Post warning and quick-instructions at each

extinguisher location, and instruct all personnel at project site, at time of their first arrival, on proper use of extinguishers and other available facilities at project site. Post local fire department call number on each telephone instrument at project site.

D. SITE ENCLOSURE FENCE

1. At earliest reasonable date enclose project site, or portion thereof determined by Contractor to be sufficient to contain entire construction activity.
2. At minimum, the Contractor shall provide the following site enclosure:
  - a. A barrier of 4' high orange poly-mesh with posts & tension wires as required to maintain the 4' barrier height. Contractor shall take additional precautions as required to secure materials, equipment, etc.
3. Where site enclosure fencing is installed in existing concrete or asphalt paving the Contractor shall patch/repair as required upon removal and prior to final application for payment.

2.4 BUILDING ENCLOSURE AND LOCKUP

- A. At earliest possible date, secure building against unauthorized entrance at times when personnel are not working. Provide secure temporary enclosures at ground floor and other locations of possible entry, with locked entrances.
- B. The general contractor shall be responsible for the complete water tightness of the building and maintaining the building in a dry condition until acceptance. The general contractor shall be responsible for any damage from water, as well as for damage, collapse or failure of any part of the building caused by excess water undermining or creating pressures on the structure. Each contractor shall be responsible for damages caused by their subcontractors.

2.5 TEMPORARY SUPPORT FACILITIES:

- A. The types of temporary support facilities required include, but not by way of limitation, field offices, storage sheds, fabrication sheds, sanitary facilities, drinking water, first aid facilities, telephones, thermometer, project identification signs, clean-up facilities, waste disposal service, rodent/pest control and similar miscellaneous general services, all as may be reasonably required for proficient performance of the work and accommodation of personnel at the site including Owner's and Architect's personnel. Discontinue and remove temporary support facilities, and make incidental similar use of permanent work of the project, only when and in manner authorized by Architect; and, if not otherwise indicated, immediately before time of substantial completion. Locate temporary support facilities for convenience of users, and for minimum interference with construction activities.
- B. Material Storage: The contractor and each subcontractor shall make suitable provisions for his own office and for the storage of his materials and provide such temporary weatherproof sheds as may be necessary for the protection of his materials. The foregoing structures and equipment shall remain the property of such contractor and upon completion of the work the structures shall be removed from the site.



- C. Sanitary Facilities: At general contractor's option, provide either piped (wet) toilet facilities or self-contained toilet units of type acceptable to governing authorities, adequate (at all stages of construction) for use of personnel at project site. Provide separate facilities for male and female personnel when both sexes are working (in any capacity) at project site.
  - 1. Use of owners' facilities are not allowed.
- D. Drinking Water: General contractor shall provide dispenser-type, cold drinking water units; adequate in number and locations for personnel at project site. Furnish paper cups and waste receptacles.
- E. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
  - 1. Identification Signs: Provide job site project identification sign minimum 4' wide by 2' tall identifying the Project Name, Owner Name, General Contractor name/logo & phone, and Architect firm name/logo. Signage to be manufactured & provided by a signage company acceptable to the Architect. Submit for review and approval identification sign construction, materials, and submittal requirements for digital graphics to be provided by the Architect. At minimum, signage shall be painted  $\frac{3}{4}$ " plywood finished for continuous exterior exposure.
  - 2. Other Signs: Provide temporary directional signs for construction personnel and visitors as required. All other signs to be placed on the site by any contractor or subcontractor must be approved by the Architect as to size, quality, type and location.
  - 3. Contractor shall maintain and touch up signs so they are legible at all times.
- F. Repair of Damaged Items: The contractor who installed the temporary facilities is responsible for maintaining said facilities; however, misuse, damage or destruction of another contractor's or subcontractor's facilities shall be paid for by the contractor whose employees were responsible for said loss or damage. If responsible party is unknown, the cost to correct or replace shall be prorated to all contractors and subcontractors on the job at the time of such damage.

END OF SECTION

SECTION 01 77 00 - PROJECT CLOSEOUT

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF REQUIREMENTS:

- A. Definitions: Closeout is hereby defined to include general requirements near end of Contract Time in preparation for final acceptance, final payment, normal termination of contract, occupancy by Owner and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in sections of Divisions 2 through 16. Time of closeout is directly related to "Substantial Completion"; and therefore, may be either a single time period for entire work which have been certified as substantially complete at different dates. That time variation (if any) shall be applicable to other provisions of this section.
- B. Final payment will not be approved until all close-out documentation have been received.

1.3 SUBSTANTIAL COMPLETION:

- A. The contractor shall have completed the following:
  - 1. Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner.
  - 2. Make final change-over of locks and transmit keys to Owner and advise Owner's personnel of change-over in security provisions.
  - 3. Complete start-up testing of systems, and instructions of Owner's operating/maintenance personnel. Discontinue (or change over) and remove from project site temporary facilities and services along with construction tools and facilities, mock-ups, and similar elements.
- B. Inspection Procedures: Upon receipt of contractor's request, Architect will either proceed with inspection or advise contractor of prerequisites not fulfilled. Following initial inspection, Architect will either prepare certificate of substantial completion, or advise contractor of work which must be performed prior to issuance of certificate; and repeat inspection when requested and assured that work has been substantially completed. Results of completed inspection will form initial "punch-list" for final acceptance.

1.4 FINAL ACCEPTANCE:

- A. General: Prior to requesting Architect's final inspection for certification of final acceptance and final payment as required by General Conditions, complete the following and list known exceptions (if any) in request:

- B. Submit final payment request with final releases and supporting documentation not previously submitted and accepted, include certificates of insurance for products and completed operations where required.

1.5 FORM OF CLOSE-OUT DOCUMENTS:

- A. Contractor shall submit all required documents in one initial complete package. Partial submittals will be returned to the Contractor.
- B. Prior to Final Payment the Contractor shall provide the closeout documents in DUPLICATE in the following format: (Unless otherwise noted)
- C. All closeout documents must be provided in two binders. (Operation and Maintenance Manuals may be in a separate binder if necessary)
  - 1. Each item shall be tabbed.
  - 2. Each item shall be numbered with the item number listed below.
  - 3. Package shall include all as-built drawings and specifications, operation manuals, maintenance manuals and all items listed below.

1.6 REQUIRED CLOSE-OUT DOCUMENTS:

- A. Submit copies of original Contract, Bonds, Certificate of Insurance, all Change Orders, Certificate of Substantial Completion with punch list. (Two required - photocopies acceptable)
- B. AIA Document G702 Application and Certificate for Payment, for the final request for payment, (Three notarized originals required)
- C. AIA Document G707 Consent of Surety to Final Payment, completed in full by bonding company with Power of Attorney. (Two notarized originals required)
- D. AIA Document G706 Contractor's Affidavit of Payment of Debts and Claims. (Two notarized originals required)
- E. AIA Document G706A Contractor's Affidavit of Release of Liens. (Two notarized originals required)
- F. Notice of Substantial Completion with an attached punch list. (Two copies required)
- G. Notarized Letter from the General Contractor with the following Statements exactly as shown: (Two notarized originals required)
  - 1. "We hereby certify that all bills for labor and materials incorporated into the above captioned project under our contract, have been paid and that the Owner is released from any and all claims and/or damages under this contract."
  - 2. "We hereby certify that the Project has been constructed in accordance with the contract documents."

3. "We hereby certify that all material incorporated in this project are non-asbestos containing materials".

H. Guarantee of Work: (Two notarized originals required)

1. Sworn statement that all work is guaranteed against defects in materials and workmanship for one year from date of owner's acceptance, except where specified for longer periods.
2. All guarantees and warranties shall be obtained in the Owner's name.
3. Word the Guarantee as follows: (All four paragraphs)

"We hereby guarantee all work performed by us on the above captioned project to be free from defective materials and workmanship for a period of one year or such longer period of time as may be called for in the contract documents for such portions of the work.

Within the guaranty period, if repairs or changes are requested in connection with guaranteed work which, in the opinion of the Owner, are rendered necessary as a result of the use of materials, equipment or workmanship which are inferior, defective or not in accordance with the terms of the contract, the Contractor shall promptly, upon receipt of notice from and without expense to the Owner, place in satisfactory condition in every particular, all such guaranteed work, correct all defects therein and make good all damages to the building, site, equipment or contents thereof which, in the opinion of the Owner, is the result of the use of materials, equipment or workmanship which are inferior, defective or not in accordance with the terms of the contract; and make good any work or materials or the equipment and contents of said buildings or site disturbed in fulfilling any such guaranty.

If after notice, the Contractor fails to proceed promptly to comply with the terms of the guaranty, the Owner may have the defects corrected and the Contractor and his Sureties shall be liable for all expense incurred.

All special guarantees applicable to definite parts of the work stipulated in the project manual or other papers forming part of the contract shall be subject to the terms of this paragraph during the first year of the life of such special guaranty."

I. As Built Record Drawings:

1. Maintain one complete set of contract document drawings for recording substantial deviations from the work originally shown. The mechanical and electrical contractors shall maintain a separate set of documents at all times, throughout the project. If items are discovered which are uncharted or unknown, record such item and location for future referenced by the owner. Locate deviation by dimension and or scale for site and building work from known, visible and obvious point of reference. Note all items changed by addendum and change orders.
2. The Contractor shall keep in reserve one complete set of plans for use as the "As Built Drawings". All deviations from the original plans, shall be flagged with a "cloud" and noted and dimensioned if necessary. Each drawing shall be noted as "As Built Drawing"

3. In addition, the Contractor shall scan the "As Built Drawings" to disc in PDF format and provide one disc to the Architect for transmittal to the owner.
- J. As Built Record Specifications
1. Maintain one copy of specifications, including addenda, change orders and similar modifications issued in printed form during construction, and mark-up variations (of substance) in actual work in comparison with text of specifications and modification as issued. Give particular attention to substitutions, selection of options, and similar information on work where it is concealed or cannot otherwise be readily discerned at a later date by direct observation. Note related record drawing information and product data, where applicable. Upon completion of mark-up, submit to Architect for Owner's records.
- K. Record Product Data (Shop Drawings, Brochures, Submittals, etc.):
1. Maintain two copies of each product data submittal, and mark-up significant variations in actual work in comparison with submitted information, include both variations in product as delivered to site, and variations from manufacturer's instructions and recommendations for installation. Give particular attention to concealed products and portions of the work which cannot otherwise be readily discerned at a later date by direct observation. Note related change orders and mark-up of record drawings and specifications. Upon completion of mark-up, submit complete set to Architect for Owner's records.
- L. Maintenance Manuals:
1. Organize maintenance-and-operating manual information into suitable sets of manageable size, and bind into individual binders properly identified and indexed (thumb-tabbed), include emergency instructions, spare parts listing, copies of warranties, wiring diagrams, recommended "turn-around" cycles, inspection procedures, shop drawings, product data, and similar applicable information. Bind each manual of each set in a heavy-duty 2", three-ring vinyl-covered binder, and include pocket folders for folded sheet information. Mark identification on both front and spine of each binder.
- M. Roofing Guarantees Manufacturer's guarantees. (Two originals required)
- N. Roofing Guarantee-Service:
1. Service Guarantee, copies at end of Section. (Two originals required)
- O. Permits, Licenses and Certificates
1. For the Owner's records, submit copies of building and other permits, licenses, certifications, city/county inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of the work. (Two required - photo copies acceptable)
- P. Door Guarantee (Two originals required)
- Q. Store Front System and Aluminum Entrance Doors for two (2) years. (Two originals required)



- R. Warranty on Insulating Glass Units for ten (10) years. (Two originals required)
- S. Maintenance instructions for resilient floor covering. (Two required - photocopies acceptable)
- T. Maintenance instructions for ceramic tile flooring. (Two required - photocopies acceptable)

PART 2 - PRODUCTS (not applicable)

PART 3 - EXECUTION

3.1 CLOSEOUT PROCEDURES:

- A. General Operating/Maintenance Instructions: Arrange for each installer of work requiring continuing maintenance or operation to meet with Owner's personnel at project site to provide basic instruction needed for proper operation and maintenance of entire work, include instructions by manufacturer's representatives where installers are not expert in the required procedures. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, fuels, identification system, control sequences, hazards, cleaning and similar procedures and facilities. For operational equipment, demonstrate start-up, shut-down, emergency operations, noise and vibration adjustments, safety, economy/efficiency adjustments, energy effectiveness, and similar operations. Review maintenance and operations in relation with applicable warranties, guarantee from manufacturers and serviced guarantee, agreements to maintain, bonds, and similar continuing commitments.

3.2 FINAL CLEANING:

- A. General: Special cleaning for specific units of work is specified in sections of Divisions 2 through 16. General cleaning during progress of work is specified in General Conditions and as temporary services in "Temporary Facilities" section of this Division. Provide final cleaning of the work at time indicated consisting of cleaning each surface or unit of work to normal "clean" condition expected for a first-class building cleaning and maintenance program. Comply with manufacturer's instructions for cleaning operations. The following are examples, but not by way of limitation, of cleaning levels required:
  - 1. Remove labels which are not required as permanent labels.
  - 2. Clean transparent materials, including mirrors and window/door glass to a polished condition removing substances which are noticeable as vision-obscuring materials. Replace broken glass and damaged transparent materials.
  - 3. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of dust, stains, films and similar noticeable distracting substances. Except as otherwise indicated, avoid disturbance of natural weathering of exterior surfaces. Restore reflective surfaces to original reflective condition.
  - 4. Wipe surfaces of mechanical and electrical equipment clean, and similar equipment; remove excess lubrication and other substances.

5. Clean concrete floors in non-occupied spaces broom clean.
6. Clean plumbing fixtures to a sanitary condition, free of stains including those resulting from water exposure.
7. Clean food service equipment to a condition of sanitation ready and acceptable for intended food service use.
8. Clean light fixtures and lamps so as to function with full efficiency.
9. Clean project site (yard and grounds), including landscape development areas of litter and foreign substances. Sweep paved areas to a broom-clean condition; remove stains, petro-chemical spills and other foreign deposits. Rake ground which are neither planted nor paved to a smooth, even-textured surface.
10. Removal of Protection: Except as otherwise indicated or requested by Architect, remove temporary protection devices and facilities which were installed during course of the work to protect previously completed work during remainder of construction period.
11. Compliances: Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at site, or bury debris or excess materials on Owner's property, or discharge volatile or other harmful or dangerous materials into drainage systems; remove waste materials from site and dispose of in a lawful manner.
12. Where extra materials of value remaining after completion of associated work have become Owner's property, dispose of these to Owner's best advantage as directed.

END OF SECTION

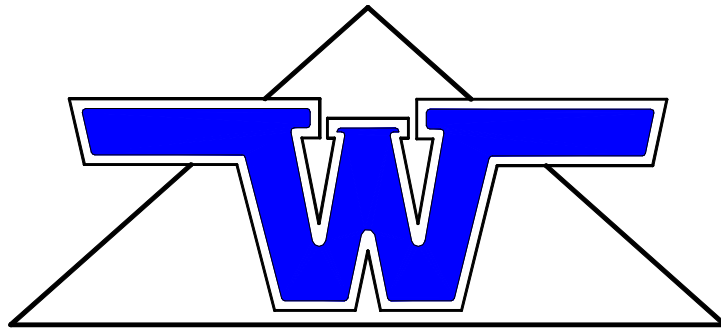
SECTION 02 30 00 - SOIL INVESTIGATION DATA

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Soil Investigation: A report has been prepared and is attached immediately following this section. This report was obtained for use by the Architect in design and shall be considered part of the contract documents. The Contractor shall coordinate and prepare the site in accordance with the recommendations therein along with those indicated on the drawings.
- B. Examination: A copy of this report has been included herein and is available for contractor's information only and is not a warranty of subsurface conditions.
- C. Additional Investigation:
  - 1. Contractor should visit the site and acquaint himself with conditions.
- D. Prior to bidding, the contractor may make his own investigations to satisfy himself with site and subsurface conditions.

END OF SECTION



W Geotechnical and Testing, Inc.

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## **REPORT OF GEOTECHNICAL EXPLORATION**

**DABBS STREET PARKING LOT  
HATTIESBURG, MISSISSIPPI**

**FOR**

**KEVIN KAMMERDEINER  
ENVIRONMENTAL MANAGEMENT SERVICES, INC.**

**DECEMBER 16, 2021**

# *W GEOTECHNICAL AND TESTING, INC.*

301 Central Avenue East  
Wiggins, MS 39577  
Phone (601) 928-9099



104 N. 12<sup>th</sup> Avenue  
Hattiesburg, MS 39401  
Phone (601) 544-8378

December 16, 2021

Kevin Kammerdeiner  
Environmental Management Services, Inc.  
7350 US Highway 98  
Hattiesburg, MS 39402  
Phone: 601-544-3674  
Fax: 601-544-0504  
Email: [kkammerdeiner@env-mgt.com](mailto:kkammerdeiner@env-mgt.com)

RE: Report of Geotechnical Exploration  
Dabbs Street Parking Lot  
Hattiesburg, Mississippi

W Geotechnical Project No. G-1106

Dear Mr. Kammerdeiner:

Thank you for retaining W Geotechnical and Testing, Inc. to complete a geotechnical exploration for the above referenced site. The results of the subsurface exploration, along with boring logs and our engineering report, are attached to this letter.

To explore the subsurface conditions at this site, a total of two (2) Standard Penetration Test (SPT) borings were drilled to 10 feet below the ground surface within the footprint of the proposed new parking area.

In general, good soils were encountered at this site. With proper site preparation, including removal of vegetation, topsoil, loose soils and debris, the soils at the site are suitable for supporting the planned new parking area. Geotechnical and pavement design recommendations, along with construction recommendations, are provided in more detail in the appropriate sections of this report.



Thank you for the opportunity to provide geotechnical engineering services on this project. Should you have questions regarding our findings or need additional consultations, please do not hesitate to contact our office.

Respectfully,

**W Geotechnical and Testing, Inc. represented by:**



Benjamin Lunsford, P.E.  
Project Engineer



Heath S. Williams, P.E.  
Principal Engineer  
MS Registration No. 17702

**REPORT OF GEOTECHNICAL EXPLORATION  
DABBS STREET PARKING LOT  
HATTIESBURG, MISSISSIPPI**

**TABLE OF CONTENTS**

|                                                                                                                                                                         | <b><u>PAGE</u></b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>INTRODUCTION</b>                                                                                                                                                     | <b>1</b>           |
| General                                                                                                                                                                 | 1                  |
| Project Information                                                                                                                                                     | 1                  |
| Purposes of Exploration                                                                                                                                                 | 1                  |
| <b>FIELD &amp; LABORATORY EXPLORATION</b>                                                                                                                               | <b>1</b>           |
| Field Exploration                                                                                                                                                       | 1                  |
| Laboratory Testing Program                                                                                                                                              | 2                  |
| <b>SUBSURFACE CONDITIONS</b>                                                                                                                                            | <b>2</b>           |
| Soil Conditions                                                                                                                                                         | 2                  |
| Groundwater Conditions                                                                                                                                                  | 3                  |
| <b>ANALYSIS AND RECOMMENDATIONS</b>                                                                                                                                     | <b>3</b>           |
| General                                                                                                                                                                 | 3                  |
| Pavement Design Recommendations                                                                                                                                         | 3                  |
| <b>CONSTRUCTION RECOMMENDATIONS</b>                                                                                                                                     | <b>4</b>           |
| Subgrade Preparation                                                                                                                                                    | 4                  |
| Fill Placement                                                                                                                                                          | 4                  |
| Additional Considerations                                                                                                                                               | 5                  |
| <b>CLOSING</b>                                                                                                                                                          | <b>5</b>           |
| <b><u>APPENDIX</u></b>                                                                                                                                                  |                    |
| Figure 1 - Boring Location Plan,<br>Reference Notes for Boring Logs,<br>Unified Soils Classification System,<br>Soil Boring Logs (2),<br>Laboratory Tests Summary Sheet |                    |

## **INTRODUCTION**

### **General**

This report presents the results of our geotechnical exploration findings and our geotechnical recommendations for the construction of a proposed parking area in Hattiesburg, Mississippi.

### **Project Information**

The information presented in this section is based on information provided and our own site reconnaissance. The site is located on Dabbs Street at the end of Fredna Avenue in Hattiesburg, Mississippi. The approximate GPS coordinates of the site are 31.311607°, -89.293006°.

We understand the proposed project to consist of the construction of a new asphalt parking area. At the time of our fieldwork, the site consisted of a mostly open lot with some existing asphalt and concrete paving.

If any of the information presented is incorrect or has changed, please advise W Geotechnical and Testing, Inc. to allow us to reevaluate our recommendations in the light of changes in the present project concept.

### **Purposes of Exploration**

The purposes of this exploration were to explore the soil and groundwater conditions at the site and to identify any foreseeable special geotechnical considerations needed for the proposed development. We accomplished the purposes of the study by:

1. Performing a general site reconnaissance,
2. Drilling borings to explore the subsurface soil and groundwater conditions,
3. Performing laboratory tests on selected representative soil samples from the borings to evaluate pertinent engineering properties, and
4. Evaluating the field and laboratory data to develop appropriate engineering considerations.

## **FIELD & LABORATORY EXPLORATION**

### **Field Exploration**

To explore the subsurface conditions at this site, a total of two (2) Standard Penetration Test (SPT) borings, drilled to 10 feet below the ground surface, were performed within the footprint of the proposed new parking area. Boring locations were determined in the field by a W Geotechnical representative who measured distances and estimated right angles from existing site features. The boring locations should be considered approximate and boring elevations should be considered from the ground surface elevation at the time of our fieldwork on December 13, 2021.

The soil test borings were performed with a truck mounted drill rig, which utilized continuous flight solid stem augers to advance the boreholes. Representative soil samples were obtained by means of the split-barrel sampling procedure in general accordance with ASTM Specification D-1586 using an automated drive hammer. In this procedure, a 2-inch O.D., split-barrel sampler is driven into the soil a distance of 18-24 inches by a 140-pound hammer falling 30 inches. The number of blows required to drive the sampler through a 12-inch interval (Blows Per Foot – bpf) is termed the Standard Penetration Test (SPT) N-value and is indicated for each sample on the boring logs. This value can be used as a qualitative indication of the in-place relative density of cohesionless soils. In a less reliable way, it also indicates the consistency of cohesive soils.

The drill crew maintained a field log of the soils encountered in the borings. After recovery, each sample was removed from the sampler and visually classified. Representative portions of each sample were then sealed and brought to our laboratory in Wiggins, Mississippi for further visual examination and laboratory testing.

### **Laboratory Testing Program**

Representative soil samples were selected and tested in our laboratory to check visual classifications and to determine pertinent engineering properties. The laboratory testing program included visual classifications of all soil samples, and natural moisture content, Atterberg Limit, sieve analysis and volume change potential testing of selected samples. The laboratory test results are presented on the laboratory test summary sheet in the appendix.

An experienced geotechnical engineer classified each soil sample on the basis of texture and plasticity in accordance with the Unified Soil Classification System. The group symbols for each soil type are indicated in parentheses following the soil descriptions on the boring logs. The geotechnical engineer grouped the various soil types into the major zones noted on the boring logs. The stratification lines designating the interfaces between earth materials on the boring logs and profiles are approximate; in-situ, the transitions may be gradual.

The soil samples will be retained in our laboratory for a period of 60 days, after which, the samples will be discarded unless other instructions are received.

## **SUBSURFACE CONDITIONS**

### **Soil Conditions**

Data from the soil test borings are included in the Appendix. The subsurface conditions discussed in the following paragraphs and those shown on the boring logs represent an estimate of the subsurface conditions based on interpretation of the boring data using normally accepted geotechnical engineering judgments. We note that the transition between different soil strata is usually less distinct than those shown on the boring logs. Subsurface conditions in unexplored locations may vary somewhat from those reported herein.

The borings performed for this exploration generally encountered Clayey and Silty Sand. These materials had relative densities that were mostly very loose to very dense, with SPT n-values

ranging from 3 to 35 blows per foot (bpf). For more specific information refer to the boring logs in the appendix.

### Groundwater Conditions

Groundwater was observed near 6 feet from the existing ground surface at the time of drilling. Visual observation of the soil samples retrieved during the drilling exploration can often be used in evaluating the groundwater conditions. Variations in the location of the long-term water table may occur as a result of changes in precipitation, evaporation, surface water runoff, and other factors not immediately apparent at the time of this exploration.

## ANALYSIS AND RECOMMENDATIONS

### General

The following geotechnical recommendations are based on our observations at the site, interpretation of the field data obtained during the exploration, laboratory test results, and our experience with similar subsurface conditions. In general, good soil conditions were encountered at this site. Site preparation should include removing construction debris, piping, utilities and concrete from previous construction at the site, and thoroughly proofrolling as specified in the Site Preparation section.

### Pavement Design Recommendations

*Assuming that the parking and drive areas are properly prepared by clearing debris, organic materials and loose soils, and thoroughly proofrolling as described in the subgrade preparation section of this report, a typical minimum pavement section for the expected soil subgrade is shown below. All pavement production and placement should meet Mississippi Standard Specifications for State Aid Road and Bridge Construction, latest edition.*

**Typical Asphalt Pavement Sections**

| <b>Material Type</b>                     | <b>Thickness</b> |
|------------------------------------------|------------------|
| AC Surface Course (ST 9.5mm)             | 1.5 inches       |
| AC Base Course (ST 12.5 mm)              | 2.5 inches       |
| Granular Aggregate Base (#610 Gradation) | 6.0 inches       |

As an alternative option to asphalt, typical rigid pavement sections are also provided below. We recommend that rigid concrete sections are used in areas with tight turns, frequent braking, entry and exit aprons, dumpster pads, and large or sustained loads. Concrete joint spacing, reinforcement and layout should be designed in accordance with American Concrete Institute (ACI) 330.

**Typical Rigid Pavement Sections**

| <b>Material Type</b>                     | <b>Thickness</b> |
|------------------------------------------|------------------|
| 4,000 psi Concrete                       | 4.0 inches       |
| Granular Aggregate Base (#610 Gradation) | 6.0 inches       |



If more economical, “clay gravel” meeting the specifications of MDOT Class 6 Group C granular material may be substituted in place of the granular aggregate base, however, an additional 2 inches of “clay gravel” is required; i.e. 8.0 inches of clay gravel replaces 6.0 inches of #610 granular aggregate.

An important consideration with the design and construction of pavements is surface and subsurface drainage. Where standing water develops, either on the pavement surface or within the base course layer, softening of the subgrade and other problems related to the deterioration of the pavement can be expected. Furthermore, good drainage should minimize the risk of the subgrade materials becoming saturated over a long period of time.

## CONSTRUCTION RECOMMENDATIONS

### Subgrade Preparation

The subgrade preparation should consist of removing all topsoil, loose soils, debris and organic materials. Observation is required to ensure that all the unwanted materials are removed. We recommend that the subgrade preparation be extended to the expanded project limits, which are defined as a minimum of 3 feet beyond the footprint of any paved area. Excavation limits should be extended laterally an additional 1 foot for each foot of fill required at any location.

After excavating to the desired grade, and prior to fill placement, the existing natural materials must be observed to be free of a substantial amount of organic material and of sufficient consistency to support the required fill and structural loads. The resulting subgrade should be evaluated by a qualified geotechnical engineer. *Proofrolling of the entire site using a loaded dump truck, having an axle weight of at least 10 tons, is required to aid in identifying any additional localized soft or unsuitable material that should be removed.* Any soft or unsuitable materials encountered during this proofrolling should be removed and replaced with an approved backfill compacted to the criteria below.

### Fill Placement

The preparation of proposed building subgrades should be observed on a periodic basis by a representative of a qualified construction materials testing company to document that the subgrade is suitable for support of the proposed construction and/or fills.

Structural fill materials should consist of approved material with less than 2 percent organic matter, free of debris, with rocks no greater than 6 inches and a Liquid Limit less than 30 and a Plasticity Index less than 15. Unacceptable fill materials include topsoil, ash, low-density soils with a maximum unit weight less than 95 pcf, organic materials, and highly plastic silts and clays. Any unsuitable materials removed during grading operations should be either stockpiled for later use in landscaped areas, or placed in approved disposal areas either on site or off site.

Grade control should be maintained throughout the fill placement operations. All fill operations should be observed on a periodic basis by a qualified soil technician from W Geotechnical and Testing, Inc. to determine that minimum compaction requirements are being met. A minimum of

one compaction test per 2,500 square foot area should be performed in every other lift placed. The elevation and location of the tests should be clearly identified and recorded at the time of fill placement. Fill materials should be placed in lifts not exceeding 8 inches in loose thickness and moisture conditioned to within  $\pm 2$  percent of the optimum moisture content to facilitate proper compaction. Structural fill material should be compacted to a minimum of **95 percent** of the maximum dry density obtained in accordance with ASTM Specification D-698, Standard Proctor Method. Crushed aggregate base for the pavement structure should be compacted to **98 percent** of the maximum dry density obtained in accordance with ASTM Specification D-698, Standard Proctor Method.

### **Additional Considerations**

Exposure to the environment may weaken the soils at the subgrade level if remain open for too long a time. If surface water intrusion or exposure softens the bearing soils, the softened soils must be removed from the excavation bottom immediately prior to placement of fill material. If the excavation must remain open overnight, or if rainfall becomes imminent while the bearing soils are exposed, we recommend that the excavations be covered or otherwise protected.

Positive site drainage should be maintained during earthwork operations, which should help maintain the integrity of the soil. Placement of fill on the near surface soils, which have become saturated, may be very difficult. When wet, these soils will degrade quickly with disturbance from contractor operations and will be extremely difficult to stabilize for fill placement.

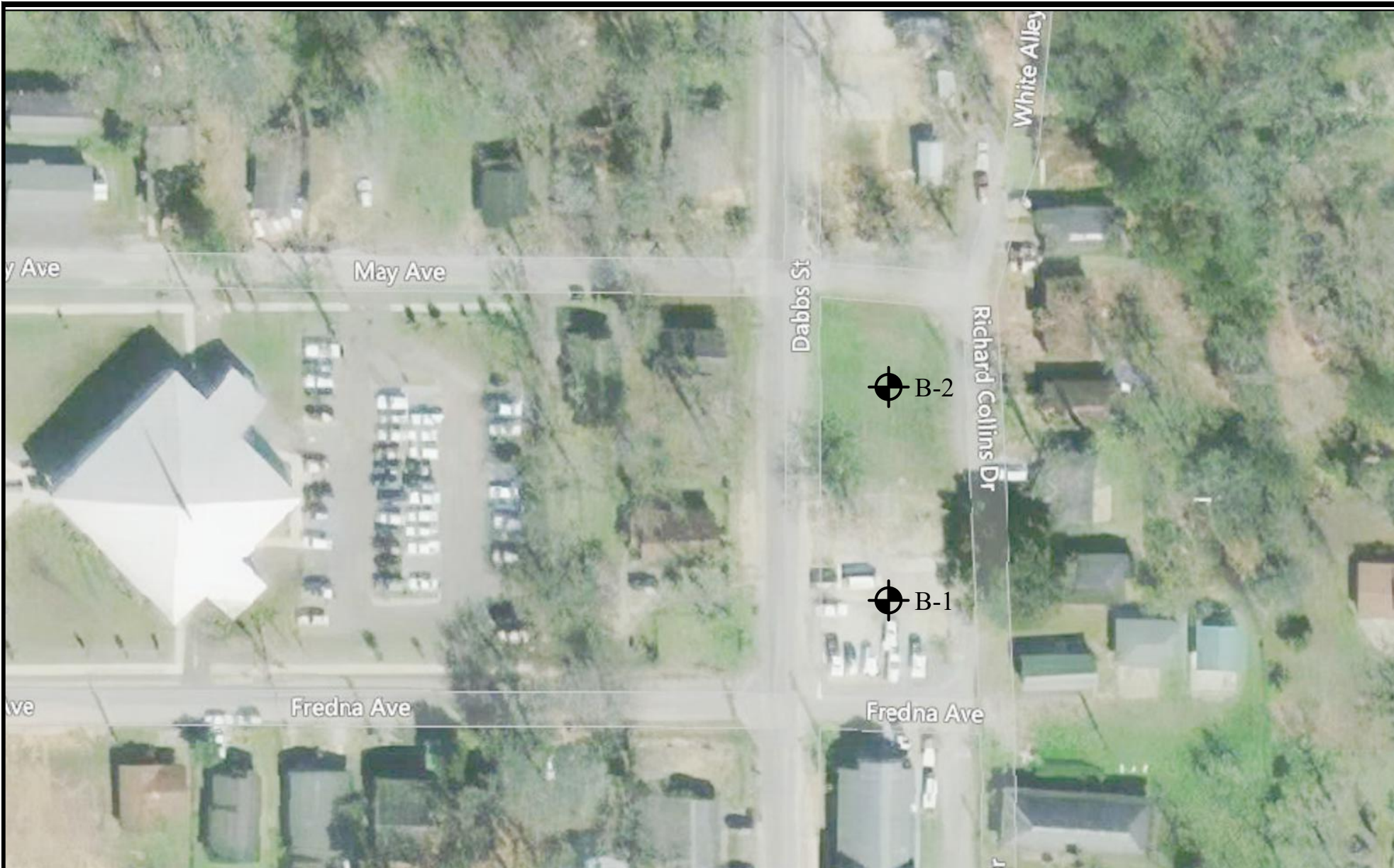
The surface of the site should be kept properly graded in order to enhance drainage of the surface water away from the proposed building areas during the construction phase. We recommend that an attempt be made to enhance the natural drainage without interrupting its pattern.

The surficial soils contain fines, which are considered moderately erodible. All erosion and sedimentation shall be controlled in accordance with Best Management Practices and current City and DEQ requirements. At the appropriate time, we would be pleased to provide a proposal for construction materials testing and related services.

### **CLOSING**

This report has been prepared in accordance with generally accepted geotechnical engineering practice. No other warranty is expressed or implied. The evaluations and recommendations presented in this report are based on the available project information, as well as on the results of the exploration. W Geotechnical and Testing, Inc. should be given the opportunity to review the final drawings and site plans for this project to determine if changes to the recommendations outlined in this report are needed. Should the nature of the project change, these recommendations should be reevaluated. No third party is given permission to rely on this report or data without the express written consent of W Geotechnical and Testing, Inc. We recommend that the construction activities be observed by a qualified geotechnical engineer to provide the necessary overview and to check the suitability of the subgrade soils for supporting the footings. We would be pleased to provide an estimated cost for these services at the appropriate time.

## **APPENDIX**



# LEGEND

 Approximate Boring Location

B-X Boring Designation



W Geotechnical and Testing, Inc.

|          |          |
|----------|----------|
| Job No.  | G-1106   |
| Scale    | NTS      |
| Drawn By | RSC      |
| Date     | 12/13/21 |

Figure Name:

Boring Location Plan

Reference:

Google Earth

Project Name:

Dabb St. Parking Lot,  
Hattiesburg, MS.

Figure No.:

1

# Reference Notes For Boring Logs



| DEPTH (FT)                 | Drilling Symbol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SAMPLE NO.                            | SAMPLE DIST. (IN)                                                                                                                                                                                                                                                                                                                                                                                                                                 | LABORATORY TEST RESULTS | DESCRIPTION OF MATERIAL                                                            | WATER LEVELS<br>ELEVATION (FT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Boring No. <b>B-X</b><br><br>⊗ STANDARD PENETRATION BLOWS/FT.<br>10    20    30    40    50+ |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--|-------------|-------------|-----|------------|-----|-------|-------|--------------|-------|-------|--------|------------|----------------------------|--|-------------|-------------|-----|-----------|-----|------|-----|--------------|------|-------|-------|------------|-------|------|--------|-----------|
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         | SURFACE ELEVATION                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
|                            | Sample Data obtained at the depth indicated to the left.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Results of Laboratory Tests Performed | Description of Material Sampled. Including: Visual Color, Soil Description, Moisture, Consistency From N-Value (See Table to the right), and USCS Symbol (See Below).                                                                                                                                                                                                                                                                             |                         |                                                                                    | Standard Penetration Test Blow Count (Blows/Ft) refers to the blows per foot of a 140 lb. hammer falling 30 inches on a 2 inch O.D. Split Spoon Sampler, as specified in ASTM D-1586. The Blow count is commonly referred to as the N-Value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
|                            |  = Auger<br> = Wet Rotary<br> = Split Spoon Sampler<br> = Shelby Tube Sampler<br><br>Moisture Content = %M<br>Liquid Limit = LL<br>Plasticity Index = PI<br>Volume Change = VC<br>% Passing #40 = -#40<br>% Passing #200 = -#200 |                                       | <u>USCS Symbol</u><br>GP - Poorly Graded Gravel<br>GW - Well Graded Gravel<br>GM - Silty Gravel<br>GC - Clayey Gravel<br>SP - Poorly Graded Sand<br>SW - Well Graded Sand<br>SM - Silty Sand<br>SC - Clayey Sand<br>ML - Low Plasticity Silty<br>MH - High Plasticity Silt<br>CL - Low Plasticity Clay<br>CH - High Plasticity Clay<br>OL - Low Plasticity Organics<br>OH - High Plasticity Organics<br><br>CL/ML - Dual Classification (Typical) |                         |  | ⊗ N-value (Blows per 6")<br><br><u>Consistency From N-Values:</u><br><br><table border="0"> <tr> <th colspan="2">For Sands and Silts</th> </tr> <tr> <th>SPT N Value</th> <th>Consistency</th> </tr> <tr> <td>0-3</td> <td>Very Loose</td> </tr> <tr> <td>4-9</td> <td>Loose</td> </tr> <tr> <td>10-29</td> <td>Medium Dense</td> </tr> <tr> <td>30-49</td> <td>Dense</td> </tr> <tr> <td>50-100</td> <td>Very Dense</td> </tr> <tr> <th colspan="2">For Cohesive Soils - Clays</th> </tr> <tr> <th>SPT N Value</th> <th>Consistency</th> </tr> <tr> <td>0-2</td> <td>Very Soft</td> </tr> <tr> <td>3-4</td> <td>Soft</td> </tr> <tr> <td>5-8</td> <td>Medium Stiff</td> </tr> <tr> <td>9-16</td> <td>Stiff</td> </tr> <tr> <td>17-29</td> <td>Very Stiff</td> </tr> <tr> <td>30-50</td> <td>Hard</td> </tr> <tr> <td>51-100</td> <td>Very Hard</td> </tr> </table> | For Sands and Silts                                                                          |  | SPT N Value | Consistency | 0-3 | Very Loose | 4-9 | Loose | 10-29 | Medium Dense | 30-49 | Dense | 50-100 | Very Dense | For Cohesive Soils - Clays |  | SPT N Value | Consistency | 0-2 | Very Soft | 3-4 | Soft | 5-8 | Medium Stiff | 9-16 | Stiff | 17-29 | Very Stiff | 30-50 | Hard | 51-100 | Very Hard |
| For Sands and Silts        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| SPT N Value                | Consistency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 0-3                        | Very Loose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 4-9                        | Loose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 10-29                      | Medium Dense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 30-49                      | Dense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 50-100                     | Very Dense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| For Cohesive Soils - Clays |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| SPT N Value                | Consistency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 0-2                        | Very Soft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 3-4                        | Soft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 5-8                        | Medium Stiff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 9-16                       | Stiff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 17-29                      | Very Stiff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 30-50                      | Hard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |
| 51-100                     | Very Hard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                              |  |             |             |     |            |     |       |       |              |       |       |        |            |                            |  |             |             |     |           |     |      |     |              |      |       |       |            |       |      |        |           |

THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES IN-SITU THE TRANSITION MAY BE GRADUAL

Boring information including: water levels, dates, and drilling equipment and methods.



# Unified Soil Classification System (ASTM Designation D-2487)

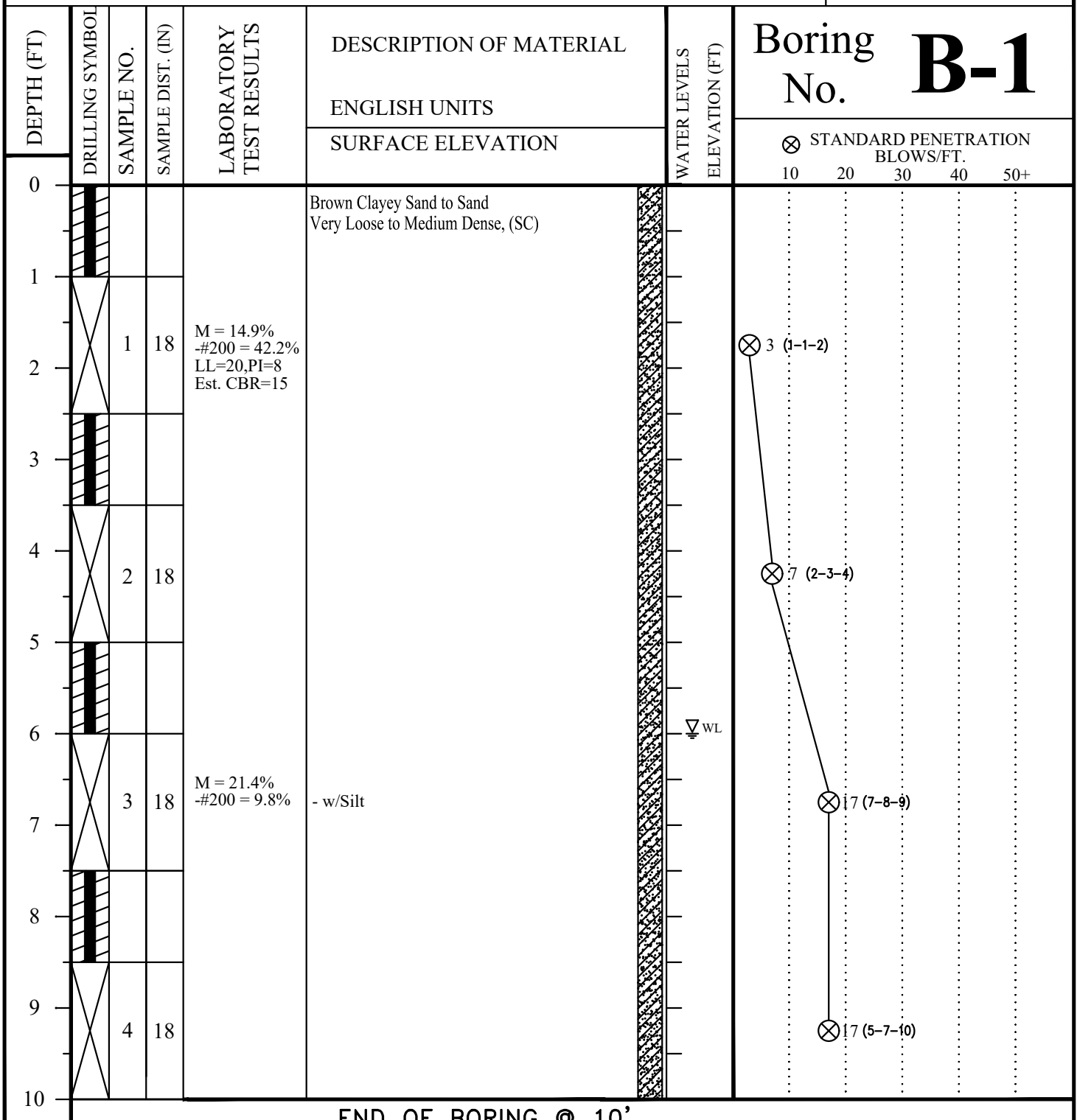
| Major Division                                                                                                                   | Group Symbol                                                         | Typical Names                                                            | Classification Criteria                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Coarse-grained soils<br>More than 50% retaining on No. 200 sieve                                                                 | Gravels<br>More than 50% of coarse fraction retained on No. 4 sieve  | GW                                                                       | Well-graded gravels and gravel-sand mixtures, little or no fines                                  |
|                                                                                                                                  |                                                                      | GP                                                                       | Poorly graded gravels and gravel-sand mixtures, little or no fines                                |
|                                                                                                                                  |                                                                      | GM                                                                       | Silty gravels, gravel-sand-silt mixtures                                                          |
|                                                                                                                                  |                                                                      | GC                                                                       | Clayey gravels, gravel-sand-clay mixtures                                                         |
|                                                                                                                                  | Sands<br>More than 50% of coarse fraction passes No. 4 sieve         | SW                                                                       | Well-graded sands and gravelly sands, little or no fines                                          |
|                                                                                                                                  |                                                                      | SP                                                                       | Poorly graded sands and gravelly sands, little or no fines                                        |
|                                                                                                                                  |                                                                      | SM                                                                       | Silty sands, sand-silt mixtures                                                                   |
|                                                                                                                                  |                                                                      | SC                                                                       | Clayey sands, sand-clay mixtures                                                                  |
|                                                                                                                                  | Silty or Clays<br>Liquid limit 50% or less                           | ML                                                                       | Inorganic silts, very fine sands, rock flour, silty or clayey fine sands                          |
|                                                                                                                                  |                                                                      | CL                                                                       | Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays |
|                                                                                                                                  |                                                                      | OL                                                                       | Organic silts and organic silty clays of low plasticity                                           |
|                                                                                                                                  |                                                                      | MH                                                                       | Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts                     |
|                                                                                                                                  |                                                                      | CH                                                                       | Inorganic clays of high plasticity, fat clays                                                     |
|                                                                                                                                  |                                                                      | OH                                                                       | Organic clays of medium to high plasticity                                                        |
|                                                                                                                                  |                                                                      |                                                                          |                                                                                                   |
| Fine grained soils<br>50% or more passing No. 200 sieve                                                                          | Silty or Clays<br>Liquid limit greater than 50%                      | Classification on basis of percentage of fines                           |                                                                                                   |
|                                                                                                                                  |                                                                      | GW, GP, SW, SP, GM, GC, SM, SC                                           |                                                                                                   |
|                                                                                                                                  |                                                                      | Borderline classification requiring use of dual symbol                   |                                                                                                   |
|                                                                                                                                  |                                                                      | Less than 5% Pass No. 200 sieve                                          |                                                                                                   |
|                                                                                                                                  |                                                                      | More than 12% Pass No. 200 sieve                                         |                                                                                                   |
|                                                                                                                                  |                                                                      | 5% to 12% Pass No. 200 sieve                                             |                                                                                                   |
|                                                                                                                                  |                                                                      | $C_u = D_{60}/D_{10}$ Greater than 4                                     |                                                                                                   |
|                                                                                                                                  |                                                                      | $C_z = (D_{30})^2/(D_{10} \times D_{60})$ Between 1 and 3                |                                                                                                   |
|                                                                                                                                  |                                                                      | Not meeting both criteria for GW                                         |                                                                                                   |
|                                                                                                                                  |                                                                      | Atterberg limits plot below "A" line or plasticity index less than 4     |                                                                                                   |
|                                                                                                                                  |                                                                      | Atterberg limits plot above "A" line and plasticity index greater than 7 |                                                                                                   |
|                                                                                                                                  |                                                                      | $C_u = D_{60}/D_{10}$ Greater than 6                                     |                                                                                                   |
|                                                                                                                                  |                                                                      | $C_z = (D_{30})^2/(D_{10} \times D_{60})$ Between 1 and 3                |                                                                                                   |
|                                                                                                                                  |                                                                      | Not meeting both criteria for SW                                         |                                                                                                   |
|                                                                                                                                  | Atterberg limits plot below "A" line or plasticity index less than 4 |                                                                          |                                                                                                   |
| Atterberg limits plot above "A" line and plasticity index greater than 7                                                         |                                                                      |                                                                          |                                                                                                   |
| Note: U-line represents approximate upper limit of LL and PI combinations for natural soils (empirically determined). ASTM-D2487 |                                                                      |                                                                          |                                                                                                   |
|                                                                                                                                  |                                                                      |                                                                          |                                                                                                   |
| Plasticity chart for the classification of fine-grained soils.<br>Tests made on fraction finer than No. 40 sieve.                |                                                                      |                                                                          |                                                                                                   |
| Highly organic soils                                                                                                             | Pt                                                                   | Peat, muck and other highly organic soils                                | Fibrous organic matter; will char, burn, or glow                                                  |



**W Geotechnical  
and Testing, Inc.**

**UNIFIED SOIL  
CLASSIFICATION  
SYSTEM**

Project: Dabbs St. Parking Lot  
 Location: Hattiesburg, MS.  
 Job No.: G-1106  
 Client: Environmental Management Services, Inc.



THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES IN-SITU THE TRANSITION MAY BE GRADUAL

▽ WL 6' @ T.O.B.

BORING STARTED 12/13/21

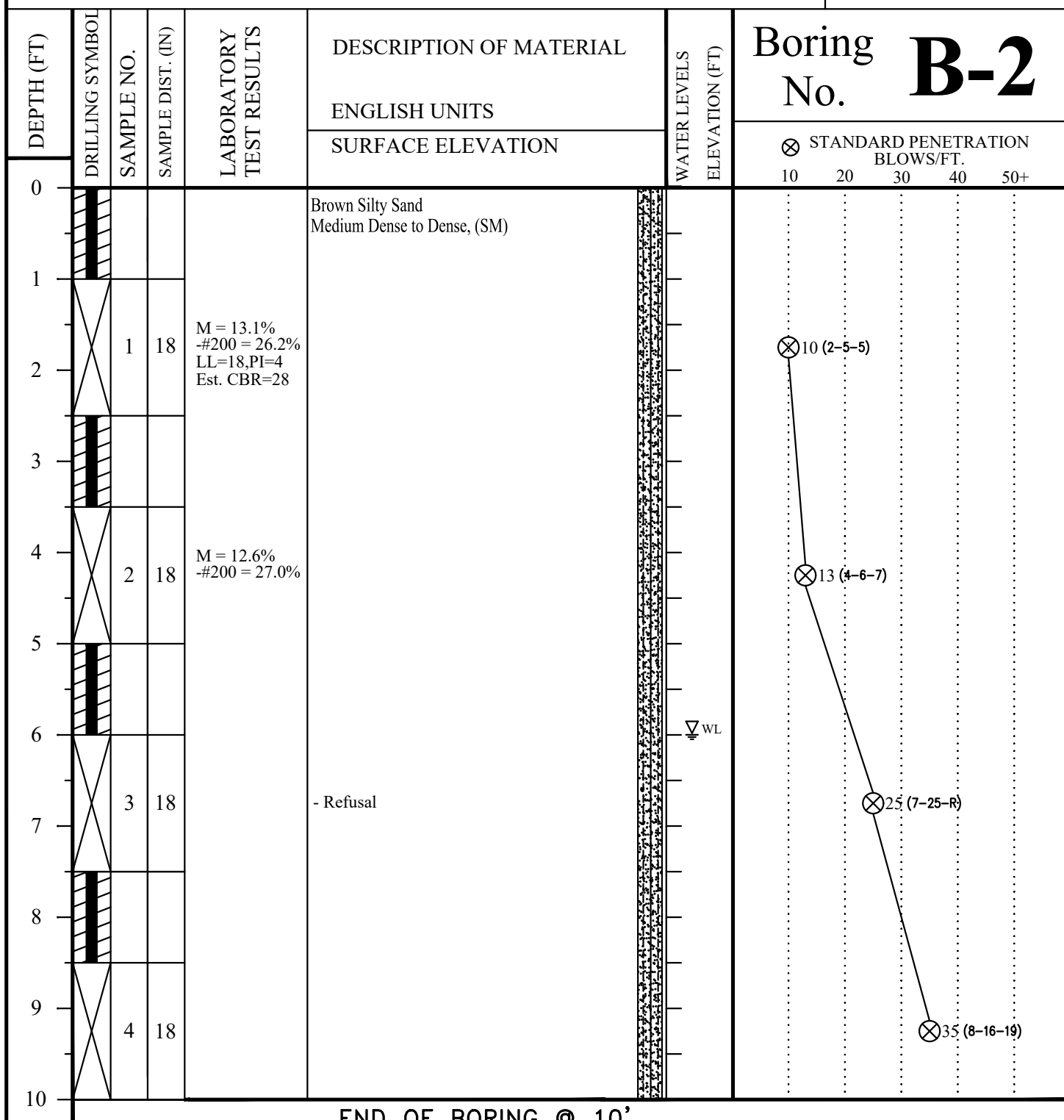
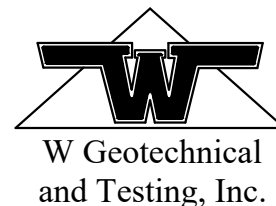
BORING COMPLETED 12/13/21

Page 1 of 1

RIG BuckR Company/Foreman W Geo/Heath

DRILLING METHOD Auger - Auto Hammer

Project: **Dabbs St. Parking Lot**  
 Location: **Hattiesburg, MS.**  
 Job No.: **G-1106**  
 Client: **Environmental Management Services, Inc.**



THE STRATIFICATION LINES REPRESENT THE APPROXIMATE BOUNDARY LINES BETWEEN SOIL TYPES IN-SITU THE TRANSITION MAY BE GRADUAL

▽ WL 6' @ T.O.B.

BORING STARTED **12/13/21**

BORING COMPLETED **12/13/21**

Page 1 of 1

RIG **BuckR** Company/  
Foreman **W Geo/Heath**

DRILLING METHOD **Auger - Auto Hammer**

Job Name: Dabbs Street Parking  
 Job Number: G-1106  
 Date: 12/13/2021

| Boring | Depth   | %M    | % Passing<br># 200 | % Passing<br># 40 | % Volume<br>Change | LL | PI | USCS Soil<br>Classification | AASHTO Soil<br>Classification | Correlated<br>CBR |
|--------|---------|-------|--------------------|-------------------|--------------------|----|----|-----------------------------|-------------------------------|-------------------|
| B-1    | 1.0-2.5 | 14.9% | 42.2%              | 91.4%             | 21.1%              | 20 | 8  | SC                          | A-4                           | 15                |
| B-1    | 6.0-8.5 | 21.4% | 9.8%               | -                 | -                  | -  | -  | SP-SC                       | A-3                           | -                 |
| B-2    | 1.0-2.5 | 13.1% | 26.2%              | 93.6%             | 8.2%               | 18 | 4  | SM                          | A-2                           | 28                |
| B-2    | 3.5-5.0 | 12.6% | 27.0%              | -                 | -                  | -  | -  | SM                          | A-2                           | -                 |

SECTION 02 41 19- SELECTIVE DEMOLITION (RENOVATION)

PART 1 - PART 1 - GENERAL:

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of selective demolition work is indicated on drawings.
- B. Types of Selective Demolition Work: Demolition requires the selective removal and subsequent offsite disposal of the following:
  - 1. Portions of building structure indicated on drawings and as required to accommodate new construction.
  - 2. Removal of interior partitions as indicated on drawings.
  - 3. Removal of doors and frames indicated.
  - 4. Removal of built-in cabinets indicated.
  - 5. Removal of existing windows.
  - 6. Removal and protection of existing fixtures and equipment.
  - 7. Removal work specified elsewhere.
  - 8. Roofing removal is specified in Division 7.
  - 9. Cutting non-structural concrete floors and masonry walls for underground piping and ducts, and for above grade piping, ducts, and conduit is included with the work of the respective mechanical and electrical Divisions 15 and 16 specification sections.
  - 10. Related work specified elsewhere.
  - 11. Remodeling construction work and patching is included within the respective sections of specifications, including removal of materials for reuse and incorporated into remodeling or new construction.
  - 12. Relocation of pipes, conduits, ducts, other mechanical and electrical work are specified by respective trades.



1.3 SUBMITTALS:

- A. Schedule: Submit schedule indicating proposed methods and sequence of operations for selective demolition work to Owner's representative for review prior to commencement of work, include coordination for shut-off, capping, and continuation of utility services as required, together with details for dust and noise control protection.
  - 1. Provide detailed sequence of demolition and removal work to ensure uninterrupted progress of Owner's on-site operations.
  - 2. Coordinate with Owner's continuing occupation of portions of existing building with Owner's partial occupancy of completed new addition, and with Owner's reduced usage during summer months.

1.4 JOB CONDITIONS:

- A. Occupancy: Owner will be continuously occupying areas of the building immediately adjacent to areas of selective demolition. Conduct selective demolition work in manner that will minimize need for disruption of Owner's normal operations. Provide minimum of seventy-two hours advance notice to Owner of demolition activities which will severely impact Owner's normal operations.
- B. Condition of Structures: Owner assumes no responsibility for actual condition of items or structures to be demolished.
  - 1. Conditions existing at time of commencement of contract will be maintained by Owner insofar as practicable; however, variations within structure may occur by Owner's removal and salvage operations prior to start of selective demolition work.
- C. Partial Demolition and Removal: Items indicated to be removed but of salable value to contractor may be removed from structure as work progresses. Transport salvaged items from site as they are removed.
  - 1. Storage or sale of removed items on site will not be permitted.
- D. Protections: Provide temporary barricades and other forms of protection as required to protect Owner's personnel and general public from injury due to selective demolition work.
  - 1. Provide protective measures as required to provide free and safe passage of Owner's personnel and general public to and from occupied portions of building.
  - 2. Erect temporary covered passageways as required by authorities having jurisdiction.
  - 3. Provide interior and exterior shoring, bracing, or support to prevent movement, settlement, or collapse of structure or element to be demolished, and adjacent facilities or work to remain.
  - 4. Protect from damage existing finish work that is to remain in place and becomes exposed during demolition operations.

5. Protect floors with suitable coverings when necessary.
  6. Construct temporary insulated solid dustproof partitions where required to separate areas where noisy and extensive dirt or dust operations are performed. Equip partitions with dustproof doors and security locks if required.
  7. Provide temporary weather protection during interval between demolition and removal of existing construction to insure that no water leakage or damage occurs to structure or interior areas of existing building.
  8. Remove protections at completion of work.
- E. Damages: Promptly repair damages caused to adjacent facilities by demolition work at no cost to Owner.
- F. Traffic: Conduct selective demolition operations and debris removal in a manner to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities.
1. Do not close, block or otherwise obstruct streets, walks or other occupied or used facilities without written permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
- G. Explosives: Use of explosives will not be permitted.
- H. Utility Service: Maintain existing utilities indicated to remain, keep in service, and protect against damage during demolition operations.
1. Do not interrupt existing utilities serving occupied or used facilities, except when authorized in writing by authorities having jurisdiction. Provide temporary services during interruptions to existing utilities as acceptable to governing authorities.
- I. Environmental Controls: Use water sprinkling, temporary enclosures, and other suitable methods to limit dust and dirt rising and scattering in air to lowest practical level. Comply with governing regulations pertaining to environmental protection.
1. Do not use water when it may create hazardous or objectionable conditions such as ice, flooding, and pollution.

## PART 2 - PART 2 - PRODUCTS (Not Applicable)

## PART 3 - PART 3 - EXECUTION

### 3.1 INSPECTION:

- A. Prior to commencement of selective demolition work, inspect areas in which work will be performed. Photograph existing conditions to structure surfaces, equipment or to surrounding

properties which could be misconstrued as damage resulting from selective demolition work; file with Owner's representative prior to starting work

### 3.2 PREPARATION:

- A. Provide interior and exterior shoring, bracing, or support to prevent movement, settlement or collapse of structures to be demolished and adjacent facilities to remain.
  - 1. Cease operations and notify the Owner's representative immediately if safety of structure appears to be endangered. Take precautions to support structure until determination is made for continuing operations.
- B. Cover and protect furniture, equipment and fixtures to remain from soiling or damage when demolition work is performed in rooms or areas from which such items have not been removed.
- C. Erect and maintain dustproof partitions and closures as required to prevent spread of dust or fumes to occupied portions of the building.
  - 1. Where selective demolition occurs immediately adjacent to occupied portions of the building, construct dustproof partitions of minimum 4" studs, 5/8" drywall (joints taped) on occupied side, 1/2" fire-retardant plywood on demolition side, and fill partition cavity with sound-deadening insulation.
  - 2. Provide weatherproof closures for exterior openings resulting from demolition work.
  - 3. Locate, identify, stub off and disconnect utility services that are not indicated to remain.
  - 4. Provide by-pass connections as necessary to maintain continuity of service to occupied areas of building. Provide minimum of seventy-two hours advance notice to Owner if shut-down of service is necessary during change-over.

### 3.3 DEMOLITION:

- A. Perform selective demolition work in a systematic manner. Use such methods as required to complete work indicated on drawings in accordance with demolition schedule and governing regulations.
- B. Demolish concrete and masonry in small sections. Cut concrete and masonry at junctures with construction to remain using power-driven masonry saw or hand tools; do not use power-driven impact tools.
- C. Locate demolition equipment throughout structure and promptly remove debris to avoid imposing excessive loads on supporting walls, floors or framing.
- D. Provide services for effective air and water pollution controls as required by local authorities having jurisdiction.
- E. For interior slabs on grade, use removal methods that will not crack or structurally disturb adjacent slabs or partitions. Use power saw where possible.

- F. Completely fill below-grade areas and void resulting from demolition work. Provide fill consisting of approved earth, gravel or sand, free of trash and debris, stones over 6" diameter, roots or other organic matter.
- G. If anticipated mechanical, electrical or structural elements which conflict with intended function or design are encountered, investigate and measure both nature and extent of the conflict. Submit report to Owner's representative in written, accurate detail. Pending receipt of directive from Owner's representative rearrange selective demolition schedule as necessary to continue overall job progress without delay.

#### 3.4 SALVAGE MATERIALS:

- A. Salvage Items: Where indicated on drawings as "salvage-deliver to Owner", carefully remove indicated items, clean, store and turn over to Owner and obtain receipt.
- B. Historic artifacts, including cornerstones and their contents, commemorative plaques and tablets, antiques, and other articles of historic significance remain the property of the Owner. Notify Owner's representative if such items are encountered and obtain acceptance regarding method of removal and salvage for Owner.
- C. Carefully remove, clean, and deliver to Owner the following items:
  - 1. Existing textured multi-color lexan window panes from all windows indicated to be removed.

#### 3.5 DISPOSAL OF DEMOLISHED MATERIALS:

- A. Remove debris, rubbish and other materials resulting from demolition operations from building site. Transport and legally dispose of materials off site.
- B. If hazardous materials are encountered during demolition operations, comply with applicable regulations, laws, and ordinances concerning removal, handling and protection against exposure or environmental pollution.
- C. Burning of removed materials is not permitted on project site.
- D. Upon completion of demolition work, remove tools, equipment and demolished materials from site. Remove protections and leave interior areas broom clean.
- E. Repair demolition performed in excess of that required. Return structures and surfaces to remain to condition existing prior to commencement of selective demolition work. Repair adjacent construction or surfaces soiled or damaged by selective demolition work.

END OF SECTION

## 03 1000 CONCRETE FORMING AND ACCESSORIES

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Formwork for cast-in place concrete, with shoring, bracing and anchorage.
- B. Openings for other work.
- C. Form accessories.
- D. Form stripping.

#### 1.02 RELATED REQUIREMENTS

- A. Section 03 2000 - Concrete Reinforcing.
- B. Section 03 3000 - Cast-in-Place Concrete.
- C. Section 03 3523 - Exposed Aggregate Concrete Finishing.
- D. Section 04 2001 - Masonry Veneer: Spacing for veneer anchor reglets recessed in concrete.
- E. Section 04 2731 - Reinforced Unit Masonry: Reinforcement for engineered masonry.
- F. Section 05 1200 - Structural Steel: Placement of embedded steel anchors and plates in cast-in-place concrete.

#### 1.03 REFERENCE STANDARDS

- A. ACI 117 - Standard Specifications for Tolerances for Concrete Construction and Materials; 2010.
- B. ACI 301 - Specifications for Structural Concrete for Buildings; American Concrete Institute; 2010.
- C. ACI 318 - Building Code Requirements for Structural Concrete and Commentary; American Concrete Institute; 2011.
- D. ACI 347 - Guide to Formwork for Concrete; American Concrete Institute; 2004.
- E. ASTM A653 - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2013.
- F. PS 1 - Structural Plywood; 2009.

#### 1.04 QUALITY ASSURANCE

- A. Designer Qualifications: Design formwork under direct supervision of a Professional Structural Engineer experienced in design of concrete formwork and licensed in the State in which the Project is located.

### PART 2 PRODUCTS

#### 2.01 FORMWORK - GENERAL

- A. Provide concrete forms, accessories, shoring, and bracing as required to accomplish cast-in-place concrete work.
- B. Design and construct to provide resultant concrete that conforms to design with respect to shape, lines, and dimensions.
- C. Chamfer outside corners of beams, joists, columns, and walls.
- D. Comply with relevant portions of ACI 347, ACI 301, and ACI 318.
- E. Use the following form types:
  - 1. Site fabricated plywood.



## 2.02 WOOD FORM MATERIALS

- A. Form Materials: At the discretion of the Contractor.
- B. Softwood Plywood: PS 1, C Grade, Group 2.

## 2.03 REMOVABLE PREFABRICATED FORMS

- A. Preformed Steel Forms: Minimum 16 gage matched, tight fitting, stiffened to support weight of concrete without deflection detrimental to tolerances and appearance of finished surfaces.
- B. Tubular Column Type: Round, spirally wound laminated fiber material, surface treated with release agent, non-reusable, of sizes indicated.

## 2.04 FORMWORK ACCESSORIES

- A. Form Ties: Removable type, galvanized metal, fixed length, cone type, with waterproofing washer, 3/4 inch back break dimension, free of defects that could leave holes larger than 1 inch in concrete surface.
- B. Form Release Agent: Capable of releasing forms from hardened concrete without staining or discoloring concrete or forming bugholes and other surface defects, compatible with concrete and form materials, and not requiring removal for satisfactory bonding of coatings to be applied.
  - 1. Composition: Colorless reactive, mineral oil-based, soy-based, or vegetable-oil based compound.
  - 2. Do not use materials containing diesel oil or petroleum-based compounds.
  - 3. VOC Content: None; water-based.
  - 4. Products:
    - a. SpecChem, LLC; Bio Strip WB (water-based): [www.specchemllc.com](http://www.specchemllc.com).
    - b. W.R. Meadows, Inc; Duogard: [www.wrmeadows.com](http://www.wrmeadows.com).
- C. Filler Strips for Chamfered Corners: Rigid wood or plastic type.
- D. Dovetail Anchor Slot: Galvanized steel, 22 gage thick, foam filled, release tape sealed slots, anchors for securing to concrete formwork.
- E. Flashing Reglets: Galvanized steel, 22 gage thick, longest possible lengths, with alignment splines for joints, foam filled, release tape sealed slots, anchors for securing to concrete formwork.
- F. Nails, Spikes, Lag Bolts, Through Bolts, Anchorages: Sized as required, of sufficient strength and character to maintain formwork in place while placing concrete.
- G. Embedded Anchor Shapes, Plates, Angles and Bars: As specified in Section 05 1200.
- H. Waterstops: Preformed Volclay R'x. strips., moisture expanding.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify lines, levels and centers before proceeding with formwork. Ensure that dimensions agree with drawings.

### 3.02 EARTH FORMS

- A. Hand trim sides and bottom of earth forms. Remove loose soil prior to placing concrete.

### 3.03 ERECTION - FORMWORK

- A. Erect formwork, shoring and bracing to achieve design requirements, in accordance with requirements of ACI 301.
- B. Provide bracing to ensure stability of formwork. Shore or strengthen formwork subject to overstressing by construction loads.
- C. Arrange and assemble formwork to permit dismantling and stripping. Do not damage concrete during stripping. Permit removal of remaining principal shores.
- D. Align joints and make watertight. Keep form joints to a minimum.
- E. Obtain approval before framing openings in structural members that are not indicated on drawings.

- F. Coordinate this section with other sections of work that require attachment of components to formwork.
- G. If formwork is placed after reinforcement, resulting in insufficient concrete cover over reinforcement, request instructions from Perkins and Williamson Architecture, PLLC before proceeding.

#### 3.04 APPLICATION - FORM RELEASE AGENT

- A. Apply form release agent on formwork in accordance with manufacturer's recommendations.
- B. Apply prior to placement of reinforcing steel, anchoring devices, and embedded items.
- C. Do not apply form release agent where concrete surfaces will receive special finishes or applied coverings that are affected by agent. Soak inside surfaces of untreated forms with clean water. Keep surfaces coated prior to placement of concrete.

#### 3.05 INSERTS, EMBEDDED PARTS, AND OPENINGS

- A. Provide formed openings where required for items to be embedded in passing through concrete work.
- B. Locate and set in place items that will be cast directly into concrete.
- C. Coordinate with work of other sections in forming and placing openings, slots, reglets, recesses, sleeves, bolts, anchors, other inserts, and components of other work.
- D. Position recessed anchor slots for brick veneer masonry anchors to spacing and intervals specified in Section 04 2001.
- E. Install accessories in accordance with manufacturer's instructions, so they are straight, level, and plumb. Ensure items are not disturbed during concrete placement.
- F. Install waterstops in accordance with manufacturer's instructions, so they are continuous without displacing reinforcement.
- G. Provide temporary ports or openings in formwork where required to facilitate cleaning and inspection. Locate openings at bottom of forms to allow flushing water to drain.
- H. Close temporary openings with tight fitting panels, flush with inside face of forms, and neatly fitted so joints will not be apparent in exposed concrete surfaces.

#### 3.06 FORM CLEANING

- A. Clean forms as erection proceeds, to remove foreign matter within forms.
- B. Clean formed cavities of debris prior to placing concrete.
  - 1. Flush with water or use compressed air to remove remaining foreign matter. Ensure that water and debris drain to exterior through clean-out ports.
  - 2. During cold weather, remove ice and snow from within forms. Do not use de-icing salts. Do not use water to clean out forms, unless formwork and concrete construction proceed within heated enclosure. Use compressed air or other means to remove foreign matter.

#### 3.07 FORMWORK TOLERANCES

- A. Construct formwork to maintain tolerances required by ACI 117, unless otherwise indicated.

#### 3.08 FIELD QUALITY CONTROL

- A. Inspect erected formwork, shoring, and bracing to ensure that work is in accordance with formwork design, and to verify that supports, fastenings, wedges, ties, and items are secure.
- B. Do not reuse wood formwork more than 3 times for concrete surfaces to be exposed to view. Do not patch formwork.

#### 3.09 FORM REMOVAL

- A. Do not remove forms or bracing until concrete has gained sufficient strength to carry its own weight and imposed loads.
- B. Loosen forms carefully. Do not wedge pry bars, hammers, or tools against finish concrete surfaces scheduled for exposure to view.

- C. Forms for foundations may be removed 24 hours after pouring, providing that concrete has cured enough not to be damaged by stripping operations.

END OF SECTION

## 03 2000 CONCRETE FORMING AND ACCESSORIES

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Reinforcing steel for cast-in-place concrete.
- B. Supports and accessories for steel reinforcement.

#### 1.02 RELATED REQUIREMENTS

- A. Section 03 1000 - Concrete Forming and Accessories.
- B. Section 03 3000 - Cast-in-Place Concrete.
- C. Section 04 2000 - Unit Masonry: Reinforcement for masonry.
- D. Section 04 2731 - Reinforced Unit Masonry: Reinforcement for engineered masonry.

#### 1.03 REFERENCE STANDARDS

- A. ACI 301 - Specifications for Structural Concrete for Buildings; American Concrete Institute International; 2010.
- B. ACI 318 - Building Code Requirements For Structural Concrete and Commentary; American Concrete Institute International; 2011.
- C. ACI SP-66 - ACI Detailing Manual; American Concrete Institute International; 2004.
- D. ASTM A184 - Standard Specification for Welded Deformed Steel Bar Mats for Concrete Reinforcement; 2006 (Reapproved 2011).
- E. ASTM A615 - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement; 2013.
- F. ASTM A996 - Standard Specification for Rail-Steel and Axle-Steel Deformed Bars for Concrete Reinforcement; 2009b.
- G. ASTM A1064 - Standard Specification for Carbon-Steel Wire and Welded Wire Reinforcement, Plain and Deformed, for Concrete; 2013.
- H. CRSI (DA4) - Manual of Standard Practice; Concrete Reinforcing Steel Institute; 2009.
- I. CRSI (P1) - Placing Reinforcing Bars; Concrete Reinforcing Steel Institute; 2011.

#### 1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Comply with requirements of ACI SP-66. Include bar schedules, shapes of bent bars, spacing of bars, and location of splices.

#### 1.06 QUALITY ASSURANCE

- A. Perform work of this section in accordance with ACI 301.
- B. Provide The architect with access to fabrication plant to facilitate inspection of reinforcement. Provide notification of commencement and duration of shop fabrication in sufficient time to allow inspection.

### PART 2 PRODUCTS

#### 2.01 REINFORCEMENT

- A. Reinforcing Steel: ASTM A615 Grade 60 (60,000 psi) .
  - 1. Plain billet-steel bars.
  - 2. Unfinished.
- B. Steel Welded Wire Reinforcement: ASTM A1064, plain type.
  - 1. Flat Sheets.
  - 2. Mesh Size: 6 x 6 , as indicated on drawings.

- C. Reinforcement Accessories:
  - 1. Tie Wire: Annealed, minimum 16 gage .
  - 2. Chairs, Bolsters, Bar Supports, Spacers: Sized and shaped for adequate support of reinforcement during concrete placement.

## 2.02 FABRICATION

- A. Fabricate concrete reinforcing in accordance with CRSI (DA4) - Manual of Standard Practice.
- B. Welding of reinforcement is not permitted.
- C. Locate reinforcing splices not indicated on drawings at point of minimum stress.
  - 1. Review locations of splices with The architect.

## PART 3 EXECUTION

### 3.01 PLACEMENT

- A. Place, support and secure reinforcement against displacement. Do not deviate from required position.
- B. Do not displace or damage vapor barrier.
- C. Accommodate placement of formed openings.
- D. Maintain concrete cover around reinforcing as follows:
  - 1. Elevated formed Beams: 1-1/2 inch
  - 2. Elevated formed Slabs and Joists: 3/4 inch .
  - 3. Column Ties: 1-1/2 inch .
  - 4. Walls and gradebeams exposed to earth: 3 inch .
  - 5. Footings and Concrete Formed Against Earth: 3 inch .
- E. Conform to applicable code for concrete cover over reinforcement.

### 3.02 FIELD QUALITY CONTROL

- A. An independent testing agency, as specified in Section 01 4000, will inspect installed reinforcement for conformance to contract documents before concrete placement.

END OF SECTION



## 03 3000 CAST IN PLACE CONCRETE

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Concrete formwork.
- B. Elevated concrete slabs.
- C. Floors and slabs on grade.
- D. Concrete gradebeams.
- E. Concrete reinforcement.
- F. Joint devices associated with concrete work.
- G. Miscellaneous concrete elements, including equipment pads, light pole bases, flagpole bases, thrust blocks, and manholes.
- H. Concrete curing.

#### 1.02 RELATED REQUIREMENTS

- A. Section 03 1000 - Concrete Forming and Accessories: Forms and accessories for formwork.
- B. Section 03 2000 - Concrete Reinforcing.
- C. Section 03 3511 - Concrete Floor Finishes: Densifiers, hardeners, applied coatings, and polishing.
- D. Section 07 9513 - Expansion Joint Cover Assemblies.
- E. Section 06 0573 - Wood Treatment: Field-applied termiticide and mildicide for concrete surfaces.
- F. Section 07 9005 - Joint Sealers: Sealants for saw cut joints and isolation joints in slabs.
- G. Section 32 1313 - Concrete Paving: Sidewalks, curbs and gutters.

#### 1.03 REFERENCE STANDARDS

- A. ACI 117 - Standard Specifications for Tolerances for Concrete Construction and Materials; American Concrete Institute International; 2010.
- B. ACI 211.1 - Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete; American Concrete Institute International; 1991 (Reapproved 2002).
- D. ACI 301 - Specifications for Structural Concrete; American Concrete Institute International; 2010.
- E. ACI 302.1R - Guide for Concrete Floor and Slab Construction; American Concrete Institute International; 2004 (Errata 2007).
- F. ACI 304R - Guide for Measuring, Mixing, Transporting, and Placing Concrete; American Concrete Institute International; 2000.
- G. ACI 305R - Hot Weather Concreting; American Concrete Institute International; 2010.
- H. ACI 306R - Cold Weather Concreting; American Concrete Institute International; 2010.
- I. ACI 308R - Guide to Curing Concrete; American Concrete Institute International; 2001 (Reapproved 2008).
- J. ACI 318 - Building Code Requirements for Structural Concrete and Commentary; American Concrete Institute International; 2011.
- K. ACI 347 - Guide to Formwork for Concrete; American Concrete Institute International; 2004.

- L. ASTM A615 - Standard Specification for Deformed and Plain Carbon Billet-Steel Bars for Concrete Reinforcement; 2013.
  - M. ASTM A1064 - Standard Specification for Carbon-Steel Wire and Welded Wire Reinforcement, Plain and Deformed, for Concrete; 2013.
  - N. ASTM C33 - Standard Specification for Concrete Aggregates; 2013.
  - O. ASTM C39 - Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens; 2012a.
  - P. ASTM C94 - Standard Specification for Ready-Mixed Concrete; 2013.
  - Q. ASTM C143 - Standard Test Method for Slump of Hydraulic-Cement Concrete; 2012.
  - R. ASTM C150 - Standard Specification for Portland Cement; 2012.
  - S. ASTM C171 - Standard Specification for Sheet Materials for Curing Concrete; 2007.
  - T. ASTM C173 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method; 2012.
  - U. ASTM C260 - Standard Specification for Air-Entraining Admixtures for Concrete; 2010a.
  - V. ASTM C309 - Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete; 2011.
  - W. ASTM C494 - Standard Specification for Chemical Admixtures for Concrete; 2013.
  - X. ASTM C618 - Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete; 2012.
  - Y. ASTM C685 - Standard Specification for Concrete Made by Volumetric Batching and Continuous Mixing; 2011.
  - Z. ASTM D1751 - Standard Specification for Preformed Expansion Joint Filler for Concrete Paving and Structural Construction (Nonextruding and Resilient Bituminous Types); 2004 (Reapproved 2013).
  - AA. ASTM D1752 - Standard Specification for Preformed Sponge Rubber Cork and Recycled PVC Expansion Joint Fillers for Concrete Paving and Structural Construction; 2004a (Reapproved 2013).
  - AB. ASTM D2103 - Standard Specification for Polyethylene Film and Sheeting; 2010.
  - AC. ASTM E154 - Standard Test Methods for Water Vapor Retarders Used in Contact with Earth Under Concrete Slabs, on Walls, or as Ground Cover; 2008a (Reapproved 2013).
  - AD. ASTM E1643 - Standard Practice for Selection, Design, Installation and Inspection of Water Vapor Retarders Used in Contact with Earth or Granular Fill Under Concrete Slabs; 2011.
  - AE. ASTM E1745 - Standard Specification for Plastic Water Vapor Retarders Used in Contact with Soil or Granular Fill under Concrete Slabs; 2011.
  - AF. COE CRD-C 48 - Method of Test for Water Permeability of Concrete; 1992.
- 1.04 SUBMITTALS
- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
  - B. Product Data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
    - 1. For curing compounds, provide data on method of removal in the event of incompatibility with floor covering adhesives.
  - C. Mix Design: Submit proposed concrete mix design.
    - 1. Provide mix designs for each strength class of concrete required by contract documents. Submit separate design mixes for differing air entrainment levels and water reducer dosages.
  - D. Samples: Submit product data for underslab vapor retarder to be used.

- E. Project Record Documents: Accurately record actual locations of embedded utilities and components that will be concealed from view upon completion of concrete work.

#### 1.05 QUALITY ASSURANCE

- A. Perform work of this section in accordance with ACI 301 and ACI 318.
- B. Follow recommendations of ACI 305R when concreting during hot weather.
- C. Follow recommendations of ACI 306R when concreting during cold weather.

#### 1.06 MOCK-UP

- A. Construct and erect mock-up panel for architectural concrete surfaces indicated to receive special treatment or finish as result of formwork.
  - 1. Panel Size: Sufficient to illustrate full range of treatment.
  - 2. Panel Size: 6 x 6 feet .
  - 3. Number of Panels: 2.
- B. If requested by The architect, cast concrete against mock-up panel. Obtain acceptance of resulting surface finish prior to erecting formwork.
- C. Accepted mock-up panel is considered basis of quality for the finished work. Keep mock-up exposed to view for duration of concrete work.
- D. Mock-up may remain as part of the Work.

#### 1.07 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Moisture Emission Reducing Curing and Sealing Compound: Provide warranty to cost of flooring delamination failures for 10 years.
  - 1. Include cost of repair or removal of failed flooring, remediation with a moisture vapor impermeable surface coating, and replacement of flooring with comparable flooring system.

### PART 2 PRODUCTS

#### 2.01 FORMWORK

- A. Comply with requirements of Section 03 1000.
- B. Formwork Design and Construction: Comply with guidelines of ACI 347 to provide formwork that will produce concrete complying with tolerances of ACI 117.
- C. Form Materials: Contractor's choice of standard products with sufficient strength to withstand hydrostatic head without distortion in excess of permitted tolerances.

#### 2.02 REINFORCEMENT

- A. Comply with requirements of Section 03 2000.

#### 2.03 CONCRETE MATERIALS

- A. Cement: ASTM C150, Type I - Normal Portland type.
  - 1. Acquire all cement for entire project from same source.
- B. Fine and Coarse Aggregates: ASTM C 33.
  - 1. Acquire all aggregates for entire project from same source.
- C. Fly Ash: ASTM C618, Class C .
- D. Water: Clean and not detrimental to concrete.

#### 2.04 ADMIXTURES

- A. Do not use chemicals that will result in soluble chloride ions in excess of 0.1 percent by weight of cement.
- B. Air Entrainment Admixture: ASTM C260.

- C. High Range Water Reducing and Retarding Admixture: ASTM C494 Type G.
- D. High Range Water Reducing Admixture: ASTM C494 Type F.
- E. Water Reducing and Accelerating Admixture: ASTM C494 Type E.
- F. Water Reducing and Retarding Admixture: ASTM C494 Type D.
- G. Accelerating Admixture: ASTM C494 Type C.
- H. Retarding Admixture: ASTM C494 Type B.
- I. Water Reducing Admixture: ASTM C494

## 2.05 ACCESSORY MATERIALS

- A. Underslab Vapor Retarder: Multi-layer, fabric-, cord-, grid-, or aluminum-reinforced polyethylene or equivalent, complying with ASTM E1745, Class A; stated by manufacturer as suitable for installation in contact with soil or granular fill under concrete slabs. The use of single ply polyethylene is prohibited.
  - 1. Accessory Products: Vapor retarder manufacturer's recommended tape, adhesive, mastic, prefabricated boots, etc., for sealing seams and penetrations in vapor retarder.
  - 2. Products:
    - a. Insulation Solutions, Inc; Viper VaporCheck II 15-mil (Class A): [www.insulationsolutions.com](http://www.insulationsolutions.com).
    - b. Stego Industries, LLC; Stego Wrap Vapor Barrier 15-mil (Class A): [www.stegoindustries.com](http://www.stegoindustries.com).
    - c. W.R. Meadows, Inc.; PERMINATOR Class A - 15 mils : [www.wrmeadows.com](http://www.wrmeadows.com).
- B. Non-Shrink Cementitious Grout: Premixed compound consisting of non-metallic aggregate, cement, water reducing and plasticizing agents.
  - 1. ASTM C1107; Grade A, B, or C.
  - 2. Minimum Compressive Strength at 48 Hours: 2,400 psi .
  - 3. Minimum Compressive Strength at 28 Days: 5,000 psi .
  - 7. Flowable Products:
    - a. Five Star Products, Inc; Five Star Fluid Grout 100: [www.fivestarprouducts.com](http://www.fivestarprouducts.com).
    - b. L&M Construction Chemicals, Inc.; Duragrout: [www.lmcc.com](http://www.lmcc.com).
    - c. ProSpec, an Oldcastle brand; C-1107 Construction Grout: [www.prospec.com](http://www.prospec.com).
    - d. The QUIKRETE Companies; QUIKRETE® Exterior Use Anchoring Cement: [www.quikrete.com](http://www.quikrete.com).
    - e. SpecChem, LLC; SC Precision Grout: [www.specchemllc.com](http://www.specchemllc.com).
    - f. SpecChem, LLC; SpecRock: [www.specchemllc.com](http://www.specchemllc.com).
    - g. W. R. Meadows, Inc.; 588-10K, 1428 HP, or CG-86: [www.wrmeadows.com](http://www.wrmeadows.com).
    - h. W. R. Meadows, Inc.; Speed-E-Roc: [www.wrmeadows.com](http://www.wrmeadows.com).
- C. Non-Shrink Epoxy Grout: Moisture-insensitive, two-part; consisting of epoxy resin, non-metallic aggregate, and activator.
  - 1. Composition: High solids content material exhibiting positive expansion when tested in accordance with ASTM C827/C827M.
  - 2. Minimum Compressive Strength at 7 days, ASTM D695: 12,000 pounds per square inch .
  - 3. Products:
    - a. Five Star Products, Inc; Five Star DP Epoxy Grout: [www.fivestarprouducts.com](http://www.fivestarprouducts.com).
    - b. Five Star Products, Inc; Five Star HP Epoxy Grout: [www.fivestarprouducts.com](http://www.fivestarprouducts.com).
    - c. SpecChem, LLC; SpecPoxy Grout: [www.specchemllc.com](http://www.specchemllc.com).
    - d. W.R. Meadows, Inc.; REZI-WELD 3/2: [www.wrmeadows.com](http://www.wrmeadows.com).

## 2.06 BONDING AND JOINTING PRODUCTS

- A. Latex Bonding Agent: Non-redispersable acrylic latex, complying with ASTM C1059 Type II.
  - 1. Products:
    - a. SpecChem, LLC; Strong Bond Acrylic Bonder: [www.specchemllc.com](http://www.specchemllc.com).

- b. W.R. Meadows, Inc.; ACRY-LOK-: [www.wrmeadows.com](http://www.wrmeadows.com).
  - B. Epoxy Bonding System: Complying with ASTM C881 and of Type required for specific application.
    - 1. Products:
      - a. Adhesives Technology Corporation; Crackbond SLV302, Crackbond LR321, Crackbond LR321 G, Crackbond LR321 LPL, Ultrabond 2100 LPL, Ultrabond 2100, Ultrabond 1, Ultrabond 2, Ultrabond 4CC, Ultrabond HS200, Miracle Bond 1350 or Miracle Bond 1450: [www.atcepoxy.com](http://www.atcepoxy.com).
      - b. SpecChem, LLC; SpecPoxy 1000, SpecPoxy 2000, SpecPoxy 3000, or SpecPoxy 3000FS: [www.specchemllc.com](http://www.specchemllc.com).
      - c. W.R. Meadows, Inc.; Rezi-Weld Gel Paste, Rezi-Weld Gel Paste State, Rezi-Weld 1000, or Rezi-Weld 1000 State: [www.wrmeadows.com](http://www.wrmeadows.com).
  - C. Waterstops: Bentonite and butyl rubber, complying with NSF 61 and NSF 372.
    - 1. Volclay R'X'.
  - D. Reglets: Formed steel sheet, galvanized, with temporary filler to prevent concrete intrusion during placement.
    - 1. Size: As indicated on drawings.
    - 2. Size: 1/2 inch throat, 1/2 inch deep.
  - E. Slab Isolation Joint Filler: 1/2 inch thick, height equal to slab thickness, with removable top section that will form 1/2 inch deep sealant pocket after removal.
    - 1. Material: Closed-cell, non-absorbent, compressible polyethylene or polymer foam in sheet form.
  - F. Slab Construction Joint Devices: Combination keyed joint form and screed, galvanized steel, with minimum 1 inch diameter holes for conduit or rebars to pass through at 6 inches on center; ribbed steel stakes for setting.
    - 1. Provide removable plastic cap strip that forms wedge-shaped joint for sealant installation.
    - 2. Height: To suit slab thickness.
    - 3. These devices must be removed before making second pour.
  - G. Sealant and Primer: As specified in Section 07 9005.
- 2.07 CURING MATERIALS
- A. Evaporation Reducer: Liquid thin-film-forming compound that reduces rapid moisture loss caused by high temperature, low humidity, and high winds; intended for application immediately after concrete placement.
    - 1. Products:
      - a. SpecChem, LLC; SpecFilm Concentrate or SpecFilm RTU: [www.specchemllc.com](http://www.specchemllc.com).
      - b. W.R. Meadows, Inc; Evapre or Evapre-RTU: [www.wrmeadows.com](http://www.wrmeadows.com).
  - B. Curing Compound, Naturally Dissipating: Clear, water-based, liquid membrane-forming compound, that dissipates within 3 to 5 weeks; complying with ASTM C309.
    - 1. Provide product containing fugitive red dye.
    - 2. Products:
      - a. SpecChem, LLC; SpecRez: [www.specchemllc.com](http://www.specchemllc.com).
      - b. W.R. Meadows, Inc.; 1100-Clear: [www.wrmeadows.com](http://www.wrmeadows.com).
  - C. Curing and Sealing Compound, Moisture Emission Reducing: Liquid, membrane-forming, clear sealer, for application to newly placed concrete; capable of providing adequate bond for flooring adhesives, initially and over the long term; with sufficient moisture vapor impermeability to prevent deterioration of flooring adhesives due to moisture emission.
    - 1. Use this product to cure and seal all slabs to receive adhesively applied flooring or roofing.
    - 2. Comply with ASTM C309 and ASTM C1315 Type I Class A.
    - 3. Solids Content: 25 percent, minimum.
    - 4. Products:
      - a. Floor Seal Technology, Inc; VaporSeal 309 System: [www.floorseal.com](http://www.floorseal.com).



- D. Moisture-Retaining Sheet: ASTM C171.
  - 1. Curing paper, regular.
  - 2. Polyethylene film, clear, minimum nominal thickness of 0.0040 in. .
  - 3. White-burlap-polyethylene sheet, weighing not less than 10 oz/per linear yd, 40 inches wide .
- E. Polyethylene Film: ASTM D2103, 4 mil thick, clear.
- F. Water: Potable, not detrimental to concrete.

## 2.08 CONCRETE MIX DESIGN

- A. Proportioning Normal Weight Concrete: Comply with ACI 211.1 recommendations.
  - 1. Replace up to 20% of Portland cement by weight with fly ash.
- B. Concrete Strength: Establish required average strength for each type of concrete on the basis of field experience or trial mixtures, as specified in ACI 301.
  - 1. For trial mixtures method, employ independent testing agency acceptable to The architect for preparing and reporting proposed mix designs.
- C. Admixtures: Add acceptable admixtures as recommended in ACI 211.1 and at rates recommended or required by manufacturer.
- D. Normal Weight Concrete:
  - 1. Compressive Strength, - see drawings.
  - 2. Fly Ash Content: Maximum 20 percent of cementitious materials by weight.
  - 3. Total Air Content: 4 percent, for sidewalks and exterior paving. No air entraining admixtures for other uses of concrete.
  - 4. Maximum Slump: see drawings.
  - 5. Maximum Aggregate Size: see drawings.

## 2.09 MIXING

- A. Transit Mixers: Comply with ASTM C94.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify lines, levels, and dimensions before proceeding with work of this section.

### 3.02 PREPARATION

- A. Formwork: Comply with requirements of ACI 301. Design and fabricate forms to support all applied loads until concrete is cured, and for easy removal without damage to concrete.
- B. Verify that forms are clean and free of rust before applying release agent.
- C. Coordinate placement of embedded items with erection of concrete formwork and placement of form accessories.
- D. Interior Slabs on Grade: Install vapor retarder under interior slabs on grade. Lap joints minimum 6 inches . Seal joints, seams and penetrations watertight with manufacturer's recommended products and follow manufacturer's written instructions. Repair damaged vapor retarder before covering.
  - 1. Vapor Retarder Over Granular Fill: Install compactible granular fill before placing vapor retarder as shown on the drawings.

### 3.03 INSTALLING REINFORCEMENT AND OTHER EMBEDDED ITEMS

- A. Fabricate and handle epoxy-coated reinforcing in accordance with ASTM D3963.
- B. Comply with requirements of ACI 301. Clean reinforcement of loose rust and mill scale, and accurately position, support, and secure in place to achieve not less than minimum concrete coverage required for protection.

- C. Install welded wire reinforcement in maximum possible lengths, and offset end laps in both directions. Splice laps with tie wire.
- D. Verify that anchors, seats, plates, reinforcement and other items to be cast into concrete are accurately placed, positioned securely, and will not interfere with concrete placement.

#### 3.04 PLACING CONCRETE

- A. Place concrete in accordance with ACI 304R.
- B. Place concrete for floor slabs in accordance with ACI 302.1R.
- C. Notify The architect not less than 24 hours prior to commencement of placement operations.
- D. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
- E. Ensure reinforcement, inserts, waterstops, embedded parts, and formed construction joint devices will not be disturbed during concrete placement.
- F. Place concrete continuously without construction (cold) joints wherever possible; where construction joints are necessary, before next placement prepare joint surface by removing laitance and exposing the sand and sound surface mortar, by sandblasting or high-pressure water jetting.
- G. Finish floors level and flat, unless otherwise indicated, within the tolerances specified below.

#### 3.05 SLAB JOINTING

- A. Locate joints as indicated on the drawings.
- B. Anchor joint fillers and devices to prevent movement during concrete placement.
- C. Isolation Joints: Use preformed joint filler with removable top section for joint sealant, total height equal to thickness of slab, set flush with top of slab.
  - 1. Install wherever necessary to separate slab from other building members, including columns, walls, equipment foundations, footings, stairs, manholes, sumps, and drains.
- D. Saw Cut Contraction Joints: Saw cut joints before concrete begins to cool, within 4 to 12 hours after placing; use 3/16 inch thick blade and cut at least 1 inch deep but not less than one quarter (1/4) the depth of the slab.
- E. Construction Joints: Where not otherwise indicated, use metal combination screed and key form, with removable top section for joint sealant. Do not leave these devices in the slab, remove before second pour.

#### 3.07 FLOOR FLATNESS AND LEVELNESS TOLERANCES

- A. An independent testing agency, as specified in Section 01 4000, will inspect finished slabs for conformance to specified tolerances.
- B. Maximum Variation of Surface Flatness:
- C. Minimum F(F) Floor Flatness and F(L) Floor Levelness Values:
  - 1. Exposed to View and Foot Traffic: F(F) of 20; F(L) of 15, on-grade only.
  - 2. Under Carpeting: F(F) of 25; F(L) of 20, on-grade only.
  - 3. Under Thin Resilient Flooring and Thinset Tile: F(F) of 35; F(L) of 25, on-grade only.
- D. Measure F(F) and F(L) in accordance with ASTM E1155, within 48 hours after slab installation; report both composite overall values and local values for each measured section.
- E. Correct the slab surface if composite overall value is less than specified and if local value is less than two-thirds of specified value or less than F(F) 13/F(L) 10.
- F. Correct defects by grinding or by removal and replacement of the defective work. Areas requiring corrective work will be identified. Re-measure corrected areas by the same process.

#### 3.08 CONCRETE FINISHING

- A. Repair surface defects, including tie holes, immediately after removing formwork.

- B. Unexposed Form Finish: Rub down or chip off fins or other raised areas 1/4 inch or more in height.
- C. Exposed Form Finish: Rub down or chip off and smooth fins or other raised areas 1/4 inch or more in height. Provide finish as follows:
  - 1. Smooth Rubbed Finish: Wet concrete and rub with carborundum brick or other abrasive, not more than 24 hours after form removal.
  - 2. Grout Cleaned Finish: Wet areas to be cleaned and apply grout mixture by brush or spray; scrub immediately to remove excess grout. After drying, rub vigorously with clean burlap, and keep moist for 36 hours.
  - 3. Cork Floated Finish: Immediately after form removal, apply grout with trowel or firm rubber float; compress grout with low-speed grinder, and apply final texture with cork float.
- D. Concrete Slabs: Finish to requirements of ACI 302.1R, and as follows:
  - 1. Surfaces to Receive Thick Floor Coverings: "Wood float" as described in ACI 302.1R; thick floor coverings include quarry tile, ceramic tile, and terrazzo with full bed setting system.
  - 2. Surfaces to Receive Thin Floor Coverings: "Steel trowel" as described in ACI 302.1R; thin floor coverings include carpeting, resilient flooring, seamless flooring, thin set quarry tile, and thin set ceramic tile.
  - 3. Decorative Exposed Surfaces: "Steel trowel" as described in ACI 302.1R; use steel-reinforced plastic trowel blades instead of steel blades to avoid black-burnish marks; decorative exposed surfaces include surfaces to be stained or dyed, pigmented concrete, surfaces to be polished, and all other slab surfaces.
    - a. Steel-Reinforced Plastic Trowel Blade Manufacturer: Wagman Metal Products, Inc: [www.wagmanmetal.com](http://www.wagmanmetal.com).
  - 4. Other Surfaces to Be Left Exposed: "Steel trowel" as described in ACI 302.1R, minimizing burnish marks and other appearance defects.
    - a. Chemical Hardener: After slab has cured, apply water-diluted hardener in three coats per manufacturer's instructions, allowing 24 hours between coats.
- E. In areas with floor drains, maintain floor elevation at walls; pitch surfaces uniformly to drains at 1:100 nominal.

### 3.09 CURING AND PROTECTION

- A. Comply with requirements of ACI 308R. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.
- B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
  - 1. Normal concrete: Not less than 7 days.
- C. Formed Surfaces: Cure by moist curing with forms in place for full curing period.
- D. Surfaces Not in Contact with Forms:
  - 1. Slabs and Floors To Receive Adhesive-Applied Flooring: Curing compounds and other surface coatings are usually considered unacceptable by flooring and adhesive manufacturers. If such materials must be used, either obtain the approval of the flooring and adhesive manufacturers prior to use or remove the surface coating after curing to flooring manufacturer's satisfaction.
  - 2. Initial Curing: Start as soon as free water has disappeared and before surface is dry. Keep continuously moist for not less than three days by water ponding, water-fog spray, or saturated burlap.
    - a. Ponding: Maintain 100 percent coverage of water over floor slab areas, continuously for 4 days.
    - b. Spraying: Spray water over floor slab areas and maintain wet.
    - c. Saturated Burlap: Saturate burlap-polyethylene and place burlap-side down over floor slab areas, lapping ends and sides; maintain in place.
  - 3. Final Curing: Begin after initial curing but before surface is dry.

- a. Moisture-Retaining Sheet: Lap strips not less than 3 inches and seal with waterproof tape or adhesive; secure at edges.
- b. Curing Compound: Apply in two coats at right angles, using application rate recommended by manufacturer.

### 3.10 FIELD QUALITY CONTROL

- A. An independent testing agency will perform field quality control tests, as specified in Section 01 4000.
- B. Provide free access to concrete operations at project site and cooperate with appointed firm.
- C. Tests of concrete and concrete materials may be performed at any time to ensure conformance with specified requirements.
- D. Compressive Strength Tests: ASTM C39. For each test, mold and cure six 4" diameter concrete test cylinders. Obtain test samples for every 100 cu yd or less of each class of concrete placed. Test 2 cylinders at 7 days, 3 cylinders at 28 days.
- F. Take one additional test cylinder during cold weather concreting, cured on job site under same conditions as concrete it represents.
- G. Perform one slump test for each set of test cylinders taken, following procedures of ASTM C143.

### 3.11 DEFECTIVE CONCRETE

- A. Test Results: The testing agency shall report test results in writing to The architect and To Be Determined within 24 hours of test.
- B. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.
- C. Repair or replacement of defective concrete will be determined by the The architect. The cost of additional testing shall be borne by the Contractor when defective concrete is identified.
- D. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of The architect for each individual area.

### 3.12 PROTECTION

- A. Do not permit traffic over unprotected concrete floor surface until fully cured.

END OF SECTION

SECTION 04 21 13 – MASONRY VENEER

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK

- A. Extent of each type of masonry work is indicated on drawings and schedule.
- B. Infill and patching of exterior brick veneer.

1.3 SUBMITTALS

- A. Samples: Submit, for verification purposes, samples of each exposed masonry unit and colored masonry mortar, if any, include in each set of samples the full range of exposed colors and textures to be expected in completed work.
- B. For verification purposes, submit the following: Facing brick samples for each type of exposed brick required, include in each set the full range of exposed color and texture to be expected in the completed work.

1.4 JOB CONDITIONS

- A. Protection of Work: During erection, cover top of walls with heavy waterproof sheeting at end of each days' work. Cover partially completed structures when work is not in progress.
- B. Extend cover a minimum of twenty-four inches down both sides and hold cover securely in place.
- C. Do not apply loads for at least three days after building masonry walls or columns.
- D. Staining: Prevent grout or mortar or soil from staining the face of masonry to be left exposed or painted. Remove immediately grout or mortar in contact with such masonry. Protect base of walls from rain-splashed mud and mortar splatter by means of covering spread on ground and over wall surface.
- E. Protect sills, ledges and projections from droppings of mortar.
- F. Cold Weather Protection:
  - 1. Do not lay masonry units which are wet or frozen.



2. Do not lay masonry units when masonry bed is frozen.
3. Do not lay masonry units when temperature is freezing or expected to drop below freezing.
4. Remove all masonry determined to be damaged by freezing conditions.

## PART 2 - PRODUCTS

### 2.1 MASONRY UNITS, GENERAL

- A. Manufacturer: Obtain masonry units from one manufacturer of uniform texture and color for each kind required for each continuous area and visually related areas.
- B. Masonry Unit Characteristics: Provide units complying with standards referenced and requirements indicated.
- C. Brick: Size: Unless otherwise indicated, provide bricks manufactured to the following actual dimensions:
  1. Modular: 2-1/4" x 3-5/8" x 7-5/8".
- D. For sills, caps and similar applications resulting in exposure of brick surfaces which otherwise would be concealed from view, provide uncured or unfrosted units with all exposed surfaces finished.
- E. Facing Brick: ASTM C 216, and as follows:
  1. Grade MW except Grade SW where indicated by ASTM C 216 grade requirements for applicable weathering index and exposure.
  2. Type FBS (normal size and color variations.)
- F. Brick: Match existing brick in size, texture, and finish.
- G. Masonry Sealer: PROSOCO "Weather Seal Solxain P.D.

### 2.2 MORTAR MATERIALS

- A. Portland Cement: ASTM C 150, Type I, except Type III may be used for cold weather construction. Provide natural color or white cement as required to produce required mortar color.
- B. Hydrated Lime: ASTM C 207, Type S.
- C. Aggregate for Mortar: ASTM C 144, except for joints less than 1/4" use aggregate graded with 100% passing the No. 16 sieve.
- D. Aggregate for Grout: ASTM C 404.

- E. Water: Clean and potable.

## 2.3 MASONRY ACCESSORIES

### A. Horizontal Joint Reinforcing and Ties for Masonry:

1. Anchors for Brick Cavity Wall with stud back-up:
  - a. Hohmann & Barnard HB-213 veneer anchors or DW-10, 14 gauge, hot-dipped galvanized, (depth as required) spaced 16" o.c. vertically and horizontally 1 at each stud.
2. Anchors from masonry to existing concrete or masonry wall or column:
  - a. Holmann & Barnard 305 Dovetail Slot (18 ga) with 315 – Flexible Dovetail Brick Tie (14 ga) x length required at 16" o.c, Hot dipped galvanized.

## 2.4 MORTAR MATERIALS

### A. Do not lower the freezing point of mortar by use of admixtures or anti freeze agents.

1. Do not use calcium chloride in mortar or grout.

### B. Mortar for Masonry: Comply with ASTM C 270, Proportion Specification for types of mortar required, unless otherwise indicated.

1. Limit cementitious materials in mortar to portland cement-lime.
2. Use Type M mortar for masonry below grade and in contact with earth, and where indicated.
3. Use Type S mortar for reinforced masonry and where indicated.
4. Use Type N mortar for exterior, above grade loadbearing and non-loadbearing walls; for interior loadbearing walls; and for other applications where another type is not indicated.
5. Mortar: Color - natural.
6. Colored Mortar:
  - a. Colored Mortar Pigments: Natural and synthetic iron oxides and chromium oxides, compounded for use in mortar mixes.
  - b. Use only pigments with record of satisfactory performance in masonry mortars.
  - c. Available products: Subject to compliance with requirements, colored mortar pigments which may be incorporated in the work include, but are not limited to the following:
    - 1) "SGS Motar Colors"; Soloman Grind Chem Services, Inc.
    - 2) "True Tone Motar Colors"; Davis Colors, A Subsidiary of Rockwood Industries, Inc.

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Build chases and recesses as shown and as required for the work of other trades. Provide not less than 8" of masonry between chase or recess and jamb of openings, and between adjacent chases and recesses.
- B. Cut masonry units with motor-driven saw designed to cut masonry with clean sharp, unchipped edges. Cut units as required to provide pattern shown and to fit adjoining work neatly. Use full units without cutting wherever possible.
- C. Wet clay brick which have ASTM C 67 initial rates of absorption (suction) of more than 30 grams per 30 sq. in. per minute. Use wetting methods which ensure that units are nearly saturated but surface dry when laid.
- D. Pattern Bond: Lay exposed masonry in running bond vertical joint in each course centered on units in courses above and below. Lay concealed masonry with all units in a wythe bonded by lapping not less than 2". Bond and unlock each course of each wythe at corners, unless otherwise shown.
- E. Layout walls in advance for accurate spacing of surface bond patterns, with uniform joint widths and to properly locate openings, movement-type joints, returns and offsets. Avoid the use of less-than-half size units at corners, jambs and wherever possible at other locations.
- F. Lay-up walls plumb and with courses level, accurately spaced and coordinated with other work.

### 3.2 STOPPING AND RESUMING WORK

- A. Rack back one half masonry unit length in each course; do not tooth. Clean exposed surfaces of set masonry, wet units lightly (if specified to be wetted), and remove loose masonry units and mortar prior to laying fresh masonry.

### 3.3 BUILT-IN WORK

- A. As the work progresses, build-in items specified under this and other sections of these specifications. Fill in solidly with masonry around built-in items.
- B. Fill space between hollow metal frames and masonry solidly with mortar.

### 3.4 MORTAR BEDDING AND JOINTING

- A. Lay brick with completely filled bed, head and collar joints; butter ends with sufficient mortar to fill head joints and shove into place. Do not slush head joints.
- B. Joints: Maintain joint widths shown, except for minor variations required to maintain bond alignment. If not otherwise indicated, lay walls with 3/8" joints. Cut joints flush for masonry walls which are to be concealed or to be covered by other materials. Tool exposed joints slightly concave using a jointer larger than joint thickness. Rake out mortar in preparation for application of caulking or sealants where shown.

- C. Remove masonry units disturbed after laying; clean and relay in fresh mortar. Do not pound corners at jambs to fit stretcher units which have been set in position. If adjustments are required, remove unit, clean off mortar, and reset in fresh mortar.

### 3.5 ANCHORING MASONRY WORK

- A. Provide anchoring devices of the type indicated. If not indicated, provide standard type for facing and back-up involved.
- B. Anchor masonry to structural members where masonry abuts of faces such members to comply with the following:
  - 1. Provide an open space not less than 1" in width between masonry and structural member, unless otherwise shown. Keep open space free of mortar or other rigid materials.
  - 2. Anchor masonry to structural members with metal ties embedded in masonry joints and attached to structure. Provide anchors with flexible ties sections, unless otherwise indicated.

### 3.6 LINTELS

- A. Install loose lintels of steel and other materials where shown.
- B. Provide lintels where shown and wherever openings of more than 1'0" are shown without structural steel lintels. If not indicated on the plans provide steel lintels in accordance with the following schedule:
  - 1. Lintels at 4" brick: up to 4'0" opng L 3 1/2" x 3 1/2" x 5/16", up to 7'0" opng L 3 1/2" x 5" x 5/16"
- C. Provide minimum bearing 8" at each jamb, unless otherwise indicated.

### 3.7 FLASHING OF MASONRY WORK

- A. Provide concealed flashings in masonry work at, or above, all shelf angles, lintels, ledges and other obstructions to the downward flow of water in the wall so as to divert such water to the exterior. Prepare masonry surfaces smooth and free from projections which could puncture flashing. Place through-wall flashing on bed of mortar and cover with mortar. Seal penetrations in flashing with mastic before covering with mortar.
- B. Extend flashings the full length of lintels and shelf angles and minimum of 4" into masonry each end. Extend flashing from a line 1/2" in from exterior face of outer wythe of masonry, through the outer wythe, turned up a minimum of 4", and through the inner wythe to within 1/2" of the interior face of the wall in exposed work. Where interior surface of inner wythe is concealed by furring, carry flashing completely through the inner wythe and turn up approximately 2". At heads and sills turn up ends not less than 2" to form a pan.

- C. Provide weeps of open head joints and bronze insect screen in the same course of masonry bedded in the flashing, space at 4'0" o.c.
- D. Weep Hole Screens: Cut screen and fold to provide a "C" shape wedge which will space the width and height of the head joint at each weep hole.
- E. Install reglets and nailers for flashing and other related work where shown to be built into masonry work.

### 3.8 CLEANING

- A. Flashing Membrane must not be damaged by cavity cleaning after installation. Precautions to be taken during subsequent work are:
  - 1. Use of cavity battens to prevent mortar droppings
  - 2. Removal of droppings before they harden.
  - 3. Never using implements such as steel rods for cleaning the cavity.
  - 4. Inspection of cavity flashing for damage as the work proceeds.

### 3.9 REPAIR, POINTING AND CLEANING

- A. Remove and replace masonry units which are loose, chipped, broken, stained or otherwise damaged, or if units do not match adjoining units as intended. Provide new units to match adjoining units and install in fresh mortar or grout, pointed to eliminate evidence of replacement.
- B. Pointing: During the tooling of joints, enlarge any voids or holes except weep holes, and completely fill with mortar. Point-up all joints at corners, openings and adjacent work to provide a neat, uniform appearance, properly prepared for application of caulking or sealant compounds.
- C. Clean exposed brick masonry surfaces by the bucket and brush hand cleaning method or by high pressure water method. Comply with requirements of BIA Technical Notes No. 20, "Cleaning Brick Masonry".
- D. Use commercial cleaning agents in accordance with manufacturer's instructions.

END OF SECTION



## 05 1200 STRUCTURAL STEEL FRAMING

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Structural steel framing members, support members, suspension cables, sag rods, and struts.
- B. Base plates, and expansion joint plates.
- C. Grouting under base plates.

#### 1.02 RELATED REQUIREMENTS

- A. Section 05 2100 - Steel Joist Framing.
- B. Section 05 3100 - Steel Decking: Support framing for small openings in deck.
- C. Section 05 5000 - Metal Fabrications: Steel fabrications affecting structural steel work.
- D. Section 06 0573 - Wood Treatment: Field-applied termiticide and mildicide for wood.
- E. Section 07 8100 - Applied Fireproofing: Fireproof protection to framing and metal deck systems.

#### 1.03 REFERENCE STANDARDS

- A. AISC (MAN) - Steel Construction Manual; American Institute of Steel Construction, Inc.; 2011.
- B. AISC S303 - Code of Standard Practice for Steel Buildings and Bridges; American Institute of Steel Construction, Inc.; 2005.
- C. AISC S348 - Specification for Structural Joints Using ASTM A325 or A490 Bolts; 2004.
- D. ASTM A1 - Standard Specification for Carbon Steel Tee Rails; 2000 (Reapproved 2010)
- E. ASTM A36 - Standard Specification for Carbon Structural Steel; 2012.
- F. ASTM A53 - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; 2012.
- G. ASTM A108 - Standard Specification for Steel Bar, Carbon and Alloy, Cold Finished; 2013.
- H. ASTM A123 - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2013.
- I. ASTM A153 - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- J. ASTM A307 - Standard Specification for Carbon Steel Bolts, Studs, and Threaded Rod 60 000 PSI Tensile Strength; 2012.
- K. ASTM A325 - Standard Specification for Structural Bolts, Steel, Heat Treated, 120/105 ksi Minimum Tensile Strength; 2010.
- L. ASTM A500 - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes; 2013.
- M. ASTM A501 - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing; 2007.
- N. ASTM A563 - Standard Specification for Carbon and Alloy Steel Nuts; 2007a.
- M. ASTM A992 - Standard Specification for Structural Steel Shapes; 2011.
- N. ASTM C1107 - Standard Specification for Packaged Dry, Hydraulic-Cement Grout (Nonshrink); 2013.
- O. ASTM E94 - Standard Guide for Radiographic Examination; 2004 (Reapproved 2010).
- P. ASTM E164 - Standard Practice for Ultrasonic Contact Examination of Weldments; 2013.
- Q. ASTM F436 - Standard Specification for Hardened Steel Washers; 2011.

- R. ASTM F959 - Standard Specification for Compressible-Washer-Type Direct Tension Indicators for Use with Structural Fasteners; 2013.
- S. ASTM F1554 - Standard Specification for Anchor Bolts, Steel, 36, 55, and 105-ksi Yield Strength; 2007a.
- T. AWS A2.4 - Standard Symbols for Welding, Brazing, and Nondestructive Examination; American Welding Society; 2012.
- U. AWS D1.1 - Structural Welding Code - Steel; American Welding Society; 2010.
- V. SSPC-Paint 15 - Steel Joist Shop Primer; Society for Protective Coatings; 1999 (Ed. 2004).
- W. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic"); Society for Protective Coatings; 2002 (Ed. 2004).
- X. UL (FRD) - Fire Resistance Directory; Underwriters Laboratories Inc.; current edition.

#### 1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings:
  - 1. Indicate profiles, sizes, spacing, locations of structural members, openings, attachments, and fasteners.
  - 2. Connections not detailed.
  - 3. Indicate welded connections with AWS A2.4 welding symbols. Indicate net weld lengths.
- C. Welders Certificates: Certify welders employed on the Work, verifying AWS qualification within the previous 12 months.

#### 1.05 QUALITY ASSURANCE

- A. Fabricate structural steel members in accordance with AISC "Steel Construction Manual."
- B. Comply with Section 10 of AISC "Code of Standard Practice for Steel Buildings and Bridges" for architecturally exposed structural steel.
- C. Fabricator: Company specializing in performing the work of this section with minimum 5 years of documented experience.
- D. Erector: Company specializing in performing the work of this section with minimum 5 years of documented experience.

### PART 2 PRODUCTS

#### 2.01 MATERIALS

- A. Steel Angles and Plates: ASTM A36.
- B. Steel W Shapes and Tees: ASTM A992.
- C. Rolled Steel Structural Shapes: ASTM A992.
- D. Steel Shapes, Plates, and Bars: ASTM A36
- E. Cold-Formed Structural Tubing: ASTM A500, Grade B.
- F. Hot-Formed Structural Tubing: ASTM A501, seamless or welded.
- G. Pipe: ASTM A53, Grade B, Finish black.
- H. High-Strength Structural Bolts, Nuts, and Washers: ASTM A325, Type 1, medium carbon.
- I. Unheaded Anchor Rods: ASTM F1554, Grade 36, plain, with matching ASTM A563 nuts and ASTM F436 Type 1 washers.
- J. Load Indicator Washers: Provide washers complying with ASTM F959 at all connections requiring high-strength bolts.
- K. Welding Materials: AWS D1.1; type required for materials being welded.

- L. Grout: Non-shrink, non-metallic aggregate type, complying with ASTM C1107 and capable of developing a minimum compressive strength of 5,000 psi at 28 days.
- M. Shop and Touch-Up Primer: Fabricator's standard.
- N. Touch-Up Primer for Galvanized Surfaces: Fabricator's standard.

## 2.02 FABRICATION

- A. Shop fabricate to greatest extent possible.
- B. Continuously seal joined members by continuous welds. Grind exposed welds smooth.
- C. Fabricate connections for bolt, nut, and washer connectors.

## 2.03 FINISH

- A. Prepare structural component surfaces in accordance with SSPC PS 14.
- B. Shop prime structural steel members. Do not prime surfaces that will be fireproofed, field welded, in contact with concrete, or high strength bolted.
- C. Galvanize structural steel members as noted to comply with ASTM A123. Provide minimum 1.7 oz/sq ft galvanized coating.

## 2.04 SOURCE QUALITY CONTROL

- A. Welded Connections: Visually inspect all shop-welded connections and test at least 5 percent of welds using one of the following:
  - 1. Radiographic testing performed in accordance with ASTM E94.
  - 2. Ultrasonic testing performed in accordance with ASTM E164.
  - 3. Liquid penetrant inspection performed in accordance with ASTM E165.
  - 4. Magnetic particle inspection performed in accordance with ASTM E709.

# PART 3 EXECUTION

## 3.01 EXAMINATION

- A. Verify that conditions are appropriate for erection of structural steel and that the work may properly proceed.

## 3.02 ERECTION

- A. Erect structural steel in compliance with AISC "Code of Standard Practice for Steel Buildings and Bridges".
- B. Allow for erection loads, and provide sufficient temporary bracing to maintain structure in safe condition, plumb, and in true alignment until completion of erection and installation of permanent bracing.
- C. Field weld components indicated on shop drawings.
- D. Use carbon steel bolts only for temporary bracing during construction, unless otherwise specifically permitted on drawings. Install high-strength bolts in accordance with AISC "Specification for Structural Joints Using ASTM A325 or A490 Bolts".
- E. Do not field cut or alter structural members without approval of The architect.
- F. After erection, prime welds, abrasions, and surfaces not shop primed, except surfaces to be in contact with concrete.
- G. Grout solidly between column plates and bearing surfaces, complying with manufacturer's instructions for nonshrink grout. Trowel grouted surfaces smooth, splaying neatly to 45 degrees.

## 3.03 TOLERANCES

- A. Maximum Variation From Plumb: 1/4 inch per story, non-cumulative.
- B. Maximum Offset From True Alignment: 1/4 inch

#### 3.04 FIELD QUALITY CONTROL

- A. An independent testing agency will perform field quality control tests, as specified in Section 01 4000.
- B. High-Strength Bolts: Verify that all bolts are in place, tightened, and are of the correct diameter and type.
- C. Welded Connections: Visually inspect all field-welded connections. Test any suspect connection using one of the following:
  - 1. Radiographic testing performed in accordance with ASTM E94.
  - 2. Ultrasonic testing performed in accordance with ASTM E164.
  - 3. Liquid penetrant inspection performed in accordance with ASTM E165.
  - 4. Magnetic particle inspection performed in accordance with ASTM E709.

END OF SECTION

SECTION 06 10 00 – ROUGH CARPENTRY – STICK FRAME CONSTRUCTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK

- A. Definition: Rough carpentry includes carpentry work not specified as part of other sections and which is generally not exposed, except as otherwise indicated.
- B. Types of work in this section include rough carpentry for:
  - 1. Wood framing.
  - 2. Wood grounds, nailers and blocking.
  - 3. Wood furring.
  - 4. Sheathing.
- C. Finish carpentry is specified in another section within Division 6.
- D. Prefabricated wood trusses are specified in another Division 6 section.

1.3 PRODUCT HANDLING

- A. Delivery and Storage: Keep materials under cover and dry. Protect against exposure to weather and contact with damp or wet surfaces. Stack lumber and well as plywood and other panels; for air circulation within and around stacks and under temporary coverings including polyethylene and similar material.
- B. For lumber and plywood pressure treated with waterborne chemicals, sticker between each course to provide air circulation.

1.4 PROJECT CONDITIONS

- A. Coordination: Fit carpentry work to other work; scribe and cope as required for accurate fit. Correlate location of furring, nailers, blocking, grounds and similar supports to allow attachment of other work.

PART 2 - PRODUCTS



2.1 LUMBER, GENERAL

- A. Lumber Standards: Manufacture lumber to comply with PS 20 "American Softwood Lumber Standard" and with applicable grading rules of inspection agencies certified by American Lumber Standards Committee's (ALSC) Board of Review.
- B. Inspection Agencies: Inspection agencies and the abbreviations used to reference with lumber grades and species include the following:
  - 1. RIS Redwood Inspection Service.
  - 2. NLGA National Lumber Grades Authority.
  - 3. SPIB Southern Pine Inspection Bureau.
  - 4. WCLIB West Coast Lumber Inspection Bureau.
  - 5. WWPA Western Wood Products Association.
- C. Grade Stamps: Factory mark each piece of lumber with grade stamp of inspection agency evidencing compliance with grading rule requirements and identifying grading agency, grade, species, moisture content at time of surfacing, and mill.
  - 1. For exposed lumber apply grade stamps to ends or back of each piece, or omit grade stamps entirely and issue certificate of grade compliance from inspection agency in lieu of grade stamp.
- D. Nominal sizes are indicated, except as shown by detail dimensions. Provide actual sizes as required by PS 20, for moisture content specified for each use.
  - 1. Provide dressed lumber, S4S, unless otherwise indicated.
  - 2. Provide seasoned lumber with 19% maximum moisture content at time of dressing and shipment for sizes 2" or less in nominal thickness, unless otherwise indicated.
  - 3. Provide lumber with 15% maximum moisture content at time of dressing and shipment for sizes 2" or less in nominal thickness, unless otherwise indicated.

2.2 DIMENSION LUMBER

- A. For Studs & Plates provide the following grade spruce: Standard and better.
- B. For structural framing: Except studs provide the following grade and species: No. 2 grade. Southern Pine graded under SPIB rules.
- C. For exposed framing lumber, provide material complying with the following requirements:
  - 1. Definition: Exposed framing refers to dimension lumber which is not concealed by other work and is indicated to receive a stained or natural finish.

2. Grading: Hand select material at factory from lumber of species and grade indicated below for compliance with "Appearance" grade requirements of ALSC National Grading Rule; issue inspection certificate of inspection agency for selected material.
  - a. Southern Pine, Select Structural
  - b. Grade per SPIB rules.

## 2.3 BOARDS

- A. Concealed Boards: Where boards will be concealed by other work, provide lumber of 19% maximum moisture content (S DRY) and of following species and grade: Redwood Construction Common per RIS rules, Southern Pine No. 2 Boards per SPIB rules, or any species graded Construction Boards or WCLIB or WWPA rules.

## 2.4 BOARD SHEATHING

- A. Extruded Polystyrene Plastic Board Sheathing: Provide rigid, closed cell, expanded polystyrene insulating sheathing panels with integral high density skin; complying with ASTM C 578, Type IV, 5 year ages R value of 5.4 at 40 degrees F (4.4 degrees C) mean temperature; in manufacturer's standard lengths and widths with T & G long edges.
  1. Thickness: 3/4".
  2. Thickness: 1"
- B. Available Products: Subject to compliance with requirements, products which may be incorporated in the work include, but are not limited to, the following:
  1. Foamular Insulating Sheathing: UC Industries. Styrofoam TG; Dow Chemical U.S.A.
- C. Fiberboard Sheathing: Provide insulating board complying with ASTM C 208 for grade and other requirements listed below:
  1. Grade: Regular
  2. Size and Edges: 1/2" thick X 4' wide X 8' or 9' long with square edges.
  3. Span Rating: 24 o.c.

## 2.5 AIR/VAPOR BARRIER:

- A. Air/Vapor Barrier: Spun bonded polyolefin, non-woven, non-perforated, weather barrier is based upon DuPont™ Tyvek® CommercialWrap® D and related assembly components or equal.

Performance Characteristics:

1. Air Penetration: 0.001 cfm/ft<sup>2</sup> at 75 Pa when tested in accordance with ASTM E2178. Type 1 when tested in accordance with ASTM E 1677. ≤0.04 cfm/ft @ 75 Pa when tested in accordance with ASTM E2357.

2. Water Vapor Transmission: 30 perms, when tested in accordance with ASTM E 96, Method B.
3. Water Penetration Resistance: 235 cm when tested in accordance with AATCC Test Method 127.
4. Basis Weight: 2.4 oz/yd<sup>2</sup>, when tested in accordance with TAPPI Test Method T-410.
5. Air Infiltration Resistance: Air infiltration at >750 seconds, when tested in accordance with TAPPI Test Method T-460.
6. Tensile Strength: 33/41 lbs/in., when tested in accordance with ASTM D 822 , Method A.
7. Surface Burning Characteristics: Class A, when tested in accordance with ASTM E 84
8. Flame Spread: 15, Smoke Developed: 25.

B. Air /Vapor Barrier Accessories

1. Seam Tape 3" DuPont™ Tyvek® Tape as distributed by DuPont.
2. Fasteners:
  - a. Steel Frame Construction - DuPont™ Tyvek® Wrap Cap Screws, 1-5/8 inch rust resistant screw with 2-inch diameter plastic cap fasteners.
  - b. Wood Frame Construction - DuPont™ Tyvek® Wrap Caps: [#4 nails with large 1-inch plastic cap fasteners] [1-inch minimum plastic cap staple with leg length sufficient to achieve a minimum penetration of 5/8-inch into the wood stud].

2.6 MISCELLANEOUS LUMBER

- A. Provide wood for support or attachment of other work including cant strips, bucks, nailers, blocking, furring, grounds, stripping and similar members. Provide lumber of sizes indicated, worked into shapes shown, and as follows:
- B. Moisture content: 19% maximum for lumber items not specified to receive wood preservative treatment.
- C. Grade: Standard Grade light framing size lumber of any species or board size lumber as required. No. 3 Common or Standard grade boards per WCLIB or WWPA rules or No. 3 boards per SPIB rules.

2.7 PLYWOOD PANELS

- A. Construction Panel Standards: Comply with PS 1 "U.S. Product Standard for Construction and Industrial Plywood" for plywood panels and, for products not manufactured under PS 1 provisions, with American Plywood Association (APA) "Performance Standard and Policies for Structural Use Panels", Form No. E445.

- B. Trademark: Factory mark each construction panel with APA trademark evidencing compliance with grade requirements.
- C. Concealed APA Performance-Rated Panels: Where construction panels will be used for the following concealed types of applications, provide APA Performance Rated Panels complying with requirements indicated for grade designation, span rating, exposure durability classification, edge detail (where applicable) and thickness.
  - 1. Plywood Subflooring: APA RATED SHEATHING
    - a. Exposure Durability
    - b. Classification: Interior with exterior Glue
    - c. Span Rating: 36/16
  - 2. Roof Sheathing: APA RATED SHEATHING.
    - a. Exposure Durability
    - b. Classification: EXPOSURE 1.
    - c. Span Rating: 24/16.
  - 3. Fascia & Wall Sheathing: APA Rated Sheathing
    - a. Exposure Durability Classification: EXTERIOR
    - b. Span Rating: 24 o.c.

## 2.8 MISCELLANEOUS MATERIALS

- A. Fasteners and Anchorages: Provide size, type, material and finish as indicated and as recommended by applicable standards, complying with applicable Federal Specifications for nails, staples, screws, bolts, nuts, washers and anchoring devices. Provide metal hangers and framing anchors of the size and type recommended by the manufacturer for each use including recommended nails.
- B. Where rough carpentry work is exposed to weather in ground contact, or in area of high relative humidity, provide fasteners and anchorages with hot dip zinc (ASTM A 153).
- C. Building Paper: ASTM D 226, Type I; asphalt saturated felt, non-perforated, 15 lb. type.
- D. Glue: Construction grade adhesive.

## 2.9 WOOD TREATMENT

- A. WOOD PRESERVATIVE-TREATED LUMBER
  - 1. Preservative Treatment by Pressure Process:
    - a. Interior construction (Dry Locations) not in contact with the ground use Category UC1
    - b. Interior construction (Damp Locations) not in contact with the ground use Category UC2
    - c. Exterior construction not in contact with ground use Category UC3B.
    - d. Exterior construction in contact with ground use Category UC3A.

2. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.
3. For exposed items indicated to receive a stained or natural finish, use chemical formulations that do not require incising, contain colorants, bleed through, or otherwise adversely affect finishes.
4. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.
5. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.
6. For exposed lumber indicated to receive a stained or natural finish, mark end or back of each.
7. Application: Treat items indicated on Drawings, and the following:
  - a. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
  - b. Wood sills, sleepers, blocking and similar concealed members in contact with masonry or concrete.
  - c. Wood framing and furring attached directly to the interior of below-grade exterior masonry or concrete walls.
  - d. Wood framing members that are less than 18 inches above the ground in crawlspaces or unexcavated areas.
  - e. Wood floor plates that are installed over concrete slabs-on-grade.

**B. FIRE-RETARDANT-TREATED MATERIALS**

1. General: Where fire-retardant-treated materials are indicated or specified herein, use materials complying with requirements in this article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified as determined by testing identical products per test method indicated by a qualified testing agency.
2. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Products with a flame spread index of 25 or less when tested according to ASTM E 84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet beyond the centerline of the burners at any time during the test.
3. Use treatment that does not promote corrosion of metal fasteners.
4. Exterior Type: Treated materials shall comply with requirements specified above for fire-retardant-treated lumber and plywood by pressure process after being subjected to accelerated weathering according to ASTM D 2898. Use for exterior locations and where indicated.



5. Interior Type A: Treated materials shall have a moisture content of 28 percent or less when tested according to ASTM D 3201 at 92 percent relative humidity. Use where exterior type is not required.
6. Design Value Adjustment Factors: Treated lumber shall be tested according ASTM D 5664 and design value adjustment factors shall be calculated according to ASTM D 6841. For enclosed roof framing, framing in attic spaces, and where high temperature fire-retardant treatment is indicated, provide material with adjustment factors of not less than 0.85 modulus of elasticity and 0.75 for extreme fiber in bending for Project's climatological zone.
7. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Kiln-dry plywood after treatment to maximum moisture content of 15 percent.
8. Identify fire-retardant-treated wood with appropriate classification marking of qualified testing agency.
9. For exposed lumber indicated to receive a stained or natural finish, mark end or back of each piece.
10. For exposed items indicated to receive a stained or natural finish, use chemical formulations that do not bleed through, contain colorants, or otherwise adversely affect finishes.
11. Application: Treat items indicated on Drawings, and the following:
  - a. Framing and plywood decking for raised platforms.
  - b. Framing and plywood decking for stages.
  - c. Plywood roof sheathing
  - d. Concealed blocking.
  - e. Framing for non-load-bearing partitions.
  - f. Framing for non-load-bearing exterior walls.
  - g. Roof construction.
  - h. Plywood backing panels.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION

##### A. GENERAL

1. Discard units of material with defects which might impair quality of work, and units which are too small to use in fabricating work with minimum joints or optimum joint arrangement.
2. Set carpentry work to required levels and lines, with members plumb and true to line and cut and fitted.

3. Securely attach carpentry work to substrate by anchoring and fastening as shown and as required by recognized standards. Countersink nail heads on exposed carpentry work and fill holes.
4. Use common wire nails, except as otherwise indicated. Use finishing nails for finish work. Select fasteners of size that will not penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting of wood; predrill as required.

B. WOOD GROUNDS, NAILERS, BLOCKING AND SLEEPERS

1. Provide wherever shown and where required for screeding or attachment of other work. Form to shapes as shown and cut as required for true line and level of work to be attached. Coordinate location with other work involved.
2. Attach to substrates as required to support applied loading. Countersink bolts and nuts flush with surfaces, unless otherwise indicated. Build into masonry during installation of masonry work. Where possible, anchor to formwork before concrete placement.
3. Provide permanent grounds of dressed, preservative treated, key beveled lumber not less than 1 1/2" wide and of thickness required to bring face of ground to exact thickness of finish material involved. Remove temporary grounds when no longer required.

C. WOOD FURRING

1. Install plumb and level with closure strips at edges and openings. Shim with wood as required for tolerance of finished work.
2. Furring to Receive Gypsum Drywall: Unless otherwise indicated, provide 1" x 4" furring at 16" o.c., vertically.
3. Suspended Furring: Provide size and spacing shown, including hangers and attachment devices. Level to a tolerance of 1/8" in 10'.

3.2 WOOD FRAMING

A. GENERAL

1. Provide framing members of sizes and on spacings shown, and frame openings as shown, or if not shown, comply with recommendations of "Manual for House Framing" of National Forest Products Association (N.F.P.A.). Do not splice structural members between supports.
2. Anchor and nail as shown, and to comply with "Recommended Nailing Schedule" of "Manual for House Framing" and "National Design Specifications for Wood Construction published by N.F.P.A.
3. Firestop concealed spaces of wood framed walls and partitions at each floor level and at the ceiling line of the top story. Where firestops are not automatically provided by the

framing system used, use closely fitted wood blocks of nominal 2" thick lumber of the same width as framing members.

### 3.3 STUD FRAMING

- A. General: Provide stud framing where shown. Unless otherwise indicated, use 2" x 4" wood studs spaced 16" o.c. with 4" face perpendicular to direction of wall or partition. Provide single bottom plate and double top plates 2" thick by width of studs; except single top plate may be used for non-load bearing partitions. Nail or anchor plates to supporting construction.
- B. Construct corners and intersections with not less than three studs. Provide miscellaneous blocking and framing as shown and as required for support of facing materials, fixtures, specialty items and trim.
- C. Frame openings with multiple studs and headers. Provide nailed header members of thickness equal to width of studs. Set headers on edge and support on jamb studs.
  - 1. For non-bearing partitions, provide double jamb studs and headers not less than 4" deep for openings 3' and less in width, and not less than 6" deep for wider openings.
- D. For load bearing partitions, provide double jamb studs for openings 6' and less in width, and triple jamb studs for wider openings. Provide headers of depth shown, or if not shown, provide as recommended by N.F.P.A. "Manual for House Framing".
- E. Provide corner bracing in stud framing of exterior walls, except as otherwise indicated. Brace both walls at each external corner, full story height, as follows:
  - 1. Plywood sheathing or corner bracing, 4' wide panels vertically.

### 3.4 RAFTER AND CEILING FLOOR JOIST FRAMING

- A. Ceiling Joists: General: Provide framing of sizes and spacings shown. Install with crown edge up and support ends of each member with not less than 1 1/2" of bearing on wood or metal, or 3" on masonry. Attach to wood bearing members by toe nailing or metal connectors; frame to wood supporting members with wood ledgers as shown, or if not shown, with metal connectors. Fire cut members built into masonry (if any). Frame openings with headers and trimmers supported by metal joist hangers; double headers and trimmers where span of header exceeds 4'. Do not notch in middle third of joists; limit notches to 1/6 depth of joist, 1/3 at ends. Do not bore holes larger than 1/3 depth of joist or locate closer than 2" from top or bottom. Provide solid blocking (2" thick by depth of joist) at ends of joists unless nailed to header or brand member.
- B. Where principal ceiling joists are at right angles to rafters, frame as indicated with additional short joists from wall plate to first joist; nail to ends of rafters and to top plate and nail to long joists or anchor with framing anchors or metal straps. Provide 1 x 8 or 2 x 4 stringers spaced 4' o.c. crosswise over principal ceiling joists.
- C. RAFTER FRAMING: Provide member size and spacing shown. Notch to fit exterior wall plates and toe nail or use special metal framing anchors. Double rafters to form headers and trimmers

at openings in roof framing (if any), and support with metal hangers. Where rafters abut at ridge, place directly opposite each other and nail to ridge member or use metal ridge hangers.

- D. At valleys, provide valley rafter of size shown, or if not shown, provide rafter twice as thick as regular rafters and 2" deeper. Bevel ends of jack rafters for full bearing against valley rafter.
- E. At hips, provide hip rafters of size shown, or if not shown, provide of same thickness as regular rafters and 2" deeper. Bevel ends of jack rafters for full bearing against hip rafters.

### 3.5 INSTALLATION OF CONSTRUCTION PANELS

- A. General: Comply with applicable recommendations contained in Form No. E 30D, "APA Design/Construction Guide Residential & Commercial," for types of construction panels and applications indicated.
- B. Fastening Methods: Fasten panels as indicated below:
  - 1. Sheathing: Nail to framing.
  - 2. Plywood Backing Panels: Nail to supports.

### 3.6 FIBERBOARD SHEATHING

- A. General: Provide fiberboard wall sheathing where shown. Fasten each unit to intermediate supports and then at edges and ends.
- B. Drive fasteners flush with surface of sheathing and locate perimeter fasteners at least 3/8" from edges and ends.
  - 1. For 1/2" sheathing, use 11 gage galvanized roofing nails with 7/16" or 3/8" heads and a minimum length of 1 1/2", 6d common nails, or 16 gage galvanized staples with 7/16" crown and a minimum length of 1 1/8".
- C. Install 4' X 8' or longer sheathing vertically with long edges parallel to and centered over studs. Provide solid wood blocking wherever end joints do not bear against framing sills or plates. Allow 1/8" open space between edges and ends of adjacent units. Stagger horizontal joints, if any. Nail or staple to each support in accordance with manufacturer's recommended spacing, but space fasteners not more than 3" o.c. around perimeter at edge and end supports and 6" o.c. at intermediate supports.

### 3.7 OVERLAY STRAND BOARD SHEATHING

- A. General: Provide O.S.B. wall sheathing where shown. Fasten each unit to intermediate supports and then at edges and ends.
- B. Drive fasteners flush with surface of sheathing and locate perimeter fasteners at least 3/8" from edges and ends.

1. For 7/16" sheathing, use 11 gage galvanized roofing nails with 7/16" or 3/8" heads and a minimum length of 1 1/2", 6d common nails, or 16 gage galvanized staples with 7/16" crown and a minimum length of 1 1/8".
- C. Install 4' X 8' or longer sheathing vertically with long edges parallel to and centered over studs. Provide solid wood blocking wherever end joints do not bear against framing sills or plates. Allow 1/8" open space between edges and ends of adjacent units. Stagger horizontal joints, if any. Nail or staple to each support in accordance with manufacturer's recommended spacing, but space fasteners not more than 3" o.c. around perimeter at edge and end supports and 6" o.c. at intermediate supports.

### 3.8 AIR INFILTRATION BARRIER

- A. Cover wall sheathing with air infiltration barrier to comply with manufacturer's printed directions.

### 3.9 PLASTIC BOARD SHEATHING

- A. Comply with manufacturer's printed directions for application of sheathing. Provide vapor relief strips or equivalent for permitting escape of any moisture vapor that otherwise would be trapped in stud cavity behind sheathing.

### 3.10 GYPSUM BOARD SHEATHING

- A. General: Provide gypsum board sheathing on all exterior walls. Fasten to exterior face of stud framing for exterior walls. Use 1 1/2" long, 11 gage galvanized roofing nails with 3/8" head or 15 gage, divergent point galvanized staples 1/2" wide x 1 1/2" long. Keep perimeter fasteners 3/8" from edges and ends of board units. Fit boards tightly against each other and around openings. Exterior insulation finish system is to be applied over sheathing.

### 3.11 BUILDING FELT

- A. Apply felt horizontally with 2 inch (2") overlap and six inch (6") end lap over sheathing.

END OF SECTION



SECTION 06 20 00 - FINISH CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of each type of architectural woodwork is indicated on drawings and in schedules. Types of architectural woodwork include the following:
  - 1. Interior woodwork including but not limited to the following:
    - a. Door casings.
    - b. Window casings, stools and aprons.
    - c. Handrails.
  - 2. Architectural cabinets including:
    - a. Architectural wood cabinets.
    - b. Architectural wood cabinets laminate clad.
    - c. Tops.
- B. Wood doors are specified within Division 8.
- C. Exterior cement fiber siding and trim is specified in Division 7.

1.3 QUALITY ASSURANCE:

- A. AWI Quality Standard: Comply with applicable requirements of "Architectural Woodwork Quality Standards" published by the Architectural Woodwork Institute (AWI), except as otherwise indicated.

1.4 SUBMITTALS:

- A. Product Data: Submit manufacturer's product data for each product and process specified as work of this section and incorporated into items of architectural woodwork during fabrication, finishing, and installation.
- B. Quality Certification: Submit woodwork Manufacturer's (Fabricator's) certification, stating that fabricated woodwork complies with quality grades and other requirements indicated.
- C. Shop Drawings: Submit shop drawings showing location of each item, dimensioned plans and elevations, large scale details, attachment devices and other components.

1.5 DELIVERY, STORAGE, AND HANDLING:

- A. Protect woodwork during transit, delivery, storage and handling to prevent damage, soiling and deterioration.
- B. Do not deliver woodwork, until painting, wet work, grinding and similar operations which could damage, soil or deteriorate woodwork have been completed in installation areas. If, due to unforeseen circumstances, woodwork must be stored in other than installation areas, store only in areas meeting requirements specified for installation areas.

1.6 PROJECT CONDITIONS:

- A. Conditioning: Woodwork Manufacturer and Installer shall advise Contractor of temperature and humidity requirements for woodwork installation and storage areas. Do not install woodwork until required temperature and relative humidity have been stabilized and will be maintained in installation areas. Woodwork shall not be delivered to job site until Heating and Air Conditioning Systems have been in operation 24 hours per day for seven (7) days.
- B. Maintain temperature and humidity in installation area as required to maintain moisture content of installed woodwork within a 1.0 percent tolerance of optimum moisture content, from date of installation through remainder of construction period. Require Woodwork Manufacturer to establish optimum moisture content and required temperature and humidity conditions.
- C. Grain Matching: Grain and color of surface veneers shall be similar in appearance and acceptable to the Architect.

PART 2 - PRODUCTS

2.1 ACCEPTABLE MANUFACTURERS:

- A. Manufacturer: Subject to compliance with requirements, provide high pressure decorative laminates of one of the following:
  - 1. Formica Corp.
  - 2. Nevamar Corp.
  - 3. Ralph Wilson Plastics Co.

2.2 FABRICATION, GENERAL:

- A. Wood Moisture Content: Comply with requirements of referenced quality standard for moisture content of lumber at time of fabrication and for relative humidity conditions in the installation areas.
- B. Fabricate woodwork to dimensions, profiles, and details indicated with openings and mortises precut, where possible, to receive hardware and other items and work.

- C. Ease edges to a 1/16" radius, for corners of cabinets and edges of solid wood (lumber) members less than 1" in nominal thickness, 1/8" radius for edges of rails and similar members over 1" in nominal thickness.
- D. Complete fabrication, assembly, finishing, hardware application, and other work before shipment to project site to maximum extent possible. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
- E. Pre-Cut Openings: Fabricate architectural woodwork with pre-cut openings, where possible, to receive hardware, appliances, plumbing fixtures, electrical work and similar items. Locate openings accurately and use templates or roughing-in diagrams for proper size and shape. Smooth edges of cutoffs and, where located in countertops and similar exposures seal edges of cutouts with a water-resistant coating.
- F. Measurements: Before proceeding with fabrication of woodwork required to be fitted to other construction, obtain field measurements and verify dimensions and shop drawing details as required for accurate fit.

2.3 STANDING AND RUNNING TRIM, AND RAILS:

- A. Quality Standard: Comply with AWI Section 300.
- B. Rout or groove backs of flat trim members, kerf backs of other wide flat members, except for members with ends exposed in finished work.
- C. Assemble casings in plant except where limitations of access to place of installation require field assembly.
- D. Board Lumber
  - 1. Prefabricated Press Board "Prime Trim" manufactured by Georgia Pacific.

2.4 Interior Woodwork for Transparent Finish:

- A. Included by not limited to the following:
  - 1. Miscellaneous Trim.
  - 2. Handrails.
- B. Conform to AWI Standards Section 300. Premium grade lumber.
  - 1. Species - Birch plain sawn.
  - 2. Plywood - Birch Veneer.

2.5 Interior Woodwork for opaque (painted) finish.

- A. Included by not limited to the following:
  - 1. Door casings.
  - 2. Window Casings.
  - 3. Window Stools and Aprons.
- B. Conform to AWI Standards Section 300.
- C. Moisture content 15% or less.
- D. Contractor provide at choice one of the following species:
  - 1. Species - FAS Maple Paint Grade.
  - 2. Species - FAS Poplar Paint Grade.
  - 3. Plywood - Birch Veneer.

2.6 PLYWOOD SOFFITS, PANELS, FASCIA:

- A. Plywood for Painted Finish: Any softwood species, exterior type, medium density overlay, of thickness indicated with T1-11, 8" o.c., face pattern.
- B. OL Plywood Soffit: Smooth opaque resin-fiber overlay one or both sides as required exposure durability classification-exterior thickness as indicated.

2.7 ARCHITECTURAL CABINETS, LAMINATE CLAD:

- A. Quality Standard: Comply with AWI Section 400.
- B. Laminate Clad Cabinets: Comply with the following requirements:
  - 1. Grade: Custom
- C. Type of Cabinet Construction: Flush overlay.
- D. CABINET AND TOP COMPONENTS:
  - 1. Cabinet Body:  $\frac{3}{4}$ " white melamine with  $\frac{1}{32}$ " High Pressure Laminate on exposed faces and standard  $\frac{1}{32}$ " PVC tape on exposed edges.
  - 2. Cabinet Doors:  $\frac{3}{4}$ " Particle Core Plywood with  $\frac{1}{32}$ " High Pressure Laminate on exposed faces and white cabinet liner on semi-exposed faces and standard  $\frac{1}{32}$ " PVC tape on exposed edges.

3. Cabinet Drawer Fronts:  $\frac{3}{4}$ " Particle Core Plywood with  $\frac{1}{32}$ " High Pressure Laminate on exposed faces and white cabinet liner on semi-exposed faces and standard  $\frac{1}{32}$ " PVC tape on exposed edges
4. Cabinet Shelving:  $\frac{3}{4}$ " white melamine with standard  $\frac{1}{32}$ " PVC tape on 2 semi-exposed edges
5. Cabinet Backs:  $\frac{1}{4}$ " white melamine.
6. Drawer Boxes:  $\frac{1}{2}$ " white melamine sides, back and fronts with  $\frac{1}{4}$ " white melamine bottoms.
7. Dividers:  $\frac{1}{4}$ " Hardboard tempered 2 faces (Dark brown in color - sealed by painting sub-contractor.
8. Counter tops:  $\frac{3}{4}$ " Exterior plywood at sinks with  $\frac{1}{16}$ " High Pressure Laminate on exposed face and edges, backing sheet on concealed face.
9. Splashes:  $\frac{3}{4}$ " exterior plywood at sink areas and P.C. plywood with  $\frac{1}{16}$ " hpl on exposed face and edges, backing sheet on concealed face.

## 2.8 CABINET HARDWARE AND ACCESSORY MATERIALS:

- A. General: Provide cabinet hardware and accessory materials associated with architectural cabinets for the following hardware types:
  1. ADJUSTABLE SHELF STANDARDS
    - a. Anti – Tip White for  $\frac{3}{4}$ " and 1" thick shelves.
  2. DOOR AND DRAWER PULLS
    - a. Stanley 4484 or equal US26D
  3. DOOR HINGES
    - a. Hafele 3D, 170 Degree Swing No. 335.06.606 with catch and mounting plate.
  4. DRAWER GUIDES
    - a. K and V No. 1284 Length to accommodate cabinets. (White)
  5. COUNTER TOP SUPPORT BRACKETS
    - a. Rakks - 6063-T6 extruded aluminum brackets.
      - 2) EH-1212 for counters tops up to 18" deep
      - 3) EH-1818 for counters tops up to 25" deep
      - 4) EH-1824 for counters tops up to 30" deep

## 2.9 ARCHITECTURAL CABINET TOPS:

- A. Quality Standard: Comply with AWI Section 400 and its Division 400C.
- B. Type of Top: High Pressure Decorative Laminate:
  1. Grade: Premium.
  2. Laminate Cladding for Horizontal Surface: High pressure decorative laminate complying NEMA LD 3 and as follows:



3. Thickness: GP-50 (.050 inch).
4. Colors, Patterns, and Finishes: As indicated in Section 09999 or, if not otherwise indicated, as selected from laminated manufacturer's standard products in the following categories:
  - a. Solid colors.
  - b. Wood grains.
  - c. Patterns.
5. Edge Treatment: Same as laminate cladding on horizontal surfaces or as otherwise indicated.
6. Vertical Surfaces other than top edges GP-28 (0.28" thickness).

#### 2.10 FASTENERS AND ANCHORS:

- A. Screws: Select material, type, size and finish required for each use. Comply with FS FF-S0111 for applicable requirements.
- B. Nails: Select material, type, size and finish required for each use. Comply with FS FF-N-105 for applicable requirements.
- C. Provide stainless steel or aluminum nails for exposed exterior woodwork which is to receive transparent finish (if any). Provide any type of non-corrosive nail for other exterior woodwork.
- D. Anchors: Select material, type, size and finish required by each substrate for secure Anchorage. Provide non-ferrous metal or hot- dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion-resistance. Provide toothed steel or lead expansion bolt devices for drilled-in-place anchors. Furnish inserts and anchors, as required, to be set into concrete or masonry work for subsequent woodwork Anchorage.

### PART 3 - EXECUTION

#### 3.1 PREPARATION:

- A. Condition woodwork to average prevailing humidity conditions in installation areas prior to installing.
- B. Deliver concrete inserts and similar anchoring devices to be built into substrates, well in advance of time substrates are to be built.
- C. Prior to installation of architectural woodwork, examine shop fabricated work for completion, and complete work as required, including back priming and removal of packing.

3.2 INSTALLATION:

- A. Install woodwork plumb, level, true and straight with no distortions. Shim as required using concealed shims. Install to a tolerance of 1/8" in 8'-0" for plumb and level (including tops); and with no variations in flushness of adjoining surfaces.
- B. Scribe and cut woodwork to fit adjoining work, and refinish cut surfaces or repair damaged finish at cuts.
- C. Anchor woodwork to anchors or blocking built-in or directly attached to substrates. Secure to grounds, stripping and blocking with countersunk, concealed fasteners and blind nailing as required for a complete installation. Except where prefinished matching fasteners heads are required, use fine finishing nails for exposed nailing, countersunk and filled flush with woodwork, and matching final finish where transparent finish is indicated.
- D. Standing and Running Trim: Install with minimum number of joints possible, using full-length pieces (from maximum length of lumber available) to the greatest extent possible. Stagger joints in adjacent and related members. Cope at returns, miter at corners and comply with referenced Quality Standards for Joinery.
- E. Cabinets: Install without distortion so that doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete the installation of hardware and accessory items as indicated. Maintain veneer sequence matching (if any) of cabinet with transparent finish.
- F. Tops: Anchor securely to base units and other support systems as indicated.

3.3 ADJUSTMENT, CLEANING, FINISHING, AND PROTECTION:

- A. Repair damaged and defective woodwork where possible to eliminate defects functionally and visually; where not possible to repair replace woodwork. Adjust joinery for uniform appearance.
- B. Clean, lubricate and adjust hardware.
- C. Clean woodwork on exposed and semi-exposed surfaces. Touch-up finishes to restore damaged or soiled areas.
- D. Refer to the Division-9 sections for final finishing of installed architectural woodwork.
- E. Provide final protection and maintain conditions, in a manner acceptable to Fabricator and Installer, which ensures architectural woodwork being without damage or deterioration at time of substantial completion.

END OF SECTION

SECTION 07 41 13 - STANDING-SEAM METAL ROOF PANELS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes: Standing-seam metal roof panels.
- B. Related Requirements:
  - 1. Section 017700 Project Closeout for additional warranty and guarantee submittal requirements required for roofing.

1.2 DESCRIPTION OF WORK:

- A. The extent of sheet metal work is indicated on the drawings and by provisions of this section.
- B. The types of work specified in this section include the following:
  - 1. Sheet metal roofing.
  - 2. Miscellaneous sheet metal accessories.
- C. Integral masonry flashings are specified as masonry work in sections of Division 4.

1.3 ACTION SUBMITTALS

- A. Product Data: For standing-seam metal roof panels. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of panel and accessory.
- B. Shop Drawings:
  - 1. Include fabrication and installation layouts of metal panels; details of edge conditions, joints, panel profiles, corners, anchorages, attachment system, trim, flashings, closures, and accessories; and special details.
  - 2. Accessories: Include details of the flashing, trim, and anchorage systems, at a scale of not less than 1-1/2 inches per 12 inches (1:10).
- C. Samples for Initial Selection: For each type of metal panel indicated with factory-applied color finishes.
  - 1. Include similar Samples of trim and accessories involving color selection.
- D. Samples for Verification: For each type of exposed finish required, prepared on Samples of size indicated below.

1. Metal Panels: 12 inches (305 mm) long by actual panel width. Include clips, fasteners, closures, and other metal panel accessories.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Test Reports: For standing-seam metal roof panels, for tests performed by a qualified testing agency.
- C. Field quality-control reports.
- D. Sample Warranties: For special warranties.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For metal panels to include in maintenance manuals.

#### 1.6 QUALITY ASSURANCE

- A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.
- B. On site portable roll-forming equipment will not be allowed for on-site roll forming. Panels shall be formed off-site by an acceptable manufacturer in compliance with full warranty requisites.

#### 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver components, metal panels, and other manufactured items so as not to be damaged or deformed. Package metal panels for protection during transportation and handling.
- B. Unload, store in accordance with Manufacturer's written instructions, and erect metal panels in a manner to prevent bending, warping, twisting, and surface damage.
- C. Stack metal panels horizontally on platforms or pallets, covered with suitable weathertight and ventilated covering. Store metal panels to ensure dryness, with positive slope for drainage of water. Do not store metal panels in contact with other materials that might cause staining, denting, or other surface damage.
- D. Retain strippable protective covering on metal panels during installation.
- E. Copper Panels: Wear gloves when handling to prevent fingerprints and soiling of surface.

1.8 FIELD CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit assembly of metal panels to be performed according to manufacturers' written instructions and warranty requirements.

1.9 COORDINATION

- A. Coordinate sizes and locations of roof curbs, equipment supports, and roof penetrations with actual equipment provided.
- B. Coordinate metal panel installation with rain drainage work, flashing, trim, construction of soffits, and other adjoining work to provide a leakproof, secure, and noncorrosive installation.

1.10 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of metal panel systems that fail in materials or workmanship within specified warranty period.
  - 1. Failures include, but are not limited to, the following:
    - a. Structural failures including rupturing, cracking, or puncturing.
    - b. Deterioration of metals and other materials beyond normal weathering.
  - 2. Warranty Period: Two (2) years from date of Substantial Completion.
- B. Special Warranty on Panel Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace metal panels that show evidence of deterioration of factory-applied finishes within specified warranty period.
  - 1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
    - a. Color fading more than 5 Delta E units when tested according to ASTM D2244.
    - b. Chalking in excess of a No. 8 rating when tested according to ASTM D4214.
    - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
  - 2. Finish Warranty Period: **20** years from date of Substantial Completion.
- C. Special Weathertightness Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace standing-seam metal roof panel assemblies that fail to remain weathertight, including leaks, within specified warranty period.
  - 1. Warranty Period: **20** years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURER



- A. Basis of Design Manufacturer: MBCI Metal Roof and Wall Systems, Division of NCI Group, Inc.; Houston TX. Tel: (877) 713-6224; Email: [info@mbci.com](mailto:info@mbci.com); Web: [www.mbc.com](http://www.mbc.com).

1. Provide basis of design product, or comparable equal product.

## 2.2 PERFORMANCE REQUIREMENTS

- A. General: Provide metal roof panel system meeting performance requirements as determined by application of specified tests by a qualified testing facility on manufacturer's standard assemblies.
- B. Structural Performance: Provide metal panel assemblies capable of withstanding the effects of indicated loads and stresses within limits and under conditions indicated on the drawings.
- C. Wind Uplift Resistance: Comply with UL 580 for wind-uplift class UL-90.
- D. Thermal Movements: Allow for thermal movements from variations in both ambient and internal temperatures. Accommodate movement of support structure caused by thermal expansion and contraction. Allow for deflection and design for thermal stresses caused by temperature differences from one side of the panel to the other.
- E. Self-Adhering, High-Temperature Underlayment: Cold-applied sheet underlayment minimum 30 mils (0.76 mm) thick, consisting of slip-resistant, polyethylene-film top surface laminated to a layer of butyl or SBS-modified asphalt adhesive, with release-paper backing. Provide primer when recommended by underlayment manufacturer for substrate.

1. **Products equal to W.R. Grace Ice and Water Shield HT over entire roof area.**

## 2.3 METAL ROOF PANELS:

- A. Mechanically-seamed, Concealed Fastener, Metal Roof Panels: Structural metal roof panel consisting of formed metal sheet with vertical ribs at panel edges, installed by lapping and mechanically interlocking edges of adjacent panels, and attaching panels to supports using concealed clips and fasteners in a weathertight installation.
1. Basis of Design: MBCI, Battenlok HS [www.mbc.com/lokseam.html](http://www.mbc.com/lokseam.html).
2. Aluminum-Zinc Alloy-Coated Steel Sheet: ASTM A 792/A 792M, structural quality, Grade 50, Coating Class AZ50 (Grade 340, Coating Class AZM150), prepainted by the coil-coating process per ASTM A 755/A 755M.
- a. Nominal Coated Thickness: 24 gage.
- b. Panel Surface: Smooth with striations in pan.
- c. Exterior Finish: Fluoropolymer two-coat system.
- d. Color: As selected by Architect from manufacturer's standard colors.
3. Panel Width: 16 inches (406 mm).
4. Panel Seam Height: 2 inch (50.8mm).
5. Joint Type: Mechanically seamed.

## 2.4 METAL ROOF PANEL ACCESSORIES:

- A. General: Provide complete metal roof panel assembly incorporating trim, copings, fasciae, gutters and downspouts, and miscellaneous flashings, in profiles as indicated. Provide required fasteners, closure strips, thermal spacers, splice plates, support plates, and sealants as indicated in manufacturer's written instructions.
- B. Flashing and Trim: Match material, thickness, and finish of metal panel face sheet.
- C. Panel Clips: Two-piece Floating: ASTM C 645, with ASTM A 653/A, G90 (Z180) hot-dip galvanized zinc coating, configured for concealment in panel joints, and identical to clips utilized in tests demonstrating compliance with performance requirements.
- D. Panel Fasteners: Self-tapping screws and other acceptable corrosion-resistant fasteners recommended by roof panel manufacturer. Where exposed fasteners cannot be avoided, supply fasteners with EPDM or neoprene gaskets, with heads matching color of metal panels by means of factory-applied coating.
- E. Joint Sealers: Manufacturer's standard or recommended liquid and preformed sealers and tapes, and as follows:
  - 1. Factory-Applied Seam Sealant: Manufacturer's standard hot-melt type.
  - 2. Tape Sealers: Manufacturer's standard non-curing butyl tape, AAMA 809.2.
  - 3. Concealed Joint Sealant: Non-curing butyl, AAMA 809.2.

## 2.5 FABRICATION:

- A. General: Provide factory fabricated and finished metal panels and accessories meeting performance requirements, indicated profiles, and structural requirements.
- B. Fabricate metal panel joints configured to accept factory-applied sealant providing weathertight seal and preventing metal-to-metal contact and minimizing noise resulting from thermal movement.
- C. Form panels in continuous lengths for full length of detailed runs, except where otherwise indicated on approved shop drawings.
- D. Sheet Metal Flashing and Trim: Fabricate flashing and trim to comply with manufacturer's written instructions, approved shop drawings, and project drawings. Form from materials matching metal panel substrate and finish.

## 2.6 FINISHES:

- A. Finishes, General: Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
- B. Fluoropolymer Two-Coat System: 0.2 – 0.3 mil primer with 0.7 - 0.8 mil 70 percent PVDF fluoropolymer color coat, AAMA 621.
  - 1. Basis of Design: MBCI, Signature 300.

- C. Interior Finish: 0.5 mil total dry film thickness consisting of primer coat and wash coat of manufacturer's standard light-colored acrylic or polyester backer finish.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION:

- A. Examine metal panel system substrate and supports with Installer present. Inspect for erection tolerances and other conditions that would adversely affect installation of metal panel installation.
  - 1. Inspect metal panel support substrate to determine if support components are installed as indicated on approved shop drawings. Confirm presence of acceptable supports at recommended spacing to match installation requirements of metal panels.
  - 2. Panel Support Tolerances: Confirm that panel supports are within tolerances acceptable to metal panel system manufacturer but not greater than the following:
    - a. 1/4 inch (6 mm) in 20 foot (6.1 m) in any direction.

#### 3.2 PREPARATION:

- A. Miscellaneous Supports: Install subframing, girts, furring, and other miscellaneous panel support members according to ASTM C 754 and manufacturer's written instructions.
- B. Self-Adhering Sheet Underlayment: Apply in accordance with underlayment manufacturer's written instructions; apply primer if required. Apply at locations indicated below. Roll laps with roller.
  - 1. Apply over the entire roof surface.
- C. Flashings: Provide flashings as required to complete metal roof panel system. Install in accordance with "Sheet Metal Flashing and Trim" and approved shop drawings.

#### 3.3 METAL PANEL INSTALLATION:

- A. Snap-Joint-Seamed, Standing Seam Metal Roof Panels: Install weathertight metal panel system in accordance with manufacturer's written instructions, approved shop drawings, and project drawings. Install metal roof panels in orientation, sizes, and locations indicated, free of waves, warps, buckles, fastening stresses, and distortions. Anchor panels and other components securely in place. Provide for thermal and structural movement.
- B. Attach panels to supports using clips, screws, fasteners, and sealants recommended by manufacturer and indicated on approved shop drawings.
  - 1. Fasten metal panels to supports with concealed clips at each location indicated on approved shop drawings, with spacing and fasteners recommended by manufacturer.

2. Snap Joint: Nest standing seams and fasten together by interlocking and completely engaging factory-applied sealant.
3. Provide weatherproof jacks for pipe and conduit penetrating metal panels of types recommended by manufacturer.
4. Dissimilar Materials: Where elements of metal panel system will come into contact with dissimilar materials, treat faces and edges in contact with dissimilar materials as recommended by manufacturer.

### 3.4 ACCESSORY INSTALLATION:

- A. General: Install metal panel trim, flashing, and accessories using recommended fasteners and joint sealers, with positive anchorage to building, and with weather tight mounting. Provide for thermal expansion. Coordinate installation with flashings and other components.
  1. Install components required for a complete metal panel assembly, including trim, copings, flashings, sealants, closure strips, and similar items.
  2. Comply with details of assemblies utilized to establish compliance with performance requirements and manufacturer's written installation instructions.
  3. Provide concealed fasteners except where noted on approved shop drawings.
  4. Set units true to line and level as indicated. Install work with laps, joints, and seams that will be permanently weather resistant.
- B. Joint Sealers: Install joint sealers where indicated and where required for weathertight performance of metal panel assemblies, in accordance with manufacturer's written instructions.
  1. Prepare joints and apply sealants per requirements of Division 07 Section "Joint Sealants."

### 3.5 CLEANING AND PROTECTION:

- A. Remove temporary protective films immediately in accordance with metal roof panel manufacturer's instructions. Clean finished surfaces as recommended by metal roof panel manufacturer.
- B. Replace damaged panels and accessories that cannot be repaired to the satisfaction of the Architect.

END OF SECTION

SECTION 074620 - CEMENT FIBER SIDING & TRIM

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Fiber cement lap siding, panels, shingle, trim, fascia, moulding and accessories;
- B. Factory-finished fiber cement lap siding, panels, shingle, trim, fascia, moulding and accessories;.

1.2 RELATED SECTIONS

- A. Section 06100 - Rough Carpentry:
- B. Section 07210 - Insulation:

1.3 REFERENCES

- A. AS D3359 - Standard Test Method for Measuring Adhesion by Tape Test, Tool and Tape.
- B. AS E136 - Standard Test Method for Behavior of Materials in a Vertical Tube Furnace at 750 degrees C.

1.4 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
- C. Shop Drawings: Provide detailed drawings of atypical non-standard applications of cementitious siding materials which are outside the scope of the standard details and specifications provided by the manufacturer.
- D. Verification Samples: For each finish product specified, two samples, minimum size 4 by 6 inches (100 by 150 mm), representing actual product, color, and patterns.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Minimum of 2 years experience with installation of similar products.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store siding on edge or lay flat on a smooth level surface. Protect edges and corners from chipping. Store sheets under cover and keep dry prior to installing.
- C. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.7 PROJECT CONDITIONS



- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

## 1.8 WARRANTY

- A. Product Warranty: Limited, non-pro-rated product warranty.
  - 1. Siding, panels, soffit, for 30 years.
  - 2. Trim boards for 15 years.
- B. Finish Warranty: Limited product warranty against manufacturing finish defects.
  - 1. 15 years from the date of purchase: will not peel; will not crack; and will not chip. Finish warranty includes the coverage for labor and material.
- C. Workmanship Warranty: Application limited warranty for 2 years.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

- A. Basis of Design: James Hardie Building Products, Inc. or approved equal. All products listed here-in refer to James Hardie Building Products.
- B. Cement Fiber products provided shall be from a single source manufacturer as much as possible.

### 2.2 SIDING AND TRIM

- A. HardiePlank HZ10 lap siding, requirement for materials:
  - 1. Fiber-cement siding - complies with ASTM C 1186 Type A Grade II.
  - 2. Fiber-cement siding - complies with ASTM E 136 as a noncombustible material.
  - 3. Fiber-cement siding - complies with ASTM E 84 Flame Spread Index = 0, Smoke Developed Index = 5.
  - 4. CAL-FIRE, Fire Engineering Division Building Materials Listing - Wildland Urban Interface (WUI) Listed Product.
  - 5. ICC-ES evaluation reports ESR-2290, ESR-1844, and ESR-2273 (IBC, IRC, CBC, CRC)
  - 6. City of Los Angeles, Research Report No. 24862.
  - 7. Miami Dade County, -Notice of Acceptance -15-0122.04.
  - 8. US Department of Housing and Urban Development Materials Release - 1263f.
  - 9. California DSA PA-019.
  - 10. City of New York M EA 223-93-M.
  - 11. Florida State Product Approval -FL13192, FL13223, and FL13265
  - 12. Texas Department of Insurance Product Evaluation EC-23.
- B. Lap Siding: HardiePlank HZ10 Lap as manufactured by James Hardie Building Products, Inc.
  - 1. Type: Smooth 8-1/4 inches (210 mm) with 7 inches (178 mm) exposure.
- C. Soffit Panels: HardieSoffit HZ10 soffit panel, factory sealed on 5 sides as manufactured by James Hardie Building Products, Inc.
  - 1. Type: Smooth non-vented, 24 inches (610 mm) by 8 feet (2438 mm).
  - 2. Type: Smooth vented, provides 5 square inches (32.3 sq.cm) of net free ventilation per linear foot, 24 inches (610 mm) by 8 feet (2438 mm).
  - 3. Thickness: 1/4 inch (6 mm).

- D. Trim:
  - 1. HardieTrim HZ10 boards as manufactured by James Hardie Building Products, Inc.
    - a. Product: 5/4 Boards, 7-1/4 inch (184 mm) width.
    - b. Texture: Smooth.
    - c. Length: 12 feet (3658 mm).
    - d. Thickness: 3/4 inch (19 mm).
  - 2. HardieTrim HZ10 Fascia boards as manufactured by James Hardie Building Products, Inc.
  - 3. Fiber-cement trim - complies with ASTM C 1186 Type A Grade II.
  - 4. Fiber-cement trim - complies with ASTM E 136 as a noncombustible material.
  - 5. Fiber-cement trim - complies with ASTM E 84 Flame Spread Index = 0, Smoke Developed Index = 5.
- E. 2X Smooth HardieTrim:
  - 1. 2X Smooth HardieTrim manufactured by James Hardie Building Products, Inc.
  - 2. Overall Thickness: 1-1/2 in (38 mm).
  - 3. Width: as shown.
  - 4. Texture: Smooth.

## 2.3 FASTENERS

- A. Wood Framing Fasteners:
  - 1. Wood Framing: 6d common corrosion resistant nails.
- B. Masonry Walls:
  - 1. Masonry Walls: Aerico Stud Nail, ET&F ASM No.-144-125, 0.14 inch (3.6 mm) shank by 0.30 inch (7.6 mm) head by 2 inches (51 mm) long corrosion resistant nails.

## 2.4 FINISHES

- A. Factory Primer: Provide factory applied universal primer.
  - 1. Primer: Factory primed by James Hardie.
  - 2. Topcoat: Refer to Section 09900 and Exterior Finish Schedule.

# PART 3 EXECUTION

## 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If framing preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- C. Nominal 2 inch by 4 inch (51 mm by 102 mm) wood framing selected for minimal shrinkage and complying with local building codes, including the use of water-resistive barriers or vapor barriers where required. Minimum 1-1/2 inches (38 mm) face and straight, true, of uniform dimensions and properly aligned.
  - 1. Install water-resistive barriers and claddings to dry surfaces.
  - 2. Repair any punctures or tears in the water-resistive barrier prior to the installation of the siding.
  - 3. Protect siding from other trades.

## 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.

- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Install a water-resistive barrier is required in accordance with local building code requirements.
- D. The water-resistive barrier must be appropriately installed with penetration and junction flashing in accordance with local building code requirements.
- E. Install Engineered for Climate HardieWrap weather barrier in accordance with local building code requirements.
- F. Use HardieWrap Seam Tape and joint and laps.
- G. Install and HardieWrap flashing, HardieWrap Flex Flashing.

### 3.3 INSTALLATION - LAP SIDING

- A. Install materials in strict accordance with manufacturer's installation instructions.
- B. Starting: Install a minimum 1/4 inch (6 mm) thick lath starter strip at the bottom course of the wall. Apply planks horizontally with minimum 1-1/4 inches (32 mm) wide laps at the top. The bottom edge of the first plank overlaps the starter strip.
- C. Allow minimum vertical clearance between the edge of siding and any other material in strict accordance with the manufacturer's installation instructions.
- D. Face nail to sheathing.
- E. Locate splices at least 12 inches (305 mm) away from window and door openings.

### 3.4 INSTALLATION - TRIM BOARDS

- A. Install materials in strict accordance with manufacturer's installation instructions. Install flashing around all wall openings.
- B. Fasten through trim into structural framing or code complying sheathing. Fasteners must penetrate minimum 3/4 inch (19 mm) or full thickness of sheathing. Additional fasteners may be required to ensure adequate security.
- C. Place fasteners no closer than 3/4 inch (19 mm) and no further than 2 inches (51 mm) from side edge of trim board and no closer than 1 inch (25 mm) from end. Fasten maximum 16 inches (406 mm) on center.
- D. Maintain clearance between trim and adjacent finished grade.
- E. Trim inside corner with a single board trim both side of corner.
- F. Outside Corner Board Attach Trim on both sides of corner with 16 gage corrosion resistant finish nail 1/2 inch (13 mm) from edge spaced 16 inches (406 mm) apart, weather cut each end spaced minimum 12 inches (305 mm) apart.
- G. Allow 1/8 inch gap between trim and siding.
- H. Seal gap with high quality, paint-able caulk.
- I. Shim frieze board as required to align with corner trim..
- J. Fasten through overlapping boards. Do not nail between lap joints.

- K. Overlay siding with single board of outside corner board then align second corner board to outside edge of first corner board. Do not fasten HardieTrim boards to HardieTrim boards.
- L. Shim frieze board as required to align with corner trim.
- M. Install HardieTrim Fascia boards to rafter tails or to sub fascia.

### 3.5 FINISHING

- A. Finish unprimed siding with a minimum one coat high quality, alkali resistant primer and one coat of either, 100 percent acrylic or latex or oil based, exterior grade topcoats or two coats high quality alkali resistant 100 percent acrylic or latex, exterior grade topcoat within 90 days of installation. Follow paint manufacturer's written product recommendation and written application instructions.

### 3.6 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

SECTION 07 50 01 – ROOFING REMOVAL AND DECK PREPARATION

PART 1 – GENERAL

1.1 GENERAL

- A. Work generally includes carefully removing existing roof membrane system, as specified, down to existing deck; removing vent and piping flashing at penetrations through roof; removing base and counter-flashing; removing gutter and downspouts; placing existing roof deck in condition to receive new roofing system; and related items required to complete deck preparation.

1.2 QUALITY ASSURANCE

- A. Work must be accomplished by Contractor with proper equipment and personnel experienced in this type work on comparable structure.
- B. Demonstrate dependability of equipment and proposed techniques to Architect's satisfaction.

1.3 SUBMITTALS

- A. Procedures: Submit removal procedures and operational sequence for review and acceptance by Architect, including:
  - 1. Removal methods including protection of public area and existing building surfaces against damage.
  - 2. Coordination of activities to minimize interference with public and related work of other trades.
- B. Coordination: Submit written request for inspection to Architect designating date and time each portion of each roof will be removed, including coordination with new roofing membrane installation.

1.4 ENVIRONMENT

- A. Carefully coordinate work of this section with installation of new insulation and roofing system.
- B. Employ all reasonable measure to protect buildings and contents from damage by entrance of rainwater during execution of work.
- C. Only remove roofing in dry weather, when ambient temperature is predicted to remain above 40 degrees F. during reroofing operations.

1.5 PROTECTION

- A. Provide barricades and other protective devices required for protection of general public, Owner's employees and properties.



- B. Provide suitable working area for equipment and storage area for equipment and storage area for removed materials.
- C. Before starting roofing removal, protect in approved manner all paving, grounds, and face of building walls adjacent to debris chutes, hoist and related equipment.
- D. Maintain protection in place during entire time of each roofing work.
- E. Restore to original condition or replace work or materials damaged during work.

## PART 2 – PRODUCTS

### 2.1 EQUIPMENT AND MATERIALS

- A. Utilize equipment of smallest practicable size to accomplish work required.
- B. Furnish any necessary materials required for completion of this work to specification requirements for similar products and compatible with other related products required.

## PART 3 – EXECUTION

### 3.1 CONDITION OF SURFACES

- A. BUILDINGS: Remove existing roofing membrane and insulation down to existing deck. Leave remaining substrates as clean as possible.
- B. REPORTS: Report to Architect any exposed surfaces found in unacceptable state to receive new roofing system installation specified for this project.
- C. REMOVALS: Remove materials as required to facilitate proper placement of new work indicated. Remove deteriorated decking blocking or cant strips found in unacceptable state to receive specified new roofing system.
- D. SCHEDULES: Schedule work on each roof area with reroofing immediately following removal of existing system. To minimize building and contents exposure to weather, do not remove more roofing than can be reroofed in the same day.
- E. PROTECTION: Where building is exposed to weather by removal of existing roof membrane, provide roof surfaces with adequate temporary protection.

### 3.2 GUTTERS AND DOWNSPOUTS

- A. Protect existing drainage system from waste build-up and material run-off.
- B. Provide adequate, but easily removed, temporary plugs set into downspouts that may be removed to allow water (only) to drain freely.

- C. Check gutters and downspouts upon completion of work that the entire drainage system above grade are operable and remove obstructions to provide free running drainage.
- D. Remove gutters and downspouts from buildings as indicated, taking necessary care and precautions for those that are to be re.-used, any gutters and downspouts damaged shall be repaired or replaced at no cost to owner.

### 3.3 FIELD QUALITY CONTROL

- A. All materials removed become contractor's property unless otherwise noted.
- B. Do not allow debris to accumulate on roof and do not throw any debris from roof of building.
- C. Do not allow removed debris to stock pile on roof in manner that could overload roof structure capability.

### 3.4 TRANSPORT DEBRIS TO GROUND LEVEL

- A. In area acceptable to and designated by Owner.
- B. By conveyors or chutes as soon as possible after removal.
- C. Remove from site as debris accumulates.

### 3.5 FINAL CLEANING

- A. Upon completion of demolition work, remove all materials, tools, and equipment and all debris from premises.
- B. Leave entire area clean and in first class condition.
- C. Replace damaged work to match original condition.
- D. Report damage to Architect for directives on remedial work, paint types, materials, and related conditions.

END OF SECTION

SECTION 07 62 00 - SHEET METAL FLASHING AND TRIM**Error! Bookmark not defined.**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 SUMMARY:

- A. This Section includes sheet metal flashing and trim in the following categories:
  - 1. Roof Drainage Systems
    - a. Exposed trim, Roof Edge Trim, and fascia.
    - b. Metal flashing
- B. Related Sections: The following Sections contain requirements that relate to this Section:
- C. Division 4 Sections for through-wall flashing and other integral masonry flashings specified as part of masonry work.
- D. Division 7 Section "Roof Accessories" for set-on-type curbs, equipment supports, roof hatches, vents, and other manufactured roof accessory units.
- E. Division 7 Section "Joint Sealants" for elastomeric sealants.
- F. Division 7 Roofing Sections for flashing and roofing accessories installed integral with roofing membrane as part of roofing-system work.

1.3 PERFORMANCE REQUIREMENTS

- A. General: Install sheet metal flashing and trim to withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failing.
- B. Fabricate and install flashings at roof edges to comply with recommendations of FM Loss Prevention Data Sheet 1-49 for the following wind zone:
  - 1. Wind Zone 2: Wind pressures of 31 to 45 psf.

1.4 SUBMITTALS

- A. General: Submit each item in this Article according to the Conditions of the Contract and Division 1 Specification Sections.

- B. Product Data including manufacturer's material and finish data, installation instructions, and general recommendations for each specified flashing material and fabricated product.
- C. Shop Drawings of each item specified showing layout, profiles, methods of joining, and anchorage details.

## 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced Installer who has completed sheet metal flashing and trim work similar in material, design, and extent to that indicated for this Project and with a record of successful in-service performance.
- B. Coordinate Work of this Section with interfacing and adjoining Work for proper sequencing of each installation. Ensure best possible weather resistance, durability of Work, and protection of materials and finishes.

## PART 2 - PRODUCTS

### 2.1 METALS

- A. Note: All metals provided shall be supplied by roofing manufacturer and/or approved by roofing manufacturer for incorporation into the roofing system which allows metal flashing to be included in the roofing membrane guarantee and carry the same guarantee as the roof. Adjustment of material and material thickness listed as follows may require adjustment to obtain requirements for inclusion in the roofing system guarantee. These adjustments shall be made at no additional cost to the owner.
- B. Copper: ASTM B 370; temper H00, cold rolled except where temper 060 is required for forming; not less than 16 oz./sq. ft. (0.55 mm thick), unless otherwise indicated.
- C. Lead Sheet: ASTM B 749, Type L51121, copper-bearing lead sheet, with minimum thickness of 0.0625 inch (1.6 mm) except not less than 0.0937 inch (2.4 mm) thick for applications where burning (welding) is involved.

### 2.2 CONCEALED THROUGH -WALL SHEET METAL FLASHING

- A. Material: Fabricate from the following metal:
  - 1. Stainless Steel: 0.0156 inch (0.4 mm) thick.
  - 2. Copper: 10 oz. (0.34 mm thick) for fully concealed flashing; 16 oz. (0.55 mm thick) elsewhere.
- B. Fabricate through-wall metal flashing: embedded in masonry as follows:
  - 1. With ribs formed in dovetail pattern at 3-inch (75-mm) intervals along length of flashing to provide a 3-way integral mortar bond and weep-hole drainage.

2. With ribs formed in saw tooth pattern at 3-inch (75 mm) intervals along length of flashing to provide a 3-way integral mortar bond and weep-hole drainage.
- C. Available Products: Subject to compliance with requirements, products that may be incorporated in the Work include, but are not limited to, the following:
- D. Products: Subject to compliance with requirements, provide one of the following:
  1. Cheney Flashing (Dovetail); Cheney Flashing Company, Inc.
  2. Cheney Flashing (Sawtooth); Cheney Flashing Company, Inc.
  3. Keystone Three-Way Interlocking Thru-wall Flashing; Keystone Flashing Co.

### 2.3 MISCELLANEOUS MATERIALS AND ACCESSORIES

- A. Burning Rod for Lead: Same composition as lead sheet.
- B. Solder: ASTM B 32, Grade Sn50, used with rosin flux.
- C. Fasteners: Same metal as sheet metal flashing or other noncorrosive metal as recommended by sheet metal manufacturer. Match finish of exposed heads with material being fastened.
- D. Asphalt Mastic: SSPC-Paint 12, solvent-type asphalt mastic, nominally free of sulfur and containing no asbestos fibers, compounded for 15-mil dry film thickness per coat.
- E. Mastic Sealant: Polyisobutylene; non-hardening, non-skinning, nondrying, non-migrating sealant.
- F. Elastomeric Sealant: Generic type with requirements for joint sealants as specified in Division 7 Section "Joint Sealants."
- G. Epoxy Seam Sealer: 2-part, noncorrosive, aluminum seam-cementing compound, recommended by aluminum manufacturer for exterior and interior nonmoving joints, including riveted joints.
- H. Adhesives: Type recommended by flashing sheet metal manufacturer for waterproof and weather- resistant seaming and adhesive application of flashing sheet metal.
- I. Paper Slip Sheet: 5-lb./square (0.244 kg/sq. m) red rosin, sized building paper conforming to FS UU-B-790, Type I, Style 1b.
- J. Polyethylene Underlayment: ASTM D 4397, minimum 6-mil- (0.15- mm-) thick black polyethylene film, resistant to decay when tested according to ASTM E 154.
- K. Metal Accessories: Provide sheet metal clips, straps, anchoring devices, and similar accessory units as required for installation of Work, matching or compatible with material being installed; noncorrosive; size and thickness required for performance.
- L. Gutter Screen: ¼-inch (6 mm) hardware cloth installed in sheet metal frames. Fabricate screen and frame of same basic material as gutters and downspouts.



- M. Roofing Cement: ASTM D 4586, Type I, asbestos free, asphalt based.

## 2.4 FABRICATION, GENERAL

- A. Sheet Metal Fabrication Standard: Fabricate sheet metal flashing and trim to comply with recommendations of SMACNA's "Architectural Sheet Metal Manual" that apply to the design, dimensions, metal, and other characteristics of the item indicated.
- B. Comply with details shown to fabricate sheet metal flashing and trim that fit substrates and result in waterproof and weather-resistant performance once installed. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
- C. Form exposed sheet metal Work that is without excessive oil canning, buckling, and tool marks and that is true to line and levels indicated, with exposed edges folded back to form hems.
- D. Expansion Provisions: Space movement joints at maximum of 10 feet (3 m) with no joints allowed within 24 inches (610 mm) of corner or intersection. Where Lapped or bayonet-type expansion provisions in Work cannot be used or would not be sufficiently weatherproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch (25mm) deep, filled with mastic sealant (concealed within joints).
- E. Sealed Joints: Form non-expansion, but moveable, joints in metal to accommodate elastomeric sealant to comply with SMACNA standards.
- F. Separate metal from non-compatible metal or corrosive substrates by coating concealed surfaces at locations of contact with asphalt mastic or other permanent separation as recommended by manufacturer.
- G. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces of sheet metal exposed to public view.
- H. Fabricate cleats and attachment devices from same material as sheet metal component being anchored or from compatible, noncorrosive metal recommended by sheet metal manufacturer.
  - 1. Size: As recommended by SMACNA manual or sheet metal manufacturer for application but never less than thickness of metal being secured.

## 2.5 SHEET METAL FABRICATIONS

- A. General: Fabricate sheet metal items in thickness or weight needed to comply with performance requirements but not less than that listed below for each application and metal.

## 2.6 COIL-COATED GALVANIZED STEEL SHEET FINISH

- A. High-Performance Organic Coating Finish: Apply the following system by coil-coating process on galvanized steel sheet as recommended by coating manufacturers and applicator.

1. Fluoropolymer 2-Coat Coating System: Manufacturer's standard 2-coat, thermocured system composed of specially formulated inhibitive primer and fluoropolymer color topcoat containing not less than 70 percent polyvinylidene fluoride resin by weight; complying with AAMA 605.2.
2. Resin Manufacturers: Subject to compliance with requirements, provide fluoropolymer coating systems containing resins produced by one of the following manufacturers:
  - a. Ausimont USA, Inc. (Hylar 5000)
  - b. Elf Atochem North America, Inc. (Kynar 500)
3. Coil-Coated Steel Sheet Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated in the Work include, but are not limited to, the following:
4. Coil-Coated Steel Sheet Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Atas Aluminum Corporation.
  - b. Copper Sales, Inc.
  - c. MM Systems Corporation.
  - d. Petersen Aluminum Corporation.
  - e. Vincent Metals.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine substrates and conditions under which sheet metal flashing and trim are to be installed and verify that Work may properly commence. Do not proceed with installation until unsatisfactory conditions have been corrected.

#### 3.2 INSTALLATION

- A. General: Unless otherwise indicated, install sheet metal flashing and trim to comply with performance requirements, manufacture's installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Anchor units of Work securely in place by methods indicated, providing for thermal expansion of metal units; conceal fasteners where possible., and set units true to line and level as indicated. Install Work with laps, joints, and seams that will be permanently watertight and weatherproof.
- B. Install exposed sheet metal Work that is without excessive oil canning, buckling, and tool marks and that is true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and to result in waterproof and weather-resistant performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
- C. Roof-Edge Flashings: Secure metal flashings at roof edges to meet ANSI/SPRI ES-1 and ANSI

- D. Expansion Provisions: Provide for thermal expansion of exposed sheet metal Work. Space movement joints at maximum of 10 feet (3 m) with no joints allowed within 24 inches (610 mm) of corner or intersection. Where lapped or bayonet-type expansion provisions in Work cannot be used or would not be sufficiently weatherproof and waterproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch (25 mm) deep, filled with mastic sealant (concealed with joints).
- E. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter. Pre-tin edges of sheets to be soldered to a width of 1-1/2 inches (38 mm), except where pre-tinned surface would show in finished Work.
  - 1. Do not solder the following metals:
    - a. Aluminum.
    - b. Coil-coated galvanized steel sheet.
  - 2. Pre-tinning is not required for the following metals:
    - a. Lead.
  - 3. Do not use torches for soldering. Heat surfaces to receive solder and flow solder into joint. Fill joint completely. Completely remove flux and spatter from exposed surfaces.
- F. Sealed Joints: Form non-expansion, but movable, joints in metal to accommodate elastomeric sealant to comply with SMACNA standards. Fill joint with sealant and form metal to completely conceal sealant.
  - 1. Use joint adhesive for nonmoving joints specified not to be soldered.
- G. Separations: Separate metal from non-compatible metal or corrosive substrates by coating concealed surfaces, at locations of contact, with asphalt mastic or other permanent separation as recommended by manufacturer.
  - 1. Underlayment: Where installing stainless steel or aluminum directly on cementitious or wood substrates, install a slip sheet of red-rosin paper and a course of polyethylene underlayment.
  - 2. Bed flanges of Work in a thick coat of roofing cement where required for waterproof performance.
- H. Counter flashings: Coordinate installation of counter flashings with installation of assemblies to be protected by counterflashing. Install counter flashings in reglets or receivers. Secure in a waterproof manner by means of snap-in installation and sealant, lead wedges and sealant, interlocking folded seam, or blind rivets and sealant. Lap counterflashing joints a minimum of 2 inches (50 mm) and bed with sealant.
- I. Roof-Penetration Flashing: Coordinate roof-penetration flashing installation with roofing and installation of items penetrating roof. Install flashing as follows:
  - 1. Turn lead flashing down inside vent piping, being careful not to block vent piping with flashing.
  - 2. Seal and clamp flashing to pipes penetrating roof, other than lead flashing on vent piping.

- J. Install continuous gutter screens on gutters with noncorrosive fasteners, arranged as hinged units to swing open for cleaning gutters.

### 3.3 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces, removing substances that might cause corrosion of metal or deterioration of finishes.
- B. Provide final protection and maintain conditions that ensure sheet metal flashing and trim Work during construction is without damage or deterioration other than natural weathering at the time of Substantial Completion.

END OF SECTION

SECTION 07 62 03 – SEAMLESS GUTTERS AND DOWNSPOUTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
  - 1. Roof-edge gutters
  - 2. Exposed downspouts.
- B. Related Sections:
  - 1. Division 07 Section "Joint Sealers" for field-applied sealants between roof specialties and adjacent materials.

1.3 PERFORMANCE REQUIREMENTS

- A. General Performance: gutters and downspouts shall withstand exposure to weather and resist thermally induced movement without failure, rattling, leaking, or fastener disengagement due to defective manufacture, fabrication, installation, or other defects in construction.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Shop Drawings: For gutters and downspouts include submittals attachments to other work and the following:
  - 1. Details of profiles of gutters and downspouts.
  - 2. Details of pre-made corners, joints, downspouts and downspouts gutter sections
  - 3. Pattern of seams and layout of fasteners, cleats, clips, and other attachments.
  - 4. Details of termination points and assemblies, including fixed points.
  - 5. Details of special conditions.
- C. Samples for selection of factory-applied color finishes.
- D. Warranty: Sample of standard warranty.



1.5 DELIVERY, STORAGE, AND HANDLING

- A. Do not store materials in contact with other materials that might cause staining, denting, or other surface damage. Store roof specialties away from uncured concrete and masonry.
- B. Protect strippable protective covering on roof specialties from exposure to sunlight and high humidity, except to extent necessary for the period of roof specialties installation.

1.6 WARRANTY

- A. Special Warranty on Painted Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace roof specialties that show evidence of deterioration of factory-applied finishes within specified warranty period.
- B. Fluoropolymer Finish: Deterioration includes, but is not limited to, the following:
  - 1. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
  - 2. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
  - 3. Cracking, checking, peeling, or failure of paint to adhere to bare metal.

PART 2 - PRODUCTS

2.1 EXPOSED METALS

- A. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper to suit forming operations and performance required.
- B. Second option in first subparagraph below may diminish oil-canning effect. Verify availability with manufacturers.
- C. Surface: Smooth finish.
  - 1. Retain one or both of first two subparagraphs below. First subparagraph is standard fluoropolymer for most manufacturers; other finishes may vary in availability among manufacturers. If retaining more than one, indicate location of each on Drawings or by inserts. To obtain a proprietary finish system, insert names of coating manufacturers and products. See Evaluations.
  - 2. Two-Coat Fluoropolymer: AAMA 620. System consisting of primer and fluoropolymer color topcoat containing not less than 70 percent PVDF resin by weight.
  - 3. Insert other specialty finishes, such as stone-look spatter-paint finish offered by Metal-Era or metallic fluoropolymer, if required.
  - 4. Finish in first subparagraph below is frequently retained for interior surfaces of coil-coated sheet.
  - 5. Concealed Surface: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with a minimum total dry film thickness of 0.5 mil.

## 2.2 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, protective coatings, sealants, and other miscellaneous items required by manufacturer for a complete installation.
- B. Fasteners: Manufacturer's recommended fasteners, suitable for application and designed to meet performance requirements. Furnish the following unless otherwise indicated:  
Fasteners for Aluminum: Aluminum or Series 300 stainless steel.

## 2.3 GUTTERS AND DOWNSPOUTS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Andreas Renner KG.
  - 2. Architectural Products Company.
  - 3. ATAS International, Inc.
  - 4. Berger Building Products, Inc.
  - 5. Castle Metal Products.
  - 6. Cheney Flashing Company.
  - 7. CopperCraft by FABRAL; a Euramax company.
  - 8. Hickman Company, W. P.
  - 9. Klauer Manufacturing Company.
  - 10. Merchant & Evans, Inc.
  - 11. Metal-Era, Inc.
  - 12. Metal-Fab Manufacturing, LLC.
  - 13. MM Systems Corporation.
  - 14. National Sheet Metal Systems, Inc.
  - 15. Perimeter Systems; a division of Southern Aluminum Finishing Company, Inc.
- B. Gutters: Manufactured in continuous lengths through the use of on-site extrusion machines. Provide matching corner units, ends, outlet tubes, and other accessories. Elevate back edge at least 1 inch (25 mm) above front edge. Furnish flat-stock gutter straps, gutter brackets.
- C. Fabricate gutters from the following exposed metal:
  - 1. Formed Aluminum: 0.027 inch thick Gutter
  - 2. Profile: Style K (Ogee) according to SMACNA's "Architectural Sheet Metal Manual."
- D. Corners: Factory mitered and mechanically clinched and sealed watertight].
- E. Gutter Supports: Manufacturer's standard supports as selected by Architect with finish matching the gutters.
- F. Downspouts: Plain rectangular complete with machine-crimped elbows, manufactured from the following exposed metal. Furnish with metal hangers, from same material as downspouts, and anchors.

## 2.4 GENERAL FINISH REQUIREMENTS

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical and painted finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Noticeable variations in same piece are not acceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, to verify actual locations, dimensions, and other conditions affecting performance of the Work.
- B. Examine walls and roof edges for suitable conditions for gutter and downspout installation.
- C. Verify that substrate is sound, dry, smooth, clean and securely anchored.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 INSTALLATION, GENERAL

- A. General: Install as per manufacturer's written instructions. Anchor items in place, with provisions for thermal and structural movement. Use fasteners, solder, protective coatings, separators, sealants, and other miscellaneous items as required to complete roof-specialty systems.
- B. Install items level, plumb, true to line and elevation; with limited oil-canning and without warping, jogs in alignment, buckling, or tool marks.
- C. Provide uniform, neat seams with minimum exposure of solder or sealant.
- D. Install roof specialties to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before manufacture.
- E. Torch cutting of roof specialties is not permitted.
- F. Fastener Sizes: Use fasteners of sizes that will penetrate wood blocking or sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.
- G. Seal joints with sealant as required by manufacturer.
- H. Seal joints as required for watertight construction. Place sealant to be completely concealed in joint. Do not install sealants at temperatures below 40 deg F.

### 3.3 GUTTER AND DOWNSPOUT INSTALLATION

- A. General: Install components to produce a complete roof-edge drainage system according to manufacturer's written instructions. Coordinate installation of roof perimeter flashing with installation of gutters and downspouts.
- B. Retain last option in first paragraph below if soldering the joints and ends of copper gutters.
- C. Gutters: Join and seal gutter joints at locations of corners and downspout fittings. Allow for thermal expansion. Attach gutters to firmly anchored gutter supports spaced not more than 24 inches apart. Attach ends with rivets and seal with sealant to make watertight. Slope to downspouts.
- D. Downspouts: Join sections with manufacturer's standard telescoping joints. Provide hangers with fasteners designed to hold downspouts securely to walls and 1 inch away from walls; locate fasteners at top and bottom and at approximately 60 inches o.c.
- E. Retain one of two subparagraphs below.
- F. Provide elbows at base of downspout to direct water away from building.

### 3.4 CLEANING AND PROTECTION

- A. First paragraph below is not applicable to stainless steel or to painted or coated steel and aluminum.
- B. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- C. Remove temporary protective coverings and strippable films as roof specialties are installed. On completion of installation, clean finished surfaces including removing unused fasteners, metal filings, pop rivet stems, and pieces of flashing. Maintain roof specialties in a clean condition during construction.
- D. Replace items that have been damaged or that cannot be successfully repaired by finish touchup or similar minor repair procedures.

END OF SECTION

SECTION 07 92 00 - JOINT SEALERS

PART 1 - GENERAL

1. RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

2. DESCRIPTION OF WORK:

- A. The extent of each form and type of joint sealer is indicated on drawings and by provisions of this section.
- B. The applications for joint sealers as work of this section include the following:
  - 1. Wall joints (exterior and interior).
  - 2. Horizontal Surfaces.
  - 3. Flashing and coping joints.
- C. Refer to Division 8 sections for glazing requirements not work of this section.
- D. Refer to sections of Divisions 15 and 16 for joint sealers in mechanical and electrical work not work of this section.

4. QUALITY ASSURANCE:

- A. Applicator Qualifications: Contractor and job foreman must have a minimum of five (5) years experience installing sealant.
- B. Compatibility and Adhesion Tests: Contractor shall be responsible for verifying with sealant manufacturer that all sealants to be used are compatible with and will satisfactorily adhere to all substrates. Tests may be conducted in the field or by submission of representative substrate samples to sealant manufacturer's laboratory.
- C. Conduct the following Skin-Over Time/Elastomeric Test: For one-part sealant, a skin-over test and an elastomeric test should be performed once per week and on every new lot of sealant used. The purpose of this test is to check sealant working time and to ensure the sealant cures fully. Any great variation (excessively long times) in the skin-over time may indicate and out-of-life sealant. This test is performed as follows:
  - 1. Spread a 1/16" film of sealant on a sheet of polyethylene (a garbage bag works well).
  - 2. Every few minutes, touch the sealant film lightly with a tool.
  - 3. When the sealant does not adhere to the tool, the sealant has skinned over. Note the time required to reach this point. If a skin has to formed within - 3 hours, do not use this material; contact your Dow Corning Construction Field Specialist or distributor representative.



4. Allow the sealant to cure for 24 hours. After 24 hours, peel the sealant off of the polyethylene sheet. Stretch the sealant slowly to see that it has cured. If the sealant has not cured, contact your Sealant Manufacturer Field Specialist or distributor representative.
  5. Record the results in the Product Quality Control Log book. This testing must be completed and results recorded, retained and available for review upon request. (See "Project Specifications, Documentation and Warranties" for a sample log form and additional information.)
- D. Standard Field Adhesion Hand Pull Test: A field adhesion test is a simple screening procedure that may help detect application problems such as improper cleaning, use of improper primer, poor primer application or improper joint configuration. As a check for adhesion, a simple hand pull test is required at the job site after the sealant is fully cured (usually within 7 to 21 days). Field adhesion testing should be documented using the filed Adhesion Testing Log (see "Project Specifications, Documentation and Warranties"). It is suggested that 10 tests for the first 1000 feet and one test per thousand feet thereafter be submitted or one test per floor per elevation. The hand pull test procedure is as follows:
1. Make a knife cut horizontally from one side of the joint to the other.
  2. Make two vertical cuts (from the horizontal cut) approximately 3" long, at both sides of the joint.
  3. Place a 1" mark on the sealant tab.
  4. Grasp the 2" piece of sealant firmly just beyond the 1" mark and pull at a 90-degree angle.
  5. If dissimilar substrates are being sealed, check the adhesion of sealant to each substrate separately. This is accomplished by extending the vertical cut along one side of the joint, checking adhesion to the opposite side, and then repeating for the other surface.
  6. Pass / fail criteria for each sealant are as follows: If the sealant does not pass according to the guidelines provided, consult your local Field Specialist or distributor representative.
  7. Record the test results in a field adhesion test log.
- E. Repair of Sealant in Adhesion Test Area: Repair the sealant pulled from the test area by applying new sealant to the test area. Assuming good adhesion was obtained, use the same application procedure to repair the areas as was used to originally seal it. Care should be taken to ensure that the original sealant surfaces are clean and that the new sealant is in contact with the original sealant.
- F. Manufacturer: Sealant manufacturer shall have been in the business of producing the specified sealant types for a minimum of ten (10) years.
8. SUBMITTALS:
- A. Literature: Submit one copy of manufacturer's data sheets, standard color charts, installation instructions and field quality control test procedures for each sealant and primer to be used.
  - B. Warranty: Submit one copy of manufacturer's standard twenty (20) year product warranty and contractor's three-year workmanship warranty.

9. WARRANTY:

- A. Upon job completion, provide manufacturer's standard twenty (20) year product weather seal warranty.
- B. Upon job completion, provide contractor's three (3) year workmanship warranty.

10. DELIVERY, STORAGE, AND HANDLING:

- A. Deliver products in original factory packaging bearing identification of product, manufacturer, batch number, and expiration date as applicable. Provide Material Safety Data Sheets for each product.
- B. Store product in a location protected from freezing, damage, construction activity, precipitation and direct sunlight in strict accordance with manufacturer's recommendations.
- C. Condition products to approximately 60 to 70 degrees F for use in accordance with manufacturer's recommendations.

11. PROJECT CONDITIONS:

- A. Do not use products under conditions of precipitation or freezing weather. Use appropriate measures for protection and supplementary heating to ensure proper drying and curing conditions in accordance with manufacturer's recommendations if application during inclement weather occurs.
- B. Ensure substrate is dry.
- C. Protect all adjacent work from contamination due to mixing, handling, and application of sealants.

PART 2 - PRODUCTS

2.1 MATERIALS:

- A. Manufacturer's: Provide products by one of the following:
  - 1. Dow Corning
  - 2. General Electric
  - 3. Sonneborn
- B. Sealant #1: Dow Corning - 791 Silicone Weatherproofing Sealant, for enameled and reflective glass, glass, primed painted steel, fluorocarbon coated aluminum, steel, granite, paint, plastic, paint plastic, Polyester Powder coated Aluminum/steel, silicone, stainless steel, and wood. Color to be selected by Architect.

- C. Sealant #2: Dow Corning - 786 Mildew Resistant Sealant, for porcelain, glazed ceramic tile, mosaic floor tile, cultured marble. (e.g. bath, shower and other high moisture interior applications). Color to be selected by Architect.
- D. Sealant #3: Caulking Compound (for general applications) 1 part Architectural Acrylic Latex.
- E. Primer: Dow Corning - 1200 Prime Coat, primer to be applied to all exterior porous surfaces (i.e. brick). EIFS priming to be recommended by sealant manufacturer.
- F. Sealant #4: Sonneborn Sonolastic NP 1: Single component, non-sag polyurethane with plus or minus 25 percent movement capability for vertical joints.
- G. Sealant #5: Sonneborn Sonolastic SL 1: Single component, self-leveling polyurethane with plus or minus 25 percent movement capability for horizontal joints.
- H. Sealant #6: DAP Dynaflex 230 Premium Elastomeric Sealant ASTM C920 Class 25.
- I. Backer Rod: EIFS requires closed cell polyethylene or Sof-Rod.
- J. Bond Breaker Tape: Pressure sensitive adhesive polyethylene, Teflon, or polyurethane foam tape where required.

### PART 3 - EXECUTION

#### 3.1 SEALANTS:

- A. Inspection:
  - 1. Installer must examine substrates, (joint surfaces) and conditions under which joint sealer work is to be performed, and verify that all joint surfaces are clean, sound, free of defects and that dimensions are within sealant manufacturer's size requirements. Commencement of sealant installation shall be evidence that contractor has verified compliance of existing conditions. Do not proceed with joint sealer work until unsatisfactory conditions have been corrected in a manner acceptable to installer.
  - 2. Protect all surroundings from primers and sealant to include, but not be limited to, windows, roofs, walkways, drives, and landscaping.
- B. Joint Preparation:
  - 1. Clean all joint surfaces of contaminants and impurities to the depth at which the new silicone sealant and backer materials are to be installed. This may be accomplished by several methods: Abrading with a wire brush (hand or power), grinding, saw cutting, or solvent cleaning. Follow solvent manufacturer's safe handling recommendations and local, state and federal regulations regarding solvent usage.
  - 2. Blow out all dust, loose particles and other debris using oil free compressed air.
- C. Installation:
  - 1. Solvent clean aluminum and any other non-porous surfaces with recommended solvent using the "Two Cloth Cleaning Method."

2. Apply primer according to manufacturer's instructions.
3. Install backer rod using blunt or rounded tools to assure uniform depth without puncturing or twisting. Closed cell rod shall be a minimum 20% oversized. Install bond breaker tape in shallow joints.
4. Mask or protect adjacent areas that are not to receive sealant.
5. Apply sealant in joints using a pressure gun with nozzle cut to appropriate size. Deposit sealant in a uniform and continuous bead with no gaps or air pockets.
6. Tool joint to required configuration with a blunt instrument as soon as possible after installation, but before sealant begins to skin over. Remove all masking materials immediately after tooling.

D. Locations:

1. These are the general purpose sealants for use of interior and exterior up to 1" in width. One of these sealants shall be used unless otherwise specified herein. The following list is not intended to be inclusive of every condition.
2. At both exterior and interior joints, and recesses formed where frames and subsills of windows, doors, louvers, vents and the like adjoin other materials.
3. Joints or recesses on exterior of building (including locations not specifically shown or specified) where sealing is required to prevent infiltration of water, moisture, insects, and wind through building exterior.
  - a. Masonry joints in which shelf angles occur.
  - b. Exterior face of expansion and control joints in exterior concrete or masonry walls.
  - c. Interior face of expansion joints in exterior masonry walls.
  - d. Interior face of control joints in exterior masonry walls.
  - e. Openings where pipes, conduits and similar items pass through exterior walls.
4. Metal reglets where required and lead caulking rope is not used, and elsewhere where flashing is penetrated by coping dowels.
  - a. Metal-to-metal joints where sealing or caulking is shown or necessary.
  - b. Metal to masonry where sealing or caulking is shown, specified, or necessary.
  - c. Joints occurring between ends of gravel stops, fascias and/or copings and adjacent walls.
  - d. Bottoms of exterior doorway frames.
5. Where sealant is shown on drawings except where sealing compounds for joints in horizontal surfaces and high temperature applications are specifically required.
  - a. Seats of metal thresholds for exterior doors.
  - b. All precast concrete joints.
6. Use Sealant #1 at all exterior vertical surfaces locations.
7. Use Sealant #2 at all interior wet areas.
8. Use Sealant #3 for the following interior applications:
  - a. Opening 1/8" and less between walls and partitions and adjacent shelving, built-in or surface mounted equipment, plumbing, and lighting fixtures.
  - b. Interior locations where small voids between materials require filling for first class workmanship and painting.
9. Use Sealant #4 at all interior conditions not listed for sealants #2 and #3.
10. Use Sealant #5 for all interior horizontal surfaces.
11. Use Sealant #6 for all exterior wood for painted finish.

E. Workmanship:

1. Surface Preparation: Surfaces of joint to receive caulking or sealants shall be clean, dry to the touch, free from frost, moisture, grease, oil, wax, lacquer, paint, or other foreign matter that would tend to destroy or impair adhesion.
2. Application: Apply caulking and sealing compounds in strict accordance with manufacturer's printed instructions. Avoid dropping or smearing compound on adjacent surfaces. Fill joints solidly with compound and tool. Finish compound smooth and flush, unless joint is otherwise detailed.
3. Cleaning: After filling and finishing joints, remove masking tape. Fresh compound that has accidentally been smeared on masonry shall be scrapped off immediately and rubbed clean with a solvent as recommended by the sealant manufacturer. Upon completion of application of compound, all remaining smears, stains, and other soiling resulting therefrom shall be removed with solvent or other means recommended by manufacturer of compound and the work left in a clean and neat condition.

F. Cure and Protection:

1. Cure sealants and caulking compounds in compliance with manufacturer's instructions and recommendations to obtain high early bond strength, internal cohesive strength and surface durability. Advise contractor of procedures required for cure and protection of joint sealers during construction period, so that they will be without deterioration or damage (other than normal wear and weathering) at time of substantial completion. Cure and protect sealants in a manner which will minimize increased in modules of elasticity and other accelerated aging effects. Replace or restore sealants which are damaged or deteriorated during construction period.

END OF SECTION



## SECTION 08 11 13 – STEEL DOORS AND FRAMES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

#### 1.2 DESCRIPTION OF WORK

- A. Extent of steel doors and frames is indicated and scheduled on drawings.
- B. Finish hardware is specified elsewhere in Division 8.
- C. Building in of anchors and grouting of frames in masonry construction is specified in Division 4.

#### 1.3 QUALITY ASSURANCE

- A. Provide doors and frames complying with Steel Door Institute "Recommended Specifications: Standard Steel Doors and Frames" (SDI 100) and as herein specified.
- B. Fire-Rated Door Assemblies: Where fire rated door assemblies are indicated or required, provide fire rated door and frame assemblies that comply with NFPA 80 "Standard for Fire Doors and Windows", and have been tested, listed, and labeled in accordance with ASTM E 152 "Standard Methods of Fire Tests of Door Assemblies" by a nationally recognized independent testing and inspection agency acceptable to authorities having jurisdiction.

#### 1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's technical product data substantiating that products comply with requirements.
- B. Shop Drawings: Submit for fabrication and installation of steel doors and frames. Include details of each frame type, elevations of door design types, conditions at opening, details of construction, location and installation requirements of finish hardware and reinforcements, and details of joints and connections. Show Anchorage and accessory items.
  - 1. Provide schedule of doors and frames using same reference numbers for details and openings as those on contract drawings. Indicate coordinate of glazing frames and stops with glass an glazing requirements.

## 1.5 DELIVERY, STORAGE AND HANDLING

- A. Deliver hollow metal work cartoned or crated to provide protection during transit and job storage.
- B. Inspect hollow metal work upon delivery for damage. Minor damages may be repaired provided refinished items are equal in all respects to new work and acceptable to Architect; otherwise, remove and replace damaged items as directed.
- C. Store doors and frames at building site under cover. Place units on minimum 4" high wood blocking. Avoid use of non-vented plastic or canvas shelters which could create humidity chamber. If cardboard wrapper on door becomes wet, remove carton immediately. Provide 1/4" spaces between stacked doors to promote air circulation.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering steel doors and frames which may be incorporated in the work include; but are not limited to, the following:
- B. Steel doors and frames:
  - 1. Amweld/Div. American Welding & Mfg. Co.
  - 2. Ceco Corp.
  - 3. Curries Mfg., Inc.
  - 4. Dittco Products, Inc.
  - 5. Fenestra Corp.
  - 6. Mesket Industries, Inc.
  - 7. Steelcraft/Div. American Standard Co.
  - 8. Republic Builders Products Corp.
  - 9. Subs. Republic Steel.
  - 10. Amertex Inc.

### 2.2 MATERIALS

- A. Hot-Rolled Steel Sheets and Strip: Commercial quality carbon steel, pickled and oiled, complying with ASTM A 569 and ASTM A 568.
- B. Cold-Rolled Steel Sheets: Commercial quality carbon steel, complying with ASTM A 366 and ASTM A 568.
- C. Galvanized Steel Sheets: Zinc coated carbon steel sheets of commercial quality, complying with ASTM A 526, with ASTM A 525, G60 zinc coating, mill phosphatized.
- D. Supports and Anchors: Fabricate of not less than 18 gage galvanized sheet steel.

- E. Inserts, Bolts and Fasteners: Manufacturer's standard units, except hot dip galvanized items to be built into exterior walls, complying with ASTM A 153, Class C or D as applicable.
- F. Primer: Rust inhibitive enamel or paint, either air drying or baking, suitable as a base for specified finish paints.

## 2.3 FABRICATION, GENERAL

- A. Fabricate steel door and frame units to be rigid, neat in appearance and free from defects, warp or buckle. Wherever practicable, fit and assemble units in manufacturer's plant. Clearly identify work that cannot be permanently factory assembled before shipment, to assure proper assembly at project site. Comply with SDI 100 requirements as follows:
  - 1. Interior Doors: SDI 100, Grade II, standard, Style 4, 16 gage,
    - a. Kraft honeycomb core.
  - 2. Exterior Doors: SDI 100, Grade III, extra heavy duty, Style 4, 16 gage,
    - a. Polystyrene or Polyisocyanurate core.
- B. Fabricate exposed faces of doors and panels, including stiles and rails of non-flush units from only cold rolled steel.
- C. Fabricate frames, concealed stiffeners, reinforcement, edge channels louvers and moldings from either cold rolled or hot rolled steel (at fabricator's option).
- D. Fabricate exterior doors, panels, and frames from galvanized sheet steel. Close top and bottom edges of exterior doors as integral part of door construction or by addition of minimum 16 gage inverted steel channels.
- E. Exposed Fasteners: Unless otherwise indicated, provide countersunk flat Phillips heads for exposed screws and bolts.
- F. Sound Rating: Unless otherwise indicated, provide acoustical assemblies with sound ratings of STC 33 or better.
- G. Finish Hardware Preparation: Prepare doors and frames to receive mortised and concealed finish hardware in accordance with final Finish Hardware Schedule and templates provided by hardware supplier. Comply with applicable requirements of ANSI A 115 series specifications for door and frame preparation for hardware.
- H. Reinforce doors and frames to receive surface applied hardware. Drilling and tapping for surface applied finish hardware may be done at project site.
- I. Locate finish hardware as shown on final shop drawings or, if not shown, in accordance with "Recommended Locations for Builder's Hardware," published by Door and Hardware Institute.

## 2.4 SHOP PAINTING

- A. Clean, treat, and paint exposed surfaces of steel door and frame units, including galvanized surfaces.
- B. Clean steel surfaces of mill scale, rust, oil, grease, dirt, and other foreign materials before application of paint.
- C. Apply shop coat of prime paint of even consistency to provide a uniformly finished surface ready to receive finish paint.

## 2.5 STANDARD STEEL DOORS

- A. Provide metal doors of types and styles as specified herein and indicated on drawings or schedules.
- B. Door Louvers: Provide sight proof galvanized stationary louvers for interior doors where indicated, constructed of inverted V shaped or Y shaped blades formed of 24 gage cold rolled steel set into 20 gage steel frame.

## 2.6 STEEL FRAMES

- A. Provide metal frames for doors, transoms, sidelights, borrowed lights, and other openings, of types and styles as shown on drawings and schedules. Conceal fastenings, unless otherwise indicated. Fabricate frames of minimum 16-gage cold-rolled furniture steel.
  - 1. Fabricate frames with mitered and continuous welded corners.
  - 2. Form exterior frames of hot dip galvanized steel.
- B. Door Silencers: Except on weather-stripped frames, drill stops to receive three silencers on strike jambs of single swing frames and two silencers on heads of double swing frames.
- C. Plaster Guards: Provide 26 gage steel plaster guards or mortar boxes, welded to frame, at back of finish hardware cutouts at all locations.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. General: Install steel doors, frames, and accessories in accordance with final shop drawings, manufacturer's data, and as herein specified.
- B. Placing Frames: Comply with provisions of SDI 105 "Recommended Erection Instructions for Steel Frames", unless otherwise indicated.
  - 1. Except for frames located at in place concrete or masonry and at drywall installations, place frames prior to construction of enclosing walls and ceilings. Set frames accurately

in position, plumbed, aligned, and braced securely until permanent anchors are set. After wall construction is completed, remove temporary braces and spreaders leaving surfaces smooth and undamaged.

2. In masonry construction, locate three wall anchors per jamb at hinge and strike levels.
  3. In wood stud construction, locate three wall anchors per each jamb.
  4. Install fire-rated frames in accordance with NFPA Std. No. 80.
  5. In metal stud partitions, install at least three wall anchors per jamb at hinge and strike levels. Enclosed steel stud partitions, attach wall anchors to studs with tapping screws.
- C. Door Installation: Fit hollow metal doors accurately in frames, within clearances specified in SDI 100. Place fire rated doors with clearances as specified in NFPA Standard No. 80.

### 3.2 ADJUST AND CLEAN

- A. Prime Coat Touch-Up: Immediately after erection, sand smooth any rusted or damaged areas of prime coat and apply touch up of compatible air drying primer.
- B. Final Adjustments: Check and readjust operating finish hardware items, leaving steel doors and frames undamaged and in complete and proper operating condition.

END OF SECTION



## SECTION 08 14 16 - FLUSH WOOD DOORS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work specified in this section.

#### 1.2 DESCRIPTION OF WORK:

- A. Extent and location of each type of wood door is shown on drawings and in schedules.
- B. Types of doors required include the following:
- C. Solid core flush wood doors with veneer faces.
- D. Shop finishing of wood doors is included in this section.
- E. Factory fitting to frames (pre-fitting) and factory preparation for hardware (pre-machining) for wood doors is included in this section.

#### 1.3 QUALITY ASSURANCE:

- A. Fire-Rated Wood Doors: Provide wood doors with fire resistance ratings indicated or required to comply with governing regulations and which are identical in materials and type of construction to those used in assemblies which have been tested in compliance with ASTM E 152 and are labeled and listed by a testing and inspection organization acceptable to authority having jurisdiction.
- B. Manufacturer: Obtain doors from a single manufacturer to ensure uniformity in quality of appearance and construction, unless otherwise indicated.

#### 1.4 REFERENCES:

- A. Comply with the applicable requirements of the following standards unless otherwise indicated:
- B. NWWDA - National Wood Window and Door Association". Designations for grade and core construction under types of doors refer to this standard.
- C. SUBMITTALS:
- D. Product Data: Submit door manufacturer's product data, specifications and installation instructions for each type of wood door.

- E. Include details of core and edge construction, trim for openings and louvers (if any) and similar components.
- F. Include finishing specifications for doors to receive factory applied shop finish.
- G. Include certifications as may be required to show compliance with specifications.
- H. Shop Drawings: Submit shop drawings indicating location and size of each door, elevation of each kind of door, details of construction, location and extent of hardware blocking, fire ratings, requirements for factory finishing and other pertinent data.
- I. Samples: Submit samples for the following:
  - 1. Shop-Finished Doors: Submit samples, 1'0" square, showing fully completed shop finish on same veneer and edge construction which will be used on shop finished doors.
- J. Specific Product Warranty: Submit written agreement in door manufacturer's standard form signed by manufacturer, installer and contractor, agreeing to repair or replace defective doors which have warped (bow, cup or twist) or which show telegraphing of core construction below in face veneers, or do not conform to tolerance limitations of NWMA.
- K. Warranty shall be in effect during following period of time after date of substantial completion.
  - 1. Solid Core Flush Doors:
    - a. Lifetime.

#### 1.5 PRODUCT DELIVERY, STORAGE AND HANDLING:

- A. Protect wood doors during transit, storage and handling to prevent damage, soiling and deterioration. Comply with the "On Site Care" recommendations of NWMA pamphlet "Care and Finishing of Wood Doors" and with manufacturer's instructions, and as otherwise indicated.
- B. Package doors at factory prior to shipping using method indicated below:
  - 1. Cartoning.

### PART 2 - PRODUCTS

#### 2.1 ACCEPTABLE MANUFACTURERS:

- A. Manufacturer: Subject to compliance with requirements, provide products of one of the following:
  - 1. Algoma Hardwoods Inc.
  - 2. Eggers Hardwood Products Corp.
  - 3. Chappell Door Company.
  - 4. Weyerhaeuser Company.
  - 5. Buell Door Company
  - 6. Graham Manufacturing Company

2.2 MATERIALS AND COMPONENTS:

- A. General: Provide wood doors complying with applicable requirements of referenced standards for kinds and types of doors indicated and as specified.
- B. Door Construction: Manufacturer's standard five ply bonded core.
- C. Exposed Surfaces: Provide kind shown or scheduled and as further specified. Provide same exposed surface material on both faces of each door, unless otherwise indicated.

2.3 GENERAL FABRICATION REQUIREMENTS:

- A. Openings: Cut and trim openings through doors and panels as shown. Comply with applicable requirements of referenced standards for kind(s) of doors required.
- B. Light Openings: Factory cut openings. Trim openings for non-fire rated doors with solid wood moldings and fire rated doors with steel frame.

2.4 INTERIOR FLUSH WOOD DOORS:

- A. Solid Core Doors for Transparent Finish:
  - 1. Faces: Plain Sliced Red Oak
  - 2. Veneer Face Assembly - Book
  - 3. Grade: Premium.
  - 4. Core Construction: PC (Particleboard core).
- B. Fire-Rated Solid Core Doors:
  - 1. Faces and NWWDA Grade: Provide faces and grade to match non rated doors in same area of building, unless otherwise indicated.
  - 2. Core Construction: Manufacturer's standard core construction as required to provide fire resistance rating indicated.
  - 3. Edge Construction: Provide manufacturer's standard laminated edge construction for improved screw holding capability and split resistance over edges composed of a single layer of treated lumber.

2.5 SHOP FINISH:

- A. Pre-finish wood doors at factory or finish shop.
- B. All doors scheduled to receive transparent finish shall be "prefinished", at factory.
- C. Comply with recommendations of AWI for factory finishing of doors, including final sanding immediately before application of finishing materials.
- D. Provide finishes complying with door manufacturer's applicable standard finish specifications.
- E. Finish on Doors: Stain from Manufacturers Standard Colors then factory finish.

2.6 PREFITTING AND PREPARATION FOR HARDWARE:

- A. Pre-fit and pre-machine wood doors at factory.
- B. Comply with tolerance requirements of AWI for pre-fitting. Machine doors for hardware requiring cutting of doors. Comply with final hardware schedules and door frame shop drawings and with hardware templates and other essential information required to ensure proper fit of doors and hardware.
- C. Take accurate field measurements of hardware mortises in metal frames to verify dimensions and alignment before proceeding with machining in factory.

PART 3 - EXECUTION

3.1 INSPECTION:

- A. Installer must examine door frames and verify that frames are correct type and have been installed as required for proper hanging of corresponding doors and notify contractor in writing of conditions detrimental to proper and timely installation of wood doors. Do not proceed with installation until unsatisfactory conditions have been corrected in a manner acceptable to installer.
- B. INSTALLATION:
  - 1. Condition doors to average prevailing humidity in installation area prior to hanging.
  - 2. Hardware: For installation see Division 8 "Builders Hardware" section of these specifications.
  - 3. Manufacturer's Instructions: Install wood doors in accordance with manufacturer's instructions and as shown.
    - a. Install fire rated doors in corresponding fire rated frames in accordance with requirements of NFPA No. 80.
  - 4. Pre-fit Doors: Fit to frames and machine for hardware as required for proper fit and uniform clearance at each edge.
  - 5. Prepare Doors: Fit to frames and prepare for hardware as required for proper fit and uniform clearance at each edge.
  - 6. Clearance:
    - a. For non-rated doors provide clearances of 1/8" at jambs and heads; 1/16" at meeting stiles for pairs of doors; and 1/2" from bottom of door to top of decorative floor finish or covering. Where threshold is shown or scheduled, provide 1/4" clearance from bottom of door to top of threshold.
    - b. For fire rated doors, provide clearances complying with NFPA 80.
  - 7. Shop-Finished Doors: Restore finish on edges of shop finished doors before installation, if fitting or machining is required at the job site.
  - 8. Job Site Finished Doors: See painting sections in Division 9 of these specifications for requirements for finishing wood doors.

3.2 ADJUST AND CLEAN:

- A. Operation: Rehang or replace doors which do not swing or operate freely as directed by Architect.
- B. Finished Doors: Refinish or replace doors damaged during installation as directed by Architect.
- C. Protection and Completed Work: Advise contractor of proper procedures required for protection of installed wood doors from damage or deterioration until acceptance of work.

END OF SECTION



SECTION 08 14 24 – PRE-HUNG DOORS AND FRAMES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Pre-Hung Swing Doors

1.2 SUBMITTALS

- A. Refer to Section 01 33 00 - SUBMITTALS
- B. Product Data: Submit door manufacturer current product literature, including installation instruction.
- C. Samples: Provide finish samples for all products.
- D. Quality Assurance Submittals
- E. Manufacturer Instructions: Provide manufacturer's written installation instructions.
- F. Closeout Submittals
- G. Refer to Section 01700 PROJECT CLOSEOUT

1.3 DELIVERY, STORAGE AND HANDLING

- A. Deliver doors, materials and components in manufacturer's original, unopened, undamaged containers with identification labels intact. Store doors as recommended by manufacturer.

1.4 WARRANTY

- A. Manufacturer standard warranty indicating that the door will be free from material and workmanship defects from the date of substantial completion for the time periods indicated below:
- B. Door Unit: 5 years

PART 2 – PRODUCT

2.1 MANUFACTURER

- A. Door and Frames shall be equal to: JELD-WEN Interior Doors; 3305 Lakeport Blvd; Klamath Falls 97601, USA; Phone 877.535.3462, fax 541.882.3455; website [www.jeld-wen.com](http://www.jeld-wen.com).

## 2.2 DOORS AND FRAMES

### A. Door Construction:

1. Core Material: Solid Particleboard
2. Veneer: Wood - Birch
3. Finish: Pre-primed
4. Thickness: 1-3/4 inch.

### B. Jambs Design:

1. Jamb Width: As required by wall thickness.
2. Jamb Type: Flat
3. Jamb Species: Finger-Jointed Pine

### C. Hardware:

1. Hinges – 1 ½ pair
2. Finish: As selected from manufacturer's standard.

## PART 3 – EXECUTION

### 3.1 GENERAL

- A. Install doors in accordance with manufacturer's installation guidelines and recommendations.

### 3.2 EXAMINATION

- A. Inspect door prior to installation.
- B. Inspect rough opening for compliance with door manufacturer recommendations. Verify rough opening conditions are within recommended tolerances.

### 3.3 PREPARATION

- A. Prepare door for installation in accordance with manufacturer's recommendations.
- B. Trim bottom of jamb sides to achieve desired distance between door bottom and finished floor height.

### 3.4 DOOR AND FRAME INSTALLATION

- A. Place door unit into opening and level hinge side of jamb. Use shims fastened through jamb and stop to level and temporarily secure in place.
- B. Level latch side of jamb. Use shims fastened through jamb and stop to level and temporarily secure in place.

- C. Verify spacing between jamb and door is uniform on all sides. Adjust as necessary.
- D. Shim top of jamb in center of opening and fasten with nail.
- E. Re-check for square, level and even spacing around door. Nail securely in place through stop, jamb, shims and into studs every 12 inches.
- F. Set nails.
- G. Install trim on both sides using nails every 12 to 16 inches. See Finished Carpentry for door trim.

### 3.5 ADJUST AND CLEAN

- A. Operation: Rehang or replace doors which do not swing or operate freely as directed by Architect.
- B. Finish On Doors: Refinish or replace doors damaged during installation as directed by Architect.
- C. Protection and Completed Work: Advise contractor of proper procedures required for protection of installed wood doors from damage or deterioration until acceptance of work.

END OF SECTION

SECTION 084113: ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS

**PART 1** GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section covers Architectural Aluminum Storefront Systems, including perimeter trims, stools, accessories, shims and anchors, and perimeter sealing of storefront units.
- B. Types of Kawneer Aluminum Storefront Systems include:
  - 1. Trifab® VersaGlaze® 451T Framing System
    - a. 2" x 4-1/2" (50.8 mm x 114.3 mm) nominal dimension
    - b. Thermal
    - c. Front, center, back, multi-plane, structural silicone or weatherseal (type B) glazed
    - d. Impact resistant, blast mitigation glazing
    - e. Screw spline, shear block, stick, or punched opening
- C. Related Sections:
  - 1. 079200: Joint Sealants
  - 2. 085113: Aluminum Windows
  - 3. 087100: Door Hardware.
  - 4. 088100: Glazing

1.3 DEFINITIONS

- A. For fenestration industry standard terminology and definitions, refer to the Fenestration & Glazing Industry Alliance (FGIA) Glossary (AAMA AG-13).

1.4 PERFORMANCE REQUIREMENTS

- A. General Performance:
  - 1. Product to comply with the specified performance requirements without failure due to defective manufacture, fabrication, installation, or other defects in construction, as determined by testing of aluminum storefront systems representing those indicated for this project.
  - 2. Aluminum storefront systems shall withstand movements of supporting structure including, but not limited to, story drift, twist, column shortening, long-term creep, and deflection from uniformly distributed and concentrated live loads.
  - 3. Failure includes any of these events:
    - a. Thermal stresses transferring to building structure

- b. Glass breakage
  - c. Loosening or weakening of fasteners, attachments, and other components
  - d. Failure of operating units
- B. Delegated Design:
  - 1. Design aluminum storefront systems, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- C. Wind Loads:
  - 1. The storefront system shall include anchorage that is capable of withstanding the following wind load design pressures:
    - a. Inward: 20 psf, Outward: 20 psf
  - 2. The design pressures are based on the 2018 Building Code, Latest Edition.
- D. Air Leakage:
  - 1. The test specimen shall be tested in accordance with ASTM E 283.
  - 2. With interior seal, air leakage rate shall not exceed 0.06 cfm/ft<sup>2</sup> (0.3 l/s · m<sup>2</sup>) at a static air pressure differential of 6.2 psf (300 Pa).
  - 3. Without interior seal, air leakage rate shall not exceed 0.06 cfm/ft<sup>2</sup> (0.3 l/s · m<sup>2</sup>) at a static air pressure differential of 1.6 psf (75 Pa).
  - 4. CSA A440 Fixed Rating
- E. Water Resistance:
  - 1. The test specimen shall be tested in accordance with ASTM E 331.
  - 2. There shall be no leakage at a minimum static air pressure differential of 8 psf (383 Pa) as defined in AAMA 501.
- F. Uniform Load:
  - 1. A static air design load of 35 psf (1680 Pa) shall be applied in the positive and negative direction in accordance with ASTM E 330.
  - 2. There shall be no deflection in excess of L/175 of the span of any framing member.
  - 3. At a structural test load equal to 1.5 times the specified design load, no glass breakage or permanent set in the framing members in excess of 0.2% of their clear spans shall occur.
- G. Seismic:
  - 1. When tested to AAMA 501.4, system must meet design displacement (elastic) of 0.010 x the story height and ultimate displacement (inelastic) of 1.5 x the design displacement.
- H. Thermal Movements:
  - 1. Allow for thermal movements resulting from the following:
    - a. 0°F (-18 C) to 180°F (82 C) maximum change (range) in ambient and surface temperatures
    - b. 75°F (24 C) test interior ambient air temperature



2. Test performance shows no buckling; stress on glass; sealant failure; excess stress on framing, anchors, and fasteners; or reduction of performance when tested according to AAMA 501.5 for a minimum 3 cycles.

## 1.5 SUBMITTALS

### A. Product Data:

1. For each type of aluminum-framed storefront system indicated, include:
  - a. Construction details
  - b. Material descriptions
  - c. Dimensions of individual components and profiles
  - d. Hardware
  - e. Finishes
  - f. Installation instructions

### B. Shop Drawings:

1. Plans
2. Elevations
3. Sections
4. Details
5. Hardware
6. Attachments to other work
7. Operational clearances
8. Installation details

### C. Samples for Initial Selection:

1. Provide samples for units with factory-applied color finishes.
2. Provide samples of hardware and accessories involving color selection.

### D. Samples for Verification:

1. Provide a verification sample for aluminum-framed storefront system and required components.

### E. Entrance Door Hardware Schedule:

1. Refer to Section 087100 Door Hardware.

## 1.6 QUALITY ASSURANCE

### A. Installer Qualifications:

1. Installer subject to Architect approval.
2. Installer must have successfully installed the same or similar units required for the project and other projects of similar size and scope.

- B. Manufacturer Qualifications:
  - 1. Manufacturer must be capable of providing aluminum-framed storefront systems that meet or exceed performance the stated performance requirements. Manufacturer must document this performance by the inclusion of test reports and calculations.
- C. Source Limitations:
  - 1. Obtain aluminum-framed storefront system through one source from a single manufacturer.
- D. Product Options:
  - 1. Drawings indicate size, profiles, and dimensional requirements of aluminum-framed storefront system and are based on the specific system indicated. Refer to Division 01 Product Requirements Section. Do not modify size and dimensional requirements.
  - 2. Do not modify intended aesthetic effects, as judged solely by Architect, except with Architect's approval. If modifications are proposed, submit comprehensive explanatory data to Architect for review.
- E. Structural-Sealant Glazing must comply with ASTM C 1401, "Guide for Structural Sealant Glazing" for design and installation of structural-sealant-glazed systems.
- F. Structural-Sealant Joints: Design reviewed and approved by structural-sealant manufacturer.

## 1.7 PROJECT CONDITIONS

- A. Field Measurements:
  - 1. Verify actual dimensions of aluminum-framed storefront openings by field measurements before fabrication.
  - 2. Indicate measurements on shop drawings.

## 1.8 WARRANTY

- A. Submit manufacturer's standard warranty for owner's acceptance.
- B. Warranty Period:
  - 1. Two years from Date of Substantial Completion regardless of date of shipment.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

- A. Subject to compliance with requirements, provide a product by one of the following:
  - 1. Kawneer Company, Inc.
  - 2. YKK
  - 3. EFCO
  - 4. Old Castle

- B. Basis-of-Design Product: Kawneer Company, Inc.
  - 1. Trifab® VersaGlaze® 451T Framing System:
    - a. 2" x 4-1/2" (50.8 mm x 114.3 mm) nominal dimension
    - b. Thermal
    - c. Front, center, back, multi-plane, structural silicone or weatherseal (type B) glazed
    - d. Screw spline, shear block, stick, or punched opening
  - 2. Entrance Doors:
    - a. Doors to be 350 Medium Stile Entrance type compatible with Framing System.
    - b. Major portions of the door members to be 0.125" (3.2) nominal in thickness and glazing molding to be 0.05" (1.3) thick.
    - c. Glazing gaskets shall be either EPDM elastomeric extrusions or a thermoplastic elastomer.
    - d. Provide adjustable glass jacks to help center the glass in the door opening.
- C. Product Literature and Drawings:
  - a. Submit product literature and drawings modified to suit specific project requirements and job conditions.
- 2. Certificates:
  - a. Submit certificate(s) certifying that the substitute manufacturer (1) attests to adherence to specification requirements for storefront system performance criteria.

## 2.2 MATERIALS

- A. Aluminum Extrusions:
  - 1. Alloy and temper recommended by aluminum storefront manufacturer for strength, corrosion resistance, and application of required finish
  - 2. Not less than 0.070" (1.8 mm) wall thickness at any location for the main frame
  - 3. Complying with ASTM B221: 6063-T6 alloy and temper
- B. Fasteners:
  - 1. Aluminum, nonmagnetic stainless steel or other materials must be non-corrosive and compatible with aluminum members, trim hardware, anchors, and other components.
- C. Anchors, Clips, and Accessories:
  - 1. Aluminum, nonmagnetic stainless steel, or zinc-coated steel or iron complying with ASTM B 633 for SC 3 severe service conditions or other suitable zinc coating.
  - 2. Anchors, clips, and accessories shall provide sufficient strength to withstand the design pressure indicated.
- D. Reinforcing Members:
  - 1. Aluminum, nonmagnetic stainless steel, or nickel/chrome-plated steel complying with ASTM B 456 for Type SC 3 severe service conditions, or zinc-coated steel or iron complying with ASTM B 633 for SC 3 severe service conditions or other suitable zinc coating.

2. Reinforcing members must provide sufficient strength to withstand the design pressure indicated.

E. Sealant:

1. For sealants required within fabricated storefront system, provide permanently elastic, non-shrinking, and non-migrating type recommended by sealant manufacturer for joint size and movement.

F. Tolerances:

1. References to tolerances for wall thickness and other cross-sectional dimensions of storefront members are nominal and in compliance with AA Aluminum Standards and Data.

## 2.3 STOREFRONT FRAMING SYSTEM

A. Thermal Barrier:

1. Kawneer IsoLock® Thermal Break with dual nominal 1/4" (6.4 mm) separation consisting of a two-part chemically curing, high-density polyurethane, which is mechanically and adhesively joined to aluminum storefront sections.
2. Thermal break shall be designed in accordance with AAMA TIR-A8 and tested in accordance with AAMA 505.

B. Brackets and Reinforcements:

1. Manufacturer's standard high-strength aluminum with non-staining, non-ferrous shims for aligning system components.

C. Fasteners and Accessories:

1. Manufacturer's standard corrosion-resistant, non-staining, non-bleeding fasteners and accessories must be compatible with adjacent materials.
2. Where exposed, fasteners and accessories shall be stainless steel.

D. Perimeter Anchors:

1. When steel anchors are used, provide insulation between steel material and aluminum material to prevent galvanic action.

E. Packing, Shipping, Handling, and Unloading:

1. Deliver materials in manufacturer's original, unopened, undamaged containers with identification labels intact.

F. Storage and Protection:

1. Store materials so that they are protected from exposure to harmful weather conditions.
2. Handle material and components to avoid damage.
3. Protect material against damage from elements, construction activities, and other hazards before, during, and after installation.

## 2.4 GLAZING SYSTEMS

- A. Glazing to meet requirements in Division 08 Glazing Section.
- B. Glazing Gaskets:
  - 1. Manufacturer's standard compression types
  - 2. Replaceable, extruded EPDM rubber
- C. Spacers and Setting Blocks:
  - 1. Manufacturer's standard elastomeric type
- D. Bond-Breaker Tape:
  - 1. Manufacturer's standard TFE-fluorocarbon or polyethylene material to which sealants will not develop adhesion.
- E. Glazing Sealants for structural-sealant-glazed systems as recommended by manufacturer for joint type, and as follows:
  - 1. Structural Sealant:
    - a. ASTM C 1184
    - b. Single-component neutral-curing silicone formulation that is compatible with the system components with which it comes in contact
    - c. Specifically formulated and tested for use as structural sealant and approved by a structural-sealant manufacturer for use in the aluminum-framed systems indicated
    - d. Color: Black
  - 2. Weatherseal sealant:
    - a. ASTM C 920 for Type S, Grade NS, Class 25, Uses NT, G, A, and O
    - b. Single-component neutral-curing formulation that is compatible with the structural sealant and other system components with which it comes in contact
    - c. Recommended by structural-sealant, weatherseal-sealant, and aluminum-framed-system manufacturers for this use
    - d. Color: Matching structural sealant

## 2.5 ACCESSORY MATERIALS

- A. Joint Sealants:
  - 1. For installation at perimeter of aluminum-framed systems, as specified in Division 07 Joint Sealants Section.
- B. Bituminous Paint:
  - 1. Cold-applied asphalt-mastic paint
  - 2. Complies with SSPC-Paint 12 requirements except containing no asbestos
  - 3. Formulated for 30-mil (0.762 mm) thickness per coat



## 2.6 FABRICATION

- A. Fabricate framing member components that, when assembled, have the following characteristics:
  - 1. Profiles that are sharp, straight, and free of defects or deformations
  - 2. Accurately fitted joints that are flush, hairline, and weatherproof
  - 3. Means to drain water passing joints, condensation within framing members, and moisture migrating within the system to exterior
  - 4. Physical and thermal isolation of glazing from framing members
  - 5. Accommodations for thermal and mechanical movements of glazing and framing that maintain required glazing edge clearances
  - 6. Provisions for field replacement of glazing
  - 7. Fasteners, anchors, and connection devices that are concealed from view to the greatest extent possible
- B. Mechanically Glazed Framing Members:
  - 1. Fabricate for flush glazing without projecting stops.
- C. Structural-Sealant-Glazed Framing Members:
  - 1. Include accommodations for using temporary support device to retain glazing in place while structural sealant cures.
- D. Storefront Framing:
  - 1. Fabricate components for assembly using manufacturer's standard installation instructions.
- E. After fabrication, clearly mark components to identify their locations in project according to shop drawings.

## 2.7 ALUMINUM FINISHES

- A. Finish designations that are prefixed by AA comply with the system established by the Aluminum Association for designating aluminum finishes.
- B. Factory Finishing:
  - 1. Anodized Finish, to be selected by Architect

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. With installer present, examine openings, substrates, structural support, anchorage, and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of work:
  - 1. Verify rough opening dimensions.
  - 2. Verify levelness of sill plate.

3. Verify operational clearances.
4. Examine wall flashings, vapor retarders, water and weather barriers, and other built-in components for proper water management.
5. Masonry Surfaces:
  - a. Masonry surfaces must be visibly dry and free of excess mortar, sand, and other construction debris.
6. Wood Frame Walls:
  - a. Wood frame walls must be dry, clean, sound, well nailed, free of voids, and without offsets at joints.
  - b. Ensure that nail heads are driven flush with surfaces in opening and within 3" (76.2 mm) of opening.
7. Metal Surfaces:
  - a. Metal surfaces must be dry and clean (free of grease, oil, dirt, rust, corrosion, and welding slag).
  - b. Ensure that metal surfaces are without sharp edges or offsets at joints.

B. Proceed with installation only after correcting unsatisfactory conditions.

### 3.2 INSTALLATION

- A. Comply with Drawings, Shop Drawings, and manufacturer's written instructions for installing aluminum-framed storefront system, accessories, and other components.
- B. Install aluminum-framed storefront system so that components:
  1. Are level, plumb, square, and true to line
  2. Are without distortion and do not impede thermal movement
  3. Are anchored securely in place to structural support
  4. Are in proper relation to wall flashing and other adjacent construction
- C. Set sill members in bed of sealant or with gaskets, as indicated, for weather-tight construction.
- D. Install aluminum-framed storefront system and components to drain condensation, water penetrating joints, and moisture migrating within aluminum-framed storefront system to the exterior.
- E. Separate aluminum and other corrodible surfaces from sources of corrosion or electrolytic action at points of contact with other materials.

### 3.3 FIELD QUALITY CONTROL

- A. Field Tests:
  1. Architect shall select storefront units to be tested as soon as a representative portion of the project has been installed, glazed, perimeter caulked and cured.
  2. Conduct tests for air infiltration and water penetration with manufacturer's representative present.

3. Tests that do not meet the specified performance requirements and units that have deficiencies shall be corrected as part of the contract amount.
  4. Testing shall be performed per AAMA 503 by a qualified independent testing agency. Refer to Testing Section for payment of testing and testing requirements.
  5. Air Infiltration Tests:
    - a. Conduct tests in accordance with ASTM E 783.
    - b. Allowable air infiltration shall not exceed 1.5 times the amount indicated in the performance requirements or 0.09 cfm/ft<sup>2</sup>, whichever is greater.
  6. Water Infiltration Tests:
    - a. Conduct tests in accordance with ASTM E 1105.
    - b. No uncontrolled water leakage is permitted when tested at a static test pressure of two-thirds the specified water penetration pressure but not less than 6.2 psf (300 Pa).
- B. Manufacturer's Field Services:
1. Upon owner's written request, provide periodic site visit by manufacturer's field service representative.

### 3.4 ADJUSTING, CLEANING, AND PROTECTION

- A. Adjusting: Not applicable.
- B. Protection:
1. Protect installed product's finish surfaces from damage during construction.
- C. Cleaning:
1. Clean glass immediately after installation.
    - a. Comply with glass manufacturer's written recommendations for final cleaning and maintenance.
    - b. Remove non-permanent labels and clean surfaces.
  2. Clean aluminum surfaces.
  3. Avoid damaging protective coatings and finishes.
  4. Remove excess sealants, glazing materials, dirt, and other substances.
  5. Repair or replace damaged installed products.
  6. Remove and replace glass that has been broken, chipped, cracked, abraded, or damaged during the construction period.
  7. Remove construction debris from project site and legally dispose of debris.

END OF SECTION 084113

SECTION 08 71 00 - DOOR HARDWARE

PART 1 - GENERAL

1.1 SUMMARY:

A. Section Includes: Finish Hardware for door openings, except as otherwise specified herein.

1. Door hardware for steel (hollow metal) doors.
2. Door hardware for aluminum doors.
3. Door hardware for wood doors.
4. Door hardware for other doors indicated.
5. Keyed cylinders as indicated.

B. Related Sections:

1. Division 6: Rough Carpentry.
2. Division 8: Aluminum Doors and Frames
3. Division 8: Hollow Metal Doors and Frames.
4. Division 8: Wood Doors.

C. References: Comply with applicable requirements of the following standards. Where these standards conflict with other specific requirements, the most restrictive shall govern.

1. Builders Hardware Manufacturing Association (BHMA)
2. NFPA 101 Life Safety Code
3. NFPA 80 -Fire Doors and Windows
4. ANSI-A156.xx- Various Performance Standards for Finish Hardware
5. UL10C – Positive Pressure Fire Test of Door Assemblies
6. ANSI-A117.1 – Accessible and Usable Buildings and Facilities
7. DHI /ANSI A115.IG – Installation Guide for Doors and Hardware
8. ICC – International Building Code

D. Intent of Hardware Groups

1. Should items of hardware not definitely specified be required for completion of the Work, furnish such items of type and quality comparable to adjacent hardware and appropriate for service required.
2. Where items of hardware aren't definitely or correctly specified, are required for completion of the Work, a written statement of such omission, error, or other discrepancy to be submitted to Architect, prior to date specified for receipt of bids for clarification by addendum; or, furnish such items in the type and quality established by this specification, and appropriate to the service intended.

1.2 SUBSTITUTIONS:

A. Comply with Division 1.

1.3 SUBMITTALS:

- A. Special Submittal Requirements: Combine submittals of this Section with Sections listed below to ensure the "design intent" of the system/assembly is understood and can be reviewed together.
- B. Product Data: Manufacturer's specifications and technical data including the following:
  - 1. Detailed specification of construction and fabrication.
  - 2. Manufacturer's installation instructions.
  - 3. Wiring diagrams for each electric product specified. Coordinate voltage with electrical before submitting.
  - 4. Submit 6 copies of catalog cuts with hardware schedule.
  - 5. Provide 9001-Quality Management and 14001-Environmental Management for products listed in Materials Section 2.2
- C. Shop Drawings - Hardware Schedule: Submit 6 complete reproducible copy of detailed hardware schedule in a vertical format.
  - 1. List groups and suffixes in proper sequence.
  - 2. Completely describe door and list architectural door number.
  - 3. Manufacturer, product name, and catalog number.
  - 4. Function, type, and style.
  - 5. Size and finish of each item.
  - 6. Mounting heights.
  - 7. Explanation of abbreviations and symbols used within schedule.
  - 8. Detailed wiring diagrams, specially developed for each opening, indicating all electric hardware, security equipment and access control equipment, and door and frame rough-ins required for specific opening.
- D. Templates: Submit templates and "reviewed Hardware Schedule" to door and frame supplier and others as applicable to enable proper and accurate sizing and locations of cutouts and reinforcing.
  - 1. Templates, wiring diagrams and "reviewed Hardware Schedule" of electrical terms to electrical for coordination and verification of voltages and locations.
- E. Samples: (If requested by the Architect)
  - 1. 1 sample of Lever and Rose/Escutcheon design, (pair).
  - 2. 3 samples of metal finishes
- F. Contract Closeout Submittals: Comply with Division 1 including specific requirements indicated.
  - 1. Operating and maintenance manuals: Submit 3 sets containing the following.
    - a. Complete information in care, maintenance, and adjustment, and data on repair and replacement parts, and information on preservation of finishes.
    - b. Catalog pages for each product.
    - c. Name, address, and phone number of local representative for each manufacturer.



- d. Parts list for each product.
2. Copy of final hardware schedule, edited to reflect, "As installed".
3. Copy of final keying schedule
4. As installed "Wiring Diagrams" for each piece of hardware connected to power, both low voltage and 110 volts.
5. One set of special tools required for maintenance and adjustment of hardware, including changing of cylinders.

#### 1.4 QUALITY ASSURANCE

##### A. Comply with Division 1.

1. Statement of qualification for distributor and installers.
2. Statement of compliance with regulatory requirements and single source responsibility.
3. Distributor's Qualifications: Firm with 3 years experience in the distribution of commercial hardware.
  - a. Distributor to employ full time Architectural Hardware Consultants (AHC) for the purpose of scheduling and coordinating hardware and establishing keying schedule.
  - b. Hardware Schedule shall be prepared and signed by an AHC.
4. Installer's Qualifications: Firm with 3 years experienced in installation of similar hardware to that required for this Project, including specific requirements indicated.
5. Regulatory Label Requirements: Provide testing agency label or stamp on hardware for labeled openings.
  - a. Provide UL listed hardware for labeled and 20 minute openings in conformance with requirements for class of opening scheduled.
  - b. Underwriters Laboratories requirements have precedence over this specification where conflict exists.
6. Single Source Responsibility: Except where specified in hardware schedule, furnish products of only one manufacturer for each type of hardware.

##### B. Review Project for extent of finish hardware required to complete the Work. Where there is a conflict between these Specifications and the existing hardware, notify the Architect in writing and furnish hardware in compliance with the Specification unless otherwise directed in writing by the Architect.

#### 1.5 DELIVERY, STORAGE, AND HANDLING

##### A. Packing and Shipping: Comply with Division 1.

1. Deliver products in original unopened packaging with legible manufacturer's identification.
2. Package hardware to prevent damage during transit and storage.
3. Mark hardware to correspond with "reviewed hardware schedule".
4. Deliver hardware to door and frame manufacturer upon request.

- B. Storage and Protection: Comply with manufacturer's recommendations.

1.6 PROJECT CONDITIONS:

- A. Coordinate hardware with other work. Furnish hardware items of proper design for use on doors and frames of the thickness, profile, swing, security and similar requirements indicated, as necessary for the proper installation and function, regardless of omissions or conflicts in the information on the Contract Documents.
- B. Review Shop Drawings for doors and entrances to confirm that adequate provisions will be made for the proper installation of hardware.

1.7 WARRANTY:

- A. Refer to Conditions of the Contract
- B. Manufacturer's Warranty:
  - 1. Closers: Ten years
  - 2. Exit Devices: Five Years
  - 3. Locksets & Cylinders: Three years
  - 4. All other Hardware: Two years.

1.8 OWNER'S INSTRUCTION:

- A. Instruct Owner's personnel in operation and maintenance of hardware units.

1.9 MAINTENANCE:

- A. Extra Service Materials: Deliver to Owner extra materials from same production run as products installed. Package products with protective covering and identify with descriptive labels. Comply with Division 1 Closeout Submittals Section.
  - 1. Special Tools: Provide special wrenches and tools applicable to each different or special hardware component.
  - 2. Maintenance Tools: Provide maintenance tools and accessories supplied by hardware component manufacturer.
  - 3. Delivery, Storage and Protection: Comply with Owner's requirements for delivery, storage and protection of extra service materials.
- B. Maintenance Service: Submit for Owner's consideration maintenance service agreement for electronic products installed.

PART 2 - PRODUCTS

2.1 MANUFACTURERS:

- A. The following manufacturers are approved subject to compliance with requirements of the Contract Documents. Approval of manufacturers other than those listed shall be in accordance with Division 1.

| <u>Item:</u>          | <u>Manufacturer:</u>  | <u>Approved:</u>    |
|-----------------------|-----------------------|---------------------|
| Hinges                | Stanley               | Bommer, McKinney    |
| Continuous Hinges     | National Guard        | Stanley, ABH        |
| Locksets              | Best 45H Series       | Schlage             |
| Cylinders             | Best 1E74, 12E        | Sargent             |
| Exit Devices          | Precision 2000 Series | Von Duprin 98/99    |
| Closers               | Stanley D-4550        | Sargent 351         |
| Push/Pull Plates      | Trimco                | Burns, Rockwood     |
| Protection Plates     | Trimco                | Burns, Rockwood     |
| Overhead Stops        | Rixson                | ABH, Glynn-Johnson  |
| Door Stops            | Trimco                | Burns, Rockwood     |
| Threshold & Gasketing | National Guard        | Reese, K.N. Crowder |

## 2.2 MATERIALS:

### A. Hinges: Shall be Five Knuckle Ball bearing hinges

1. Template screw hole locations
2. Bearings are to be fully hardened.
3. Bearing shell is to be consistent shape with barrel.
4. Minimum of 2 permanently lubricated non-detachable bearings on standard weight hinge and 4 permanently lubricated bearing on heavy weight hinges.
5. Equip with easily seated, non-rising pins.
6. Non Removable Pin screws shall be slotted stainless steel screws.
7. Hinges shall be full polished, front, back and barrel.
8. Hinge pin is to be fully plated.
9. Bearing assembly is to be installed after plating.
10. Sufficient size to allow 180-degree swing of door
11. Furnish five knuckles with flush ball bearings
12. Provide hinge type as listed in schedule.
13. Furnish 3 hinges per leaf to 7 foot 6 inch height. Add one for each additional 30 inches in height or fraction thereof.
14. Tested and approved by BHMA for all applicable ANSI Standards for type, size, function and finish
15. UL10C listed for Fire rated doors.

### B. Geared Continuous Hinges:

1. Tested and approved by BHMA for ANSI A156.26-1996 Grade 1
2. Anti-spinning through fastener
3. UL10C listed for 3 hour Fire rating
4. Non-handed
5. Lifetime warranty
6. Provide Fire Pins for 3-hour fire ratings
7. Sufficient size to permit door to swing 180 degrees

### C. Mortise Type Locks and Latches:

1. Tested and approved by BHMA for ANSI A156.13, Series 1000, Operational Grade 1, Extra-Heavy Duty, Security Grade 2 and be UL10C.

2. Furnish UL or recognized independent laboratory certified mechanical operational testing to 4 million cycles minimum.
3. Provide 9001-Quality Management and 14001-Environmental Management.
4. Fit ANSI A115.1 door preparation
5. Functions and design as indicated in the hardware groups
6. Solid, one-piece, 3/4-inch (19mm) throw, anti-friction latchbolt made of self-lubricating stainless steel
7. Deadbolt functions shall have 1 inch (25mm) throw bolt made of hardened stainless steel
8. Latchbolt and Deadbolt are to extend into the case a minimum of 3/8 inch (9.5mm) when fully extended
9. Auxiliary deadlatch to be made of one piece stainless steel, permanently lubricated
10. Provide sufficient curved strike lip to protect door trim
11. Lever handles must be of forged or cast brass, bronze or stainless steel construction and conform to ANSI A117.1. Levers that contain a hollow cavity are not acceptable
12. Lock shall have self-aligning, thru-bolted trim
13. Levers to operate a roller bearing spindle hub mechanism
14. Mortise cylinders of lock shall have a concealed internal setscrew for securing the cylinder to the lockset. The internal setscrew will be accessible only by removing the core, with the control key, from the cylinder body.
15. Spindle to be designed to prevent forced entry from attacking of lever
16. Provide locksets with 7-pin removable and interchangeable core cylinders
17. Each lever to have independent spring mechanism controlling it
18. Core face must be the same finish as the lockset.

D. Exit Devices with Weatherized True Architectural Finish 626W:

1. Exit devices to meet or exceed BHMA for ANSI 156.3, Grade 1.
2. Exit devices to be tested and certified by UL or by a recognized independent laboratory to meet or exceed the following :
  - A. Mechanical operational testing to 10 million cycles minimum with inspection confirming Grade 1 Loaded Forces have been maintained.
  - B. BHMA 156.3 – A156.18 Salt Spray Certified 600 Hours 3 X Standard.
  - C. MIL-STD-810G 509.6 Salt Fog Certified.
  - D. MIL-STD-810G 510.6 Sand & Dust Certified.
  - E. MIL-STD-810G 521.4 Icing/Freezing Rain Certified.
3. Exit devices chassis to be investment cast steel, zinc dichromate.
4. Exit devices to have stainless steel deadlocking 3/4" through latch bolt.
5. Exit devices to be equipped with sound dampening on touchbar.
6. Non-fire rated exit devices to have cylinder dogging.
7. Non-fire rated exit devices to have 1/4" minimum turn hex key dogging.
8. All Exterior components of the exit device including the Active case cover, Touch bar, device channel, slide channel fillers, Vertical rods, latch covers and device end cap, shall be constructed of a brass base metal then plated in a double dip two step process of satin nickel and chrome.
9. Exit device shall be available with options of WTS Weatherized touch bar switch and WALW Weatherized Exit alarm (hardwired)
10. Additional non-weatherized electrified options are compatible with the 626W. Non-weatherized options are not recommended for harsh environments.
11. Touchpad to be "T" style constructed.

12. Touchbar assembly on wide style exit devices to have a ¼" clearance to allow for vision frames.
13. All exposed exit device components to be of architectural metals and "true" architectural finishes.
14. Provide strikes as required by application.
15. Fire exit hardware to conform to UL10C and UBC 7-2. UL tested for Accident Hazard.
16. The strike is to be black powder coated finish.
17. Exit devices to have field reversible handing.
18. Provide heavy duty vandal resistant lever trim with heavy duty investment cast stainless steel components and extra strength shock absorbing overload springs. Lever shall not require resetting. Lever design to match locksets and latchsets.
19. Provide 9001-Quality Management and 14001-Environmental Management.
20. Vertical Latch Assemblies to have gravity operation, no springs.
21. Approved Manufacturers
  - a. The following manufacturers will be approved contingent on meeting or exceeding the above performance criteria:
    - 1) Precision with 626W finish, Manufactured by Precision Hardware, Div. of dormakaba USA

E. Door Closers shall:

1. Tested and approved by BHMA for ANSI 156.4, Grade 1
2. UL10C certified
3. Provide 9001-Quality Management and 14001-Environmental Management.
4. Closer shall have extra-duty arms and knuckles
5. Conform to ANSI 117.1
6. Maximum 2 7/16 inch case projection with non-ferrous cover
7. Separate adjusting valves for closing and latching speed, and backcheck
8. Provide adapter plates, shim spacers and blade stop spacers as required by frame and door conditions
9. Full rack and pinion type closer with 1½" minimum bore
10. Mount closers on non-public side of door, unless otherwise noted in specification
11. Closers shall be non-handed, non-sized and multi-sized.

F. Door Stops: Provide a dome floor or wall stop for every opening as listed in the hardware sets.

1. Wall stop and floor stop shall be wrought bronze, brass or stainless steel.
2. Provide fastener suitable for wall construction.
3. Coordinate reinforcement of walls where wall stop is specified.
4. Provide dome stops where wall stops are not practical. Provide spacers or carpet riser for floor conditions encountered

G. Over Head Stops: Provide a Surface mounted or concealed overhead when a floor or wall stop cannot be used or when listed in the hardware set.

1. Concealed overhead stops shall be heavy duty bronze or stainless steel.
2. Surface overhead stops shall be heavy duty bronze or stainless steel.

H. Push Plates: Provide with four beveled edges ANSI J301, .050 thickness, size as indicated in hardware set. Furnish oval-head countersunk screws to match finish.

- I. Pulls with plates: Provide with four beveled edges ANSI J301, .050 thickness Plates with ANSI J401 Pull as listed in hardware set. Provide proper fasteners for door construction.
- J. Kickplates: Provide with four beveled edges ANSI J102, 10 inches high by width less 2 inches on single doors and 1 inch on pairs of doors. Furnish oval-head countersunk screws to match finish.
- K. Mop plates: Provide with four beveled edges ANSI J103, 4 inches high by width less 1 inch on single doors and 1 inch on pairs of doors. Furnish oval-head countersunk screws to match finish.
- L. Seals: All seals shall be finished to match adjacent frame color. Seals shall be furnished as listed in schedule. Material shall be UL listed for labeled openings.
- M. Weatherstripping: Provide at head and jambs only those units where resilient or flexible seal strip is easily replaceable. Where bar-type weatherstrip is used with parallel arm mounted closers install weatherstrip first.
  - 1. Weatherstrip shall be resilient seal of Neoprene, Polyurethane, Vinyl, Pile, Nylon Brush, Silicone.
  - 2. UL10C Positive Pressure rated seal set when required.
- N. Door Bottoms/Sweeps: Surface mounted or concealed door bottom where listed in the hardware sets.
  - 1. Door seal shall be resilient seal of Neoprene, Polyurethane, Nylon Brush, Silicone.
  - 2. UL10C Positive Pressure rated seal set when required.
- O. Thresholds: Thresholds shall be aluminum beveled type with maximum height of ½" for conformance with ADA requirements. Furnish as specified and per details. Provide fasteners and screws suitable for floor conditions.
- P. Silencers: Furnish silencers on all interior frames, 3 for single doors, 2 for pairs. Omit where any type of seals occur.

## 2.3 FINISH:

- A. Designations used in Schedule of Finish Hardware - 3.05, and elsewhere to indicate hardware finishes are those listed in ANSI/BHMA A156.18 including coordination with traditional U.S. finishes shown by certain manufacturers for their products
- B. Powder coat door closers to match other hardware, unless otherwise noted.
- C. Aluminum items shall be finished to match predominant adjacent material. Seals to coordinate with frame color.

## 2.4 KEYS AND KEYING:

- A. Provide keyed brass construction cores and keys during the construction period. Construction control and operating keys and core shall not be part of the Owner's permanent keying system or



furnished in the same keyway (or key section) as the Owner's permanent keying system. Permanent cores and keys (prepared according to the accepted keying schedule) will be furnished to the Owner.

- B. Cylinders, removable and interchangeable core system: Best CORMAX™ Patented 7-pin.
- C. Permanent keys and cores: Stamped with the applicable key mark for identification. These visual key control marks or codes will not include the actual key cuts. Permanent keys will also be stamped "Do Not Duplicate."
- D. Transmit Grand Masterkeys, Masterkeys and other Security keys to Owner by Registered Mail, return receipt requested.
- E. Furnish keys in the following quantities:
  - 1. 1 each Grand Masterkeys
  - 2. 4 each Masterkeys
  - 3. 2 each Change keys each keyed core
  - 4. 15 each Construction masterkeys
  - 5. 1 each Control keys
- F. The Owner, or the Owner's agent, will install permanent cores and return the construction cores to the Hardware Supplier. Construction cores and keys remain the property of the Hardware Supplier.
- G. Keying Schedule: Arrange for a keying meeting, and programming meeting with Architect Owner and hardware supplier, and other involved parties to ensure locksets and locking hardware, are functionally correct and keying and programming complies with project requirements. Furnish 3 typed copies of keying and programming schedule to Architect.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Verification of conditions: Examine doors, frames, related items and conditions under which Work is to be performed and identify conditions detrimental to proper and or timely completion.
  - 1. Do not proceed until unsatisfactory conditions have been corrected.

#### 3.2 HARDWARE LOCATIONS:

- A. Mount hardware units at heights indicated in the following publications except as specifically indicated or required to comply with the governing regulations.
  - 1. Recommended Locations for Builder's Hardware for Standard Steel Doors and Frames, by the Door and Hardware Institute (DHI).
  - 2. Recommended locations for Architectural Hardware for flush wood doors (DHI).
  - 3. WDMA Industry Standard I.S.-1A-04, Industry Standard for Architectural wood flush doors.

3.3 INSTALLATION:

- A. Install each hardware item per manufacturer's instructions and recommendations. Do not install surface mounted items until finishes have been completed on the substrate. Set units level, plumb and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.
- B. Conform to local governing agency security ordinance.
- C. Install Conforming to ICC/ANSI A117.1 Accessible and Usable Building and Facilities.
  - 1. Adjust door closer sweep periods so that from the open position of 70 degrees, the door will take at least 3 seconds to move to a point 3 inches from the latch, measured to the landing side of the door.
- D. Installed hardware using the manufacturers fasteners provided. Drill and tap all screw holes located in metallic materials. Do not use "Riv-Nuts" or similar products.

3.4 FIELD QUALITY CONTROL AND FINAL ADJUSTMENT

- A. Contractor/Installers, Field Services: After installation is complete, contractor shall inspect the completed door openings on site to verify installation of hardware is complete and properly adjusted, in accordance with both the Contract Documents and final shop drawings.
  - 1. Check and adjust closers to ensure proper operation.
  - 2. Check latchset, lockset, and exit devices are properly installed and adjusted to ensure proper operation.
    - a. Verify levers are free from binding.
    - b. Ensure latchbolts and dead bolts are engaged into strike and hardware is functioning.
  - 3. Report findings, in writing, to architect indicating that all hardware is installed and functioning properly. Include recommendations outlining corrective actions for improperly functioning hardware if required.

3.5 SCHEDULE OF FINISH HARDWARE:

- A. Attached immediately following this Section.

END OF SECTION

SECTION 08 81 00 - GLASS AND GLAZINGError! Bookmark not defined.

PART 1 - PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Definitions: "Glass" includes prime glass, processed glass, and fabricated glass products. "Glazing" includes glass installation and materials use to install glass. Types of work in this section include glass and glazing for:
  - 1. Window units, not indicated as "pre-glazed."
  - 2. Window wall/store front construction.
  - 3. Entrances and other doors, not indicated as "pre-glazed".
  - 4. "Glass products" is hereby defined to include glazing plastics.

1.3 QUALITY ASSURANCE:

- A. Glass Manufacturer: One of the following for each type/color/pattern of glass:
  - 1. ASG Industries, Inc.
  - 2. C-E Glass Division
  - 3. Ford Glass Company
  - 4. Libbey-Owens-Ford Company
  - 5. PPG Industries, Inc.
- B. Prime Glass Standard: FS DD-G-451.
- C. Safety Glass Standard: CPSC 16 CFR 1201.

1.4 SPECIFIED PRODUCT WARRANTY:

- A. Warranty on Hermetic Seals: Provide insulating glass manufacturer's written warranty, agreeing to, within specified warranty period, furnish FOB project site, replacement units for insulating glass units which have defective hermetic seals (excluding that due to glass breakage); defined to include intrusion of moisture or dirt, internal condensation at temperatures above -20 degrees

F (-31 degrees C), deterioration of internal glass coatings, and other visual evidence of seal failure or performance failure; provided manufacturer's instructions for handling, installation, protection and maintenance have been adhered to during warranty period.

- B. Warranty period is ten years after seal date permanently imprinted on unit, but not less than nine years after date of substantial completion.

## PART 2 - PRODUCTS

### 2.1 GLASS PRODUCTS:

- A. Bronze Glass: PPG Solar Bronze Tinted 1/4" thick.

### 2.2 PROCESSED GLASS:

- A. Tempered Glass: Provide prime glass of color and type indicated, which has been heat treated to strengthen glass in bending to not less than 4.5 times annealed strength 1/4" thick.
  - 1. Tong Marks: Provide tempered glass produced by manufacturer's special process which eliminates tong marks.

### 2.3 FABRICATED GLASS UNITS:

- A. Laminated Safety Glass: Laminate two sheets of clear float glass with a 30-mil film of polyvinyl buteral by manufacturer's standard heat-plus-pressure process with dirt, air pockets and foreign substances excluded; 1/4" thick if not otherwise indicated.
- B. Insulating Glass: Provide two sheets of glass as follows, and 1/2" dry air with Class A sealant-type edge construction to maintain a hermetic seal fabricated to provide the following overall performance characteristics:
  - 1. Exterior Glass: P.P.G. Clear "Solar (Bronze) Gray Tinted" float glass, Quality q3, 1/4" thick.
  - 2. Edge Construction: Twin primary seals of polyisobutylene; tubular aluminum or galvanized steel spacer-bar frame with welded or soldered sealed corners, and filled with desiccant; glass and bar of polysulfide, silicone or hot-melt butyl elastomeric sealant (fabricator's option).

### 2.4 GLAZING SEALANTS AND COMPONENTS:

- A. General: Provide color of exposed sealant/compound indicated or if not otherwise indicated, as selected by Architect from manufacturer's standard colors, or black if no color is so selected. Comply with manufacturer's recommendations for selection of hardness depending upon the location of each application, conditions at time of installation, and performance requirements as indicated. Select materials and variations or modifications carefully for compatibility with surfaces contacted in the installation.

2.5 SEALANTS: See section 07920 - Joint Sealers.

2.6 GLAZING GASKETS:

- A. Molded Neoprene Glazing Gaskets: Molded or extruded neoprene gaskets of the profile and hardness required for water-tight construction; comply with ASTM D 2000 designation 2BC 415 to 3BC 620, black.

2.7 MISCELLANEOUS GLAZING MATERIALS:

- A. Cleaners, Primers and Sealers: Type recommended by sealant or gasket manufacturer.
- B. Setting Blocks: Neoprene or EPDM, 70-90 durometer hardness with proven compatibility with sealants used.
- C. Spacers: Neoprene or EPDM, 40-50 durometer hardness with proven compatibility with sealants used.
- D. Compressible Filler (Rod): Closed-cell or waterproof-jacketed rod stock of synthetic rubber or plastic foam, proven to be compatible with sealants used, flexible and resilient, with 5-10 psi compression strength for 25% deflection.

### PART 3 - EXECUTION

3.1 STANDARDS AND PERFORMANCE:

- A. Watertight and airtight installation of each glass product is required, except as otherwise shown. Each exterior installation must withstand normal temperature changes, 25-lb. wind loading, impact loading (for operating sash and doors), without failure including loss or breakage of glass, failure of sealants or gaskets to remain watertight and airtight, deterioration of glazing materials and other defects in the work.
- B. Protect glass from edge damage during handling and installation, and subsequent operation of glazed components of the work. During installation, discard units with significant edge damage or other imperfections.
- C. Install insulating glass units to comply with recommendations by Sealed Insulating Glass Manufacturers Association, except as otherwise specifically indicated or recommended by glass and sealant manufacturers.

3.2 PREPARATION FOR GLAZING:

- A. Clean glazing channel and other framing members to receive glass, immediately before glazing. Remove coatings which are not firmly bonded to substrate. Remove lacquer from metal surfaces where elastomeric sealants are used.

3.3 GLAZING:

- A. Install setting blocks of proper size in sill rabbet located 1/4th of glass width from each corner. Set blocks in thin course of heel-bead compound, if any.
- B. Gasket Glazing: Miter cut and bond ends together at corners where gaskets are used for channel glazing, so that gaskets will not pull away from corners and result in voids or leaks in glazing system.

3.4 CURE, PROTECTION AND CLEANING:

- A. Protect exterior glass from breakage immediately upon installation, by use of crossed streamers attached to framing and held away from glass. Do not apply markers to surfaces of glass. Remove non-permanent labels and clean surfaces. Cure sealants for high early strength and durability.
- B. Remove and replace glass which is broken, chipped, cracked, abraded or damaged in other ways during construction period, including natural causes, accidents and vandalism.
- C. Wash and polish glass on both faces not more than four days prior to date scheduled for inspections intended to establish date of substantial completion in each area of project. Comply with glass product manufacturer's recommendations for final cleaning.

END OF SECTION



## SECTION 09 21 16 – GYPSUM DRYWALL ASSEMBLIES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

#### 1.2 WORK INCLUDED

- A. Gypsum drywall applied to wood framing & furring support system.
- B. Drywall finishing (joint tape and compound treatment).

#### 1.3 QUALITY ASSURANCE

- A. Fire-Resistance Rating: Where gypsum drywall systems with fire resistance ratings are indicated, provide materials and installations which are identical with those of applicable assemblies tested per ASTM E 119 by fire testing laboratories acceptable to authorities having jurisdiction.
- B. Provide fire resistance rated assemblies identical to those indicated by reference to GA File No's. in GA "Fire Resistance Design Manual" or to design designations in UL "Fire Resistance Directory" or in listing of other testing and agencies acceptable to authorities having jurisdiction.
- C. Gypsum Board Terminology Standard: GA 505 by Gypsum Association.
- D. Single-Source Responsibility: Obtain gypsum board products from a single manufacturer, or from manufacturers recommended by the prime manufacturer of gypsum boards.

#### 1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's product specifications and installation instructions for each gypsum drywall component, including other data as may be required to show compliance with these specifications.

#### 1.5 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials in original packages, containers or bundles bearing brand name and identification of manufacturer or supplier.

- B. Store materials inside under cover and in manner to keep them dry, protected from weather, direct sunlight, surface contamination, corrosion and damage from construction traffic and other causes. Neatly stack gypsum boards flat to prevent sagging.
- C. Handle gypsum boards to prevent damage to edges, ends or surfaces. Protect metal corner beads and trim from being bent or damaged.

## 1.6 PROJECT CONDITIONS

- A. Environmental Requirements, General: Comply with requirements of referenced gypsum board application standards and recommendations of gypsum board manufacturer, for environmental conditions before, during and after application of gypsum board.
- B. Cold Weather Protection: When ambient outdoor temperatures are below 55 deg F (13 deg C) maintain continuous, uniform, comfortable building working temperatures of not less than 55 deg F (13 deg C) for a minimum period of 48 hours prior to, during and following application of gypsum board and joint treatment materials or bonding adhesives.
- C. Ventilation: Ventilate building spaces as required to remove water in excess of that required for drying of joint treatment material immediately after its application. Avoid drafts during dry, hot weather to prevent too rapid drying.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include, but are not limited to, the following:
- B. Gypsum Boards and Related Products
  1. American Gypsum Co.
  2. Flintkote Products,
  3. Genstar Building Materials Co.
  4. Georgia Pacific Corp.
  5. National Gypsum Co./Gold Bond Building Products Div.,
  6. United States Gypsum Co.

### 2.2 GYPSUM BOARD

- A. Gypsum Wallboard ASTM C 36, of types, edge configuration and thickness indicated below in maximum lengths available to minimize end to end butt joints.
  1. Type: Type X throughout unless otherwise noted.
  2. Edges: Tapered and featured (rounded or beveled) for prefilling.
  3. Thickness: 5/8", unless otherwise indicated.

- B. Water-Resistant: ASTM C 630, with tapered edges and of type and thickness indicated below in maximum lengths available to minimize end to end butt joints.
  - 1. Type: Type X.
  - 2. Thickness: 5/8", unless otherwise indicated.
  - 3. Location: Where ceramic tile is specified on walls and where referenced as W.R. on drawings.

## 2.3 TRIM ACCESSORIES

- A. General: Provide manufacturer's standard trim accessories of types indicated for drywall work, formed of galvanized steel unless otherwise indicated, with either knurled and perforated or expanded flanges for nailing or stapling, and beaded for concealment of flanges in joint compound. Provide corner beads, L type edge trim beads, U type edge trim beads, special L kerf type edge trim beads, and one-piece control joint beads.

## 2.4 JOINT TREATMENT MATERIALS

- A. General: ASTM C 475; type recommended by the manufacturer for the application indicated, except as otherwise indicated. Include molding at locations where gypsum board abuts dissimilar materials.
- B. Exterior Joint Compound: Special chemical hardening type for exterior application.
- C. Joint Tape: Paper reinforcing tape.
- D. Joint Compound: Ready mixed vinyl type for interior use.
- E. Grade: Two separate grades; one specifically for bedding tapes and filling depressions and one for topping and sanding.
- F. Water-Resistant Joint Compound: Special water resistant type for treatment of joints, fastener heads and cut edges of water resistant backing board.
- G. Product: Subject to compliance with requirements, provide Sheetrock Brand W/R Compound; United States Gypsum Co.

## 2.5 MISCELLANEOUS MATERIALS

- A. General: Provide auxiliary materials for gypsum drywall work of the type and grade recommended by the manufacturer of the gypsum board.
- B. Laminating Adhesive: Special adhesive or joint compound specifically recommended for laminating gypsum boards.
- C. Gypsum Board Screws: Comply with ASTM C 646.

- D. Gypsum Board Nails: Comply with ASTM C 514.

### PART 3 - EXECUTION

- 3.1 GENERAL: Metal Support Installation Standard: Comply with ASTM C 754. Ultra Steel Fire Rated Partitions to be installed in accordance with UL V450 or UL V438 or UL U419.

1. Do not bridge building expansion joints with support system, frame both sides of joints with furring and other support as indicated.

### 3.2 WALL/PARTITION SUPPORT SYSTEMS

- A. Install supplementary framing, blocking and bracing at terminations in the work and for support of fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, and similar work to comply with details indicated or if not otherwise indicated, to comply with applicable published recommendations of gypsum board manufacturer, or if not available, of "Gypsum Construction Handbook" published by United States Gypsum Co.
- B. Extend partition stud system through ceilings and elsewhere as indicated to the structural support or substrate above the ceiling.
- C. Frame door openings to comply with details indicated or if not otherwise indicated, to comply with applicable published recommendations of gypsum board manufacturer, or if not available, of "Gypsum Construction Handbook" published by United States Gypsum Co. Attach vertical studs at jambs with screws either directly to frames or to jambs anchor clips on door frames. Install runner track section at head and secure to jamb studs.
- D. Extend vertical jamb studs through ceilings and attach to underside of floor or roof structure above, unless otherwise indicated.
- E. Frame openings other than door openings in same manner as required for door openings. Install framing below sills of openings to match framing required above door heads.
- F. Erect fiberglass batt insulation vertically between studs and hold in place until gypsum board is installed.

### 3.3 GYPSUM BOARD APPLICATION AND FINISHING STANDARDS

- A. ASTM C 840 and GA 216
- B. Locate exposed end butt joints as far from center of walls and ceilings as possible, and stagger not less than 1'-4" in alternate courses of board.
- C. Install ceiling boards in the direction and manner which will minimize the number of end butt joints, and which will avoid end joints in the central area of each ceiling. Stagger end joints at least 1'0", screws at 12" o.c.
- D. Install wall/partition boards vertically to avoid end butt joints wherever possible.

- E. Install exposed gypsum board with face side out. Do not install imperfect, damaged or damp boards. Butt boards together for a light contact at edges and ends with not more than 1/16" open space between boards. Do not force into place.
- F. Locate edge joints over supports or where intermediate supports or gypsum board back blocking is provided behind end joints. Position boards so that like edges abut, tapered edges against tapered edges and mill cut or field cut ends against mill cut or field cut ends. Do not place tapered edges against cut edges or ends. Stagger vertical joints over different studs on opposite sides of partitions.
- G. Attach gypsum board to supplementary framing and blocking provided for additional support at openings and cutouts.
- H. Form control joints and expansion joints with space between edges of boards, prepared to receive trim accessories.
- I. Space fasteners in gypsum boards in accordance with referenced standards and manufacturer's recommendations, except as otherwise indicated.
- J. Cover both faces of steel stud partition framing with gypsum board in concealed spaces (above ceiling, etc.), where partitions are to extend to deck above.

#### 3.4 CEILINGS:

- A. Locate exposed end-butt joints as far from center of walls and ceilings as possible, and stagger not less than 1'0" in alternate courses of board.
- B. Install ceiling boards in the direction and manner which will minimize the number of end-butt joints, and which will avoid end joints in the central area of each ceiling. Stagger end joints at least 1'0", screws at 12" o.c.
- C. Install exposed gypsum board with face side out. Do not install imperfect, damaged or damp boards. Butt boards together for a light contact at edges and ends with not more than 1/16" open space between boards. Do not force into place.
- D. Locate edge joints over supports or where intermediate supports or gypsum board back-blocking is provided behind end joints. Position boards so that like edges abut, tapered edges against tapered edges and mill-cut or field-cut ends against mill-cut or field-cut ends. Do not place tapered edges against cut edges or ends.
- E. Attach gypsum board to supplementary framing and blocking provided for additional support at openings and cutouts.
- F. Form control joints and expansion joints with space between edges of boards, prepared to receive trim accessories.
- G. Space fasteners in gypsum boards in accordance with referenced standards and manufacturer's recommendations, except as otherwise indicated.

### 3.5 METHODS OF GYPSUM DRYWALL APPLICATION

- A. On partitions/walls apply gypsum board vertically (parallel), unless otherwise indicated, and provide sheet lengths which will minimize end joints.
- B. Single-Layer Application:
  - 1. Install gypsum wallboard:
    - a. On ceiling apply gypsum board prior to wall/partition board application to the greatest extent possible.
    - b. On partitions/walls apply gypsum board vertically (parallel), unless otherwise indicated, and provide sheet lengths which will minimize end joints.
- C. Single-Layer Fastening Methods:
  - 1. Apply gypsum boards to supports as follows: Fasten at 16" o.c., in field and 16" o.c. on edges.
- D. Direct-Bonding to Substrate: Where gypsum board is indicated to be directly adhered to a substrate (other than studs, joists, furring members or base layer of gypsum board), comply with gypsum board manufacturer's recommendations and temporarily brace or fasten gypsum board until fastening adhesive has set.

### 3.6 INSTALLATION OF DRYWALL TRIM ACCESSORIES

- A. Use screws to anchor trim accessory flanges trim to the studs.
- B. Install metal corner beads at external corners of drywall work.
- C. Attach corner beads at 16" o.c. with screws on both legs.
- D. Install metal edge trim whenever edge of gypsum board would otherwise be exposed or semi exposed. Provide type with face flange to receive joint compound. Install L type trim where work is tightly abutted to other work. Install U type trim where edge is exposed, revealed, gasketed, or sealant filled (including expansion joints).

### 3.7 FINISHING OF DRYWALL

- A. General: Apply treatment at all gypsum board joints (both directions), flanges of trim accessories, penetrations, fasteners heads, surface defects and elsewhere as required to prepare work for decoration whether decoration is specified or not. Prefill open joints and rounded or beveled edges, if any, using type of compound recommended by manufacturer.
- B. Apply joint tape at joints between gypsum boards, except where trim accessories are indicated.
- C. Apply joint compound in three coats (not including prefill of openings in base) and sand between last two coats and after last coat.



- D. Water-Resistant Gypsum Board Base: Treat joints and fasteners to comply with directions of water resistant joint compound manufacturer.
- E. In areas to be tiled, treat fastener heads with water resistant joint compound. Fill tapered edges in gypsum panels with water resistant joint compound, embed joint tape firmly and wipe off excess compound; follow immediately with a second coat of water resistant joint compound over taping coat, being careful not to crown the joint. Fold and embed tape in all interior angles to form true angles.
- F. In areas not to be tiled, treat fastener heads and embed tape as indicated above using water resistant joint compound but finish with two coats of joint compound used for regular gypsum board work.
- G. Partial Finishing: Omit third coat (if specified) and sanding on concealed drywall work which is indicated for drywall finishing or which requires finishing to achieve fire resistance rating, sound rating or to act as smoke barrier.
- H. Refer to sections on painting, coatings and wall coverings in Division 9 for decorative finishes to be applied to drywall work.

### 3.8 PROTECTION OF WORK

- A. Provide final protection and maintain conditions, in a manner suitable to Installer, which ensures gypsum drywall work being without damage or deterioration at time of substantial completion.

END OF SECTION

SECTION 09 30 13 - CERAMIC TILE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.
- B. Section 09 30 50 – Tile Setting Materials and Accessories

1.2 DESCRIPTION OF WORK:

- A. Definition: Tile includes ceramic surfacing units made from clay or other ceramic materials.
- B. Extent of tile work is indicated on drawings and schedules.
- C. Types of tile work in this section include the following:
  - 1. Porcelain Tile Floor & Base

1.3 QUALITY ASSURANCE:

- A. Source of Materials: Provide materials obtained from one source for each type and color of tile, grout, and setting materials.

1.4 SUBMITTALS:

- A. Product Data: Submit manufacturer's technical information and installation instructions for materials required, except bulk materials.
- B. Samples for Initial Selection Purposes: Submit manufacturer's color charts consisting of actual tiles or sections of tile showing full range of colors, textures and patterns available for each type of tile indicated, include samples of grout and accessories involving color selection.

1.5 PRODUCT HANDLING:

- A. Deliver and store packaged materials in original containers with seals unbroken and labels intact until time of use. Prevent damage or contamination to materials by water, freezing, foreign matter or other causes.

1.6 CERTIFICATION:

- A. Furnish "Master" grade certificate.

1.7 PROJECT CONDITIONS:

- A. Maintain environmental conditions and protect work during and after installation to comply with referenced standards and manufacturer's printed recommendations.
- B. Vent temporary heaters to exterior to prevent damage to tile work from carbon dioxide buildup.
- C. Maintain temperatures at not less than 50 deg. F (10 deg. C) in tiled areas during installation and for seven days after completion, unless higher temperatures required by referenced installation standard or manufacturer's instructions.

PART 2 - PRODUCTS

2.1 ACCEPTABLE MANUFACTURERS:

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include, but are not limited to, the following:
  - 1. Floor Tile:
    - a. Crossville – Color Blox
    - b. Or approved equal.
  - 2. Commercial Portland Cement Grout: Laticrete Perma Color

2.2 FLOOR SETTING MATERIAL

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include, but are not limited to, the following:
  - 1. Laticrete

2.3 FLOOR TILE CLEANERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include, but are not limited to, the following:
  - 1. Hillyard Chemical Co.
  - 2. L & M Surco Mfg. Co., Inc.

2.4 PRODUCTS, GENERAL:

- A. ANSI Standard for Ceramic Tile: Comply with ANSI A137.1 "American National Standard Specifications for Ceramic Tile" for types and grades for tile indicated.
- B. ANSI Standard for Tile Installation Materials: Comply with ANSI standard referenced with products and materials indicated for setting and grounding.

- C. Furnish tile complying with “Standard Grade” requirements unless otherwise indicated.
- D. Colors, Textures and Patterns: For tile and other products requiring selection of colors, surface textures or other appearance characteristics, provide products as selected by Architect from manufacturer’s standards.
  - 1. Provide tile trim and accessories which match color and finish of adjoining flat tile.
- E. Mounting: Where factory-mounted tile is required provide back or edge-mounted tile assemblies as standard with manufacturer unless another mounting method is indicated.
  - 1. Where tile is indicated for installation on exteriors or in wet areas, do not use back-or edge-mounted tile assemblies unless tile manufacturer specified that this type of mounting is suitable for these kinds of use and has been successfully used on other projects.

## 2.5 TILE PRODUCTS:

- A. “CT” indicates Porcelain Stone Mosaic Tile: Provide factory-mounted flat tile complying with the following requirements:
  - 1. Type: Crossville
  - 2. Series: Color Blox Mosaics.
  - 3. Nominal Facial Dimensions: 12” x 12” field tiles. Accent tile sizes vary.
  - 4. Nominal Thickness: 1/4”.
  - 5. Face: Unpolished.
  - 6. Colors: Any color group
- B. Field Tiles: Architect shall select one “field” tile color selection for each room from manufacturers full range of available options. Field tiles shall be used throughout the room except where accent tiles are indicated.
- C. Accent tiles: Architect shall select up to two “accent” tiles of varying color and size per room to be used as an accent pattern, border, or color variation to the main field tile. Coordinate with Architect for floor pattern as required.
- D. Trim Units: Provide tile trim units to match characteristics of adjoining flat tile and to comply with following requirements:
  - 1. Size: As indicated, coordinated with sizes and coursing of adjoining flat tile, where applicable.
  - 2. Shapes: Selected from manufacturer's standard shapes.

## 2.6 SETTING MATERIALS:

- A. Provide setting and grouting materials to comply with ANSI Requirements listed for the TCNA Number as follows:
  - 1. Waterproof Thinset Floor Installation: TCNA F122
    - a. Bond Coat: Thinset Portland Cement Mortar - Laticrete #254 Platinum

- b. Waterproof Membrane – Hydro Ban
- c. Grout: Portland Cement Grout, Laticrete PermaColor, Group 1, 2, 3.

2.7 MISCELLANEOUS MATERIALS:

- A. Tile Cleaner: Stone Tech Stone and Tile Cleaner

PART 3 - EXECUTION

3.1 INSPECTION:

- A. Examine surfaces to receive tile work and conditions under which tile will be installed. Do not proceed with tile work until surfaces and conditions comply with requirements indicated in reference tile installation standard.

3.2 INSTALLATION, GENERAL:

- A. TCNA Installation Guidelines: (Tile Council of North America) TCNA "2014 Handbook for Ceramic, Glass and Stone Tile Installation"; comply with TCNA installation methods indicated or, if not otherwise indicated, as applicable to installation conditions shown.
- B. Extend tile work into recesses and under or behind equipment and fixtures, to form a complete covering without interruptions, except as otherwise shown. Terminate work neatly at obstructions, edges and corners without disrupting pattern or joint alignments.
- C. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces.
- D. Carefully grind cut edges of tile abutting trim, finish or Built-In items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures and other penetrations so that plates, collars, or covers overlap tile.
- E. Jointing Pattern: Unless otherwise shown, lay tile in grid pattern. Align joints when adjoining tiles on floor, base, walls and trim are same size. Layout tile work and center tile fields in both directions in each space or on each wall area. Adjust to minimize tile cutting. Provide uniform joint widths, unless otherwise shown.
  - 1. Lay out tile wainscots to next full tile beyond dimensions indicated.
- F. Grout tile to comply with referenced installation standards, using grout materials indicated.
- G. Control Joints: Provide control joints in tile work as recommended by the TCNA Essentials EJ171-01. Coordinate location of joints with architect. Caulk joint with silicone sealant and backer rod as recommended by manufacturer.

3.3 TILE INSTALLATION METHODS:

- A. Install tile to comply with requirements TCNA installation methods related to TCNA Numbers listed previously under SETTING MATERIALS.
- B. Threshold: Install Schluter Anodized Aluminum AETK or AEU at locations indicated or where exposed edge of tile flooring meets carpet, wood, or other flooring.

3.4 CLEANING AND PROTECTION:

- A. Cleaning: Upon completion of placement and grouting, clean all ceramic tile surfaces so they are free of foreign matter.
  - 1. Unglazed tile may be cleaned with acid solutions only when permitted by tile and grout manufacturer's printed instructions, but not sooner than fourteen days after installation. Protect metal surfaces, cast iron and vitreous plumbing fixtures from effects of acid cleaning. Flush surface with clean water before and after cleaning.
- B. Finished Tile Work: Leave finished installation clean and free of cracked, chipped, broken, unbonded, or otherwise defective tile work.
- C. Protection: When recommended by tile manufacturer, apply a protective coat of neutral protective cleaner to completed tile walls and floors. Protect installed tile work with Kraft paper or other heavy covering during construction period to prevent staining damage and wear.
  - 1. Prohibit foot and wheel traffic from using tiled floors for at least seven days after grouting is completed.
  - 2. Before final inspection, remove protective coverings and rinse neutral cleaner from tile surfaces.

END OF SECTION



SECTION 09 51 23- ACOUSTICAL CEILINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of each type of acoustical ceiling is shown and scheduled on drawings. Types of acoustical ceilings specified in this section include the following: Acoustical panel ceilings, exposed suspension.

1.3 QUALITY ASSURANCE:

- A. Installer: Firm with not less than three years of successful experience in installation of acoustical ceilings similar to requirements for this project and which is acceptable to manufacturer of acoustical units as shown by current written statement from manufacturer.
- B. Fire Performance Characteristics: Provide acoustical ceiling components that are identical to those tested for the following fire performance characteristics according to ASTM test method indicated by UL or other testing and inspecting agency acceptable to authorities having jurisdiction. Identify acoustical ceiling components with appropriate marking of applicable testing and inspecting agency.
  - 1. Surface Burning Characteristics: As follows, tested per ASTM E 84.
  - 2. Flame Spread: 25 or less.
  - 3. Smoke Developed: 50 or less.
- C. Coordination of Work: Coordinate layout and installation of acoustical ceiling units and suspension system components with other work supported by or penetrating through, ceilings, including light fixtures, HVAC equipment.

1.4 SUBMITTALS:

- A. Product Data: Manufacturer's product specifications and installation instructions for each acoustical ceiling material required and for each suspension system including certified laboratory test reports and other data as required to show compliance with these specifications.
- B. Samples: Set of 6" x 4" square samples for each acoustical unit required showing full range of exposed color and texture to be expected in completed work and one set of 12" long samples of each exposed runner and molding.

1.5 DELIVERY, STORAGE AND HANDLING:

- A. Deliver acoustical ceiling units to project site in original, unopened packages and store them in a fully enclosed space where they will be protected against damage from moisture, direct sunlight, surface contamination or other causes.
- B. Before installing acoustical ceiling units, permit them to reach room temperature and a stabilized moisture content.
- C. Handle acoustical ceiling units carefully to avoid chipping edges or damaging units in any way.

1.6 JOB CONDITIONS:

- A. Space Enclosure: Do not install interior acoustical ceilings until space enclosed and weatherproof, and until wet-work in space completed and nominally dry, and until work above ceilings completed, and until ambient conditions of temperature and humidity will be continuously maintained at values near those indicated for final occupancy.

PART 2 - PRODUCTS

2.1 ACOUSTICAL CEILING UNITS, GENERAL:

- A. Standard for Acoustical Ceiling Units: Provide manufacturer's standard units of configuration indicated which are prepared for mounting method designated and which comply with FS SS-S-118 requirements including those indicated by reference to type, form, pattern, grade (NRC or NIC' as applicable), light reflectance coefficient (LR), edge detail, and joint detail (if any).
- B. Colors, Textures, and Patterns: Provide products as selected by Architect from manufacturer's standard colors, surface textures, and patterns available for acoustical ceiling units and exposed metal suspension system members of quality designated.

2.2 ACOUSTICAL PANELS:

- A. Non-Fire Rated Mineral Composition with Standard Washable Painted Finish:
  - 1. Armstrong Fine Fissured #1728: Square edge, white, 24" x 24" x 5/8".
  - 2. Available Products: Subject to compliance with requirements, products which may be incorporated in the work are limited to the following manufacturers:
    - a. Armstrong World Industries, Inc.
    - b. United States Gypsum Co.
    - c. Celotex

## 2.3 METAL SUSPENSION SYSTEMS, GENERAL:

- A. Standard for Metal Suspension Systems: Provide metal suspension systems of type, structural classification and finish indicated which comply with applicable ASTM C 635 requirements.
- B. Finishes and Colors: Provide manufacturer's standard finish for type of system indicated, unless otherwise required. For exposed suspension members and accessories with painted finish, white.
- C. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table I, Direct Hung.
- D. Concrete Inserts: Inserts formed from hot-dipped galvanized sheet steel and designed for attachment to concrete forms and for embedment in concrete with holes or loops for attachment at hanger wires.
- E. Hanger Wire: Galvanized carbon steel wire, ASTM A 641, soft temper, prestretched, Class 1 coating, sized so that stress at three times hanger design load (ASTM C 635, Table I, Direct Hung), will be less than yield stress of wire, but provide not less than 12 gauge.
- F. Edge Moldings and Trim: Metal manufacturer's standard molding for edges and penetrations of ceiling which fits with type of edge detail and suspension system indicated.
- G. Edge Molding Trim: Metal or extruded plastic provide manufacturer's standard molding for edges, external corners and penetrations of ceiling which fits with type of edge detail and suspension system specified herein.

## PART 3 - EXECUTION

### 3.1 PREPARATION:

- A. Measure each ceiling area and establish layout of acoustical units to balance border widths at opposite edges of each ceiling. Avoid use of less-than-half width units at borders, and comply with reflected ceiling plans wherever possible.

### 3.2 INSTALLATION:

- A. General: Install materials in accordance with manufacturer's printed instructions, and to comply with governing regulations, fire resistance rating requirements as indicated, and industry standards applicable to work.
- B. Install suspension systems to comply with ASTM C 636 with hangers supported only from building structural members. Locate hangers near each end and spaced 4'-0" along each carrying channel or direct-hung runner, unless otherwise indicated, leveling to tolerance of 1/8" in 12'0".

Provide hanger at each corner of lay-in light fixtures when light fixtures exceed normal design weight.

- C. Secure wire hangers by looping and wire-tying, either directly to structures or to inserts, eye-screws, or other devices which are secure and appropriate for substrate, and which will not deteriorate or fail with age or elevated temperatures.
- D. Install hangers plumb and free from contact with insulation or other objects within ceiling plenum which are not part of supporting structural or ceiling suspension system. Splay hangers only where required to miss obstructions and offset resulting horizontal force by bracing, countersplaying or other equally effective means.
- E. Install edge moldings at perimeter of acoustical ceiling area and at locations where necessary to conceal edges of acoustical units.
- F. Screw-attach moldings to substrate at intervals not over 16" o.c. and not more than 3" from ends, leveling with ceiling suspension system to tolerance of 1/8" in 12'-0". Miter corners accurately and connect securely.
- G. Install acoustical panels in coordination with suspension system, with edges concealed by support of suspension members. Scribe and cut panels to fit accurately at borders and at penetrations.

### 3.3 ADJUST AND CLEAN:

- A. Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members; comply with manufacturer's instructions for cleaning and touch-up of minor finish damage. Remove and replace work which cannot be successfully cleaned and repair to permanently eliminate evidence of damage.

### 3.4 EXTRA STOCK:

- A. Deliver stock of maintenance material to Owner. Furnish maintenance material matching products installed, packaged with protective covering for storage and identified with appropriate labels.
- B. Acoustical Ceiling Units: Furnish quantity of full size units equal to 2.0% of amount installed.

END OF SECTION

SECTION 09 65 00 - RESILIENT FLOORING AND BASE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of resilient flooring and accessories is shown on drawings and in schedules.

1.3 QUALITY ASSURANCE:

- A. Manufacturer: Provide each type of resilient flooring and accessories as produced by a single manufacturer, including recommended primers, adhesives and sealants and leveling compounds.
- B. Fire Test Performance: Unless otherwise indicated, provide resilient flooring having the following classifications or properties when tested in accordance with the standard fire tests referenced below:
  - 1. Flame Spread: Not more than 75 as per ASTM E 84.
  - 2. Smoke Developed: Not more than 450 as per ASTM E 84.
  - 3. Smoke Density: Not more than 450 as per NFPA 258.

1.4 SUBMITTALS:

- A. Product Data: Submit two copies of manufacturer's technical data and installation instructions for each type of resilient flooring and accessory.
- B. Samples: Submit, for verification purposes, samples of each type, color, and pattern of resilient flooring, including accessories, required, indicating full range of color and pattern variation. Provide full-size tile units, 6" x 9" samples of sheet flooring and 2-1/2" long sections of resilient flooring accessories.
  - 1. For initial selection of colors and patterns submit, prior to above, samples in form of actual sections of resilient flooring including accessories showing full range of colors and patterns available for each type of resilient flooring required.
- C. Certification for Fire Test Performance: Submit manufacturer's certification that resilient flooring furnished for areas indicated complies with required fire test performance and has been tested and meets indicated requirements.

- D. Maintenance Instructions: Submit two copies of manufacturer's recommended maintenance practices for each type of resilient flooring and accessory required.
- E. Replacement Material: After completion of work, deliver to project site replacement materials from same manufactured lot as materials installed, and as follows:
  - 1. Tile flooring, not less than one box for each fifty boxes or fraction thereof, for each type, size, and color installed.
  - 2. Sheet flooring, not less than one linear yards for each type, pattern, and color installed.

1.5 JOB CONDITIONS:

- A. Maintain minimum temperature of 65 degrees F (18 degrees C) in spaces to receive resilient flooring for at least 40 hours prior to installation, during installation, and for not less than 48 hours after installation. Store resilient flooring materials in spaces where they will be installed for at least 48 hours before beginning installation. Subsequently, maintain minimum temperature of 55 degrees F (13 degrees C) in areas where work is completed.
- B. Install resilient flooring and accessories after other finishing operations, including painting, have been completed. Do not install resilient flooring over concrete slabs until the latter have been cured and are sufficiently dry to achieve bond with adhesive as determined by manufacturer's recommended bond and moisture test.
- C. Moisture Test - Concrete Floor:
  - 1. Moisture emissions from concrete substrates at any grade shall not exceed 3.0 pounds per 1000 square feet per 24 hours. An anhydrous calcium chloride 72 hour test unit used properly and weighed within one hour of test will accurately determine the rate of emissions (in pounds per 1000 sq. ft.). Shot-blasted or scarified concrete will yield the most accurate results. When used properly a Delmhorst Moisture Detector (model // BD-8 // DP // with type 2-F 5/16" electrodes) will detect the presence of moisture. A 3% solution of phenolphthalein in alcohol on opened concrete will detect vapor emissions.

PART 2 - PRODUCTS

2.1 ACCEPTABLE MANUFACTURERS:

- A. Manufacturer: Subject to compliance with requirements, provide products as listed.
- B. Other manufactures will be considered upon submittal of written data and specifications showing compliance with the quality, serviceability and warranty of the product specified.
  - 1. Luxury Vinyl Tile (LVT):
    - a. Contractor shall anticipate a multiple of 4 colors used with a maximum of 2 colors in a simple block panel in any room.
      - 1) Mannington – Color Anchor LVT



C. General:

1. Colors and Patterns (LVT): As selected by Architect from manufacturer's standards.

D. Luxury Vinyl Tile (LVT)

1. 18" x 18" tile unless otherwise indicated, and as follows:
2. Composition – .020 inch mil wear layer, over all thickness - .100 inch
3. Warranty – 10 year commercial warranty.

E. Wall Base: Provide rubber wall base complying with FS SS-W-40, Type II, with factory formed outside corners as follows:

1. Johnsonite - DC Series, Rubber - Color Match System
2. Height: 4" (Unless otherwise noted)
3. Thickness: 1/8" gauge.
4. Style: Standard top-set cove.
5. Finish: Matte.

F. Adhesives (LVT):

1. Waterproof, stabilized type as recommended by flooring manufacturer to suit material and substrate conditions.
2. Clear thin spread.

G. Adhesive (Wall Base):

1. Line White Latex - Type recommended by manufacturer
2. Corner - Construction adhesive or contact adhesive.

H. Concrete Slab Primer: Non-staining type as recommended by flooring manufacturer.

I. Leveling Compound: Latex type as recommended by flooring manufacturer.

PART 3 - EXECUTION

3.1 PREPARATION: NEW CONSTRUCTION

- A. Broom clean or vacuum surfaces to be covered, and inspect subfloor. Start of flooring installation indicates acceptance of subfloor conditions and full responsibility for completed work.

1. Use leveling compound as recommended by flooring manufacturer for filling small cracks and depressions in subfloors.
2. Perform bond and moisture tests on concrete slabs to determine that concrete surfaces are sufficiently cured and ready to receive flooring.
3. Apply concrete slab primer, if recommended by flooring manufacturer, prior to application of adhesive. Apply in compliance with manufacturer's directions.

### 3.2 EXECUTION:

- A. Install flooring using method indicated in strict compliance with manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings.
- B. Maintain reference markers, holes, or openings that are in place or plainly marked for future cutting by repeating on finish flooring as marked on subfloor. Use chalk or other non-permanent marking device.
- C. Install flooring on covers for telephone and electrical ducts, and other such items as occur within finished floor areas. Maintain overall continuity of color and pattern with pieces of flooring installed on these covers. Tightly cement edges to perimeter of floor around covers and to covers.
- D. Tightly cement flooring to subbase without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll flooring at perimeter of each covered area to assure adhesion.

### 3.3 TILE FLOORS:

- A. Lay tile from center marks established with principal walls, discounting minor offsets, so that tile at opposite edges of room are of equal width. Adjust as necessary to avoid use of cut widths less than one-half tile at room perimeters. Lay tile square to room axis, unless otherwise shown.
- B. Match tiles for color and patterns by using tile from cartons in same sequence as manufactured and packages. Cut tile neatly around all fixtures. Broken, cracked, chipped, or deformed tiles are not acceptable.
- C. Lay tile in "checkerboard" fashion with grain reversed in adjacent tiles.
- D. Adhere tile flooring to substrates using full spread of adhesive applied in compliance with flooring manufacturer's directions.

### 3.4 WALLBASE:

- A. Apply wall base to walls, columns, pilaster, casework and other permanent fixtures in rooms or areas where base is required. Install base in continuous lengths with no 4' lengths, with preformed corner units, or fabricated from base materials with mitered or coped inside corners.

Tightly bond base to substrate throughout length of each piece, with continuous contact at horizontal and vertical surfaces.

- B. On masonry surfaces, or other similar irregular surfaces, fill voids along top edge of resilient wall base with manufacturer's recommended adhesive filler material.
- C. Transition Strips:
  - 1. Place resilient strips tightly butted to flooring and secure with adhesive. Install edging strips at edges of flooring which would otherwise be exposed. Anchor into floor if necessary.

### 3.5 CLEANING AND PROTECTION:

- A. Remove any excess adhesive or other surface blemishes, using neutral type cleaners as recommended by flooring manufacturer. Protect installed flooring with corrugated heavy Kraft paper or other covering.
- B. Finishing: After completion of project and just prior to final inspection of work, thoroughly clean floors and accessories.
  - 1. Clean and buff in compliance with flooring manufacturer's instructions.

END OF SECTION

SECTION 09 90 00 - PAINTING

PART 1 - PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to the work specified in this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of painting work is shown on drawings and schedules, and as herein specified.
- B. The work includes the painting or finishing of materials at both the interior and exterior of the building.
- C. Examine other sections of these specifications, as well as the mechanical and electrical specifications for the various other trades, and become familiar with all their provisions regarding painting. All surfaces that are left unpainted by the requirements of other sections or other specifications shall be painted or finished as a part of this section.
- D. "Paint" as used herein means all coating systems materials, including primers, emulsions, enamels, stains, sealers and fillers, and other applied materials whether used as prime, intermediate or finish coats.
- E. Paint exposed surfaces whether or not colors are designated in "schedules", except where natural finish of material is specifically noted as a surface not to be painted. Where items or surfaces are not specifically mentioned, paint same as adjacent similar materials or areas. If color or finish is not designated, Architect will select these from standard colors available for materials systems specified.
- F. Following categories of work are not included as part of field-applied finish work, or are included in other sections of these specifications:
  - 1. Shop Priming: Unless otherwise specified, shop priming of ferrous metal items is included under various sections for structural steel, miscellaneous metal, hollow metal work, and similar items.
  - 2. Pre-Finished Items: Unless otherwise indicated, do not include painting when factory-finishing or installer finishing is specified for such items as (but not limited to) metal toilet enclosures, prefabricated partition systems, acoustic materials, architectural woodwork and casework, finished mechanical and electrical equipment including light fixtures, switchgear and distribution cabinets, entrance frames, doors and equipment.
  - 3. Concealed Surfaces: Unless otherwise indicated, painting is not required on surfaces such as walls or ceilings in concealed areas and generally inaccessible areas, foundation spaces, furred areas, pipe spaces, duct shafts and above ceilings.

4. Finished Metal Surfaces: Metal surfaces of anodized aluminum, stainless steel, chromium plate, copper, bronze and similar finished materials will not require finish painting, unless otherwise indicated.
5. Operating Parts and Labels: Moving parts of operating units, mechanical and electrical parts, such as valve and damper operators, linkages, sinkages, sensing devices, motor and fan shafts will not require finish painting, unless otherwise indicated.
6. Do not paint over any code-required labels, such as Underwriters' Laboratories and Factory Mutual, or any equipment identification, performance rating, name, or nomenclature plates.

1.3 SUBMITTALS:

- A. Product Data: Submit manufacturer's technical information including paint label analysis and application instructions for each material proposed for use. If paint is to be other than Sherwin Williams, submit a schedule of paint equivalent to that specified.
- B. Samples: Submit samples for Architect's review of color and texture only. Provide a listing of material and application for each coat of each finish sample.
- C. On actual wall surfaces and other interior building components, duplicate painted finishes of prepared samples. On at least 100 sq. ft. of surface as directed, provide full-coat finish samples until required sheen, color and texture is obtained; simulate finished lighting conditions for review of in-place work.
- D. Coating Maintenance Manual: Upon conclusion of the project, the Contractor or paint manufacturer/supplier shall furnish a coating maintenance manual, such as Sherwin-Williams "Custodian Project Color and Product Information" report or equal. Manual shall include an Area Summary with finish schedule, Area Detail designating where each product/color/finish was used, product data pages, Material Safety Data Sheets, care and cleaning instructions, touch-up procedures, and color samples of each color and finish used.

1.4 DELIVERY AND STORAGE:

- A. Deliver materials to job site in original, new and unopened packages and containers bearing manufacturer's name and label, and following information:
  1. Name or title of material.
  2. Manufacturer's name.
  3. Thinning instructions.
  4. Application instructions.
  5. Color name and number.

1.5 JOB CONDITIONS:

- A. Do not apply paint in snow, rain, fog or mist; or when relative humidity exceeds 85%; or to damp or wet surfaces; unless otherwise permitted by paint manufacturer's printed instructions.

- B. Painting may be continued during inclement weather if areas and surfaces to be painted are enclosed and heated within temperature limits specified by paint manufacturer during application and drying periods.

## PART 2 - PRODUCTS

### 2.1 COLORS AND FINISHES:

- A. Prior to beginning work, Architect will furnish color chips for surfaces to be painted.
  - 1. Use representative colors when preparing samples for review.
  - 2. Final acceptance of colors will be from samples applied on the job.
- B. Color Pigments: Pure, non-fading, applicable types to suit substrates and service indicated.
  - 1. Lead content in pigment, if any, is limited to contain not more than 0.5% lead, as lead metal based on the total non-volatile (dry-film) of paint by weight.
  - 2. This limitation is extended to interior surfaces and those exterior surfaces, such as stairs, decks, porches, railings, windows, and doors which are readily accessible to children under seven years of age.
- C. Paint Coordination: Provide finish coats which are compatible with prime paints used. Review other sections of these specifications in which prime paints are to be provided to ensure compatibility of total coatings system for various substrates. Upon request from other trades, furnish information on characteristics of finish materials proposed for use to ensure compatible prime coats are used. Provide barrier coats over incompatible primers or remove and reprime as required. Notify Architect in writing of any anticipated problems using specified coating systems with substrates primed by others.

### 2.2 MATERIAL QUALITY:

- A. Proprietary names used to designate colors or materials are not intended to imply that products of named manufacturers are required to exclusion of equivalent products of other manufacturers except paint for existing building.
- B. Provide undercoat paint produced by same manufacturer as finish coats. Use only thinners approved by paint manufacturer, and use only within recommended limits.
- C. Manufacturers:
- D. Provide products from one of the following companies:
  - 1. Sherwin Williams
  - 2. PPG Industries
  - 3. Farrell-Calhoun Paint
  - 4. Benjamin Moore



- E. Mixing required shall be done with a mechanical mixer and materials shall be thoroughly mixed. No materials shall be reduced or changed in any way except as specified. Any material that has partially set will be discarded.
- F. Colors will be selected by the Architect.

## 2.3 EXTERIOR FINISHES

References below are for Sherwin Williams products.

- A. ALL EXPOSED FERROUS METAL SHALL BE GIVEN:
  - 1. One (1) coat Kem Kromik Rust Inhabitive Primer B50Z Series
  - 2. Two (2) coats Pro Industrial Acrylic Gloss Coating B66-600 Series.
- B. GALVANIZED IRON OR STEEL SHALL BE GIVEN:
  - 1. One (1) coat Galvite B50WZ30.
  - 2. Two (2) coats Pro Industrial Acrylic Gloss Coating B66-600 Series.
- C. EXTERIOR EXPOSED BRICK (EXISTING & INFILL) TO BE PAINTED SHALL BE GIVEN:
  - 1. Two (2) coats Loxon XP Waterproofing & Masonry Coating LX11-50 Series.
- D. EXTERIOR EXPOSED CONCRETE INDICATED TO BE PAINTED SHALL BE GIVEN:
  - 1. One (1) coat Loxon Exterior Masonry Primer LX2W50.
  - 2. Two (2) coats Loxon Self-cleaning Acrylic LX13.
- E. EXTERIOR CONCRETE BLOCK INDICATED TO BE PAINTED SHALL BE GIVEN:
  - 1. One (1) coat Loxon Block Surfacer A24W200.
  - 2. Two (2) coats Loxon Self-cleaning Acrylic LX13.
    - a. LX13 Series (Flat)
    - b. LX14 Series (Satin)
- F. EXTERIOR WOOD OPAQUE FINISH SHALL BE GIVEN:
  - 1. One (1) coat Exterior Oil Based Wood Primer Y24W8020.
  - 2. Two (2) coats Pro Industrial Acrylic Gloss Coating B66-600 Series.
- G. CEMENT FIBERBOARD
  - 1. One (1) coat Loxon Exterior Masonry Primer LX2W50
  - 2. Two (2) coats Loxon Self-cleaning Acrylic LX13.

- a. LX13 Series (Flat)
- b. LX14 Series (Satin)

2.4 INTERIOR FINISHES:

- A. GYPSUM BOARD AND PLASTER – NORMAL WEAR:
  - 1. All areas except ceilings noted on Finish Schedule as “PAINT” shall be given:
    - a. One (1) coat Pro-Mar 200 0 VOC Latex Wall Primer B28W2600.
    - b. Two (2) coats Pro-Mar 200 0 VOC Latex Eg-Shell B20-2600 Series
- B. GYPSUM BOARD AND PLASTER – FOR WET AREAS:
  - 1. All areas noted on Finish Schedule as "EPOXY" shall be given:
    - a. One (1) coat Pro-Mar 200 0 VOC Latex Wall Primer B28W2600.
    - b. Two (2) coats Pro Industrial Water Based Catalyzed Epoxy B73-360
- C. CONCRETE BLOCK, BRICK AND CONCRETE
  - 1. All areas noted on Finish Schedule as “PAINT” shall be given:
    - a. One (1) coat Pro Industrial Heavy Duty Block Filler B42W150.
    - b. Two (2) coats Pro-Mar 200 0 VOC Latex Semi-Gloss Enamel B31-2600 Series.
- D. CONCRETE BLOCK, BRICK AND CONCRETE
  - 1. All areas noted on Finish Schedule as "EPOXY" shall be given:
    - a. One (1) coat Pro Industrial Heavy Duty Block Filler B42W150.
    - b. Two (2) coats Pro Industrial Pre-Catalyzed Water Based Epoxy K45 Eg-Shell.
- E. MISCELLANEOUS WOOD, TRIM, DOORS AND CABINETS - TRANSPARENT FINISH:
  - 1. All woodwork indicated to be transparent finish shall be given
    - a. One coat of Sherwin Williams Minwax Performance Series Tintable Wood Stain, on exposed faces and then given:
    - b. Two (2) coats Sherwin Williams Minwax Performance Series Fast-Dry Varnish
- F. MISCELLANEOUS WOOD TRIM, DOORS AND CABINETS - OPAQUE FINISH:
  - 1. All woodwork to be Opaque Finish shall be given:
    - a. One (1) coat Premium Wall and Wood Primer B28W8111
    - b. Two (2) coats Pro-Mar 200 Acrylic Alkyd Semi-Gloss B34-8250 Series.
- G. INTERIOR METAL:
  - 1. All pipe, rails, electrical panels, access panels, ladders, and all other ferrous metal shall be given:
    - a. One (1) coat Kem Kromik Rust Inhibitive Primer B50Z Series.
    - b. Two (2) coats Pro Industrial Water Based Urethane Alkyd B53 Series
      - 1) B53-1150 Semi Gloss
  - 2. All interior hollow metal doors and frames shall be given:
    - a. One (1) coat Kem Kromik Rust Inhibitive Primer B50Z Series.
    - b. Two (2) coats Pro Industrial Water Based Urethane Alkyd B53 Series
      - 1) B53-1150 Semi Gloss
- H. CONCRETE FLOORS:

1. Floors indicated to be painted shall be prepped as recommended by product manufacturer's recommendations. They shall be given:
  - a. Two (2) coats H & C Colortop Solvent Based Solid Color Concrete Sealer.

### PART 3 - PART 3 - EXECUTION

#### 3.1 INSPECTION:

- A. Applicator must examine areas and conditions under which painting work is to be applied and notify Contractor in writing of conditions detrimental to proper and timely completion of work. Do not proceed with work until unsatisfactory conditions have been corrected in a manner acceptable to applicator.
- B. Starting of painting work will be construed as applicator's acceptance of surfaces and conditions within any particular area.
- C. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions otherwise detrimental to formation of a durable paint film.

#### 3.2 SURFACE PREPARATION:

- A. General: Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions and as herein specified, for each particular substrate condition.
- B. All caulking shall have a suitable primer applied and two coats of paint to match adjoining surfaces to which caulking is applied.
- C. Where item has been previously shop primed, all surface imperfections and rust spots will be sanded and all abrasions and scratches shall be touched-up with rust-inhibitive primer.
- D. All undercoats of paint and enamel shall be tinted to the approximate shade of the final coat.
- E. CEMENTITIOUS MATERIALS
  1. Prepare cementitious surfaces of concrete and cement plaster to be painted by removing efflorescence, chalk, dust, dirt, grease, oils, and by roughing as required to remove glaze.
  2. Determine alkalinity and moisture content of surfaces to be painted by performing appropriate tests. If surfaces are found to be sufficiently alkaline to cause blistering and burning of finish paint, correct this condition before application of paint. Do not paint over surfaces where moisture content exceeds that permitted in manufacturer's printed directions.
  3. Suction spots or "hot spots" in cement shall be touched-up before applying the finish coat.
  4. Voids and air holes in concrete to be painted shall be spackled or filled with plastic patch.

5. Clean concrete floor surfaces scheduled to be painted with a commercial solution of muriatic acid, or other etching cleaner. Flush floor with clean water to neutralize acid, and allow to dry before painting.

F. WOOD

1. Clean wood surfaces to be painted of dirt, oil, or other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sandpaper smooth those finished surfaces exposed to view, and dust off. Scrape and clean small, dry, seasoned knots and apply a thin coat of white shellac or other recommended knot sealer, before application of priming coat. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood-filler. Sandpaper smooth when dried.
2. Prime, stain, or seal wood required to be job-painted immediately upon delivery to job. Both sides of all cabinet doors shall be finished to match the face of the cabinet. Interior of cabinet and inside of wood drawers shall be given one coat of sealer. Prime edges, ends, faces, undersides, and backsides of such wood, including cabinets, counters, cases, paneling.
3. BACK PRIME all wood trim, casings, molding, etc., interior and exterior.
  - a. When transparent finish is required, use spar varnish for backpriming.
4. Tops, bottoms, and cutouts of all doors shall be finished to match the door.
5. Hardwood to be finished shall be sanded smooth and surface cleaned before first coat and between coats with fine sandpaper and shall be wiped with a tack rag after each sanding.

G. FERROUS METALS:

1. Clean ferrous surfaces, which are not galvanized or shop-coated, of oil, grease, dirt, loose mill scale and other foreign substances by solvent or mechanical cleaning.
2. Touch-up shop-applied prime coats wherever damaged or bare where required by other sections of these specifications. Clean and touch-up with same type shop primer.

H. GALVANIZED SURFACES

1. Clean free of oil and surface contaminants with non-petroleum based solvent.

3.3 PREPARATION OF EXISTING SURFACES:

A. TO BE STRIPPED AND REFINISHED – GENERAL REQUIREMENTS

1. Remove old finish down to bare substrate by methods non-destructive to substrate. Control spread of waste products, fumes, and removal media as required by authorities having jurisdiction. Do not contaminate or damage surfaces or items which are not indicated to be stripped and refinished. After stripping, wash entire surface involved with appropriate non-destructive solvent and allow to dry. Bleach out stains on wood surfaces, sand with fine sandpaper and remove all dust with a tack rag. Refinish surfaces and items as specified for new work.

B. TO BE REPAINTED OR REFINISHED – GENERAL REQUIREMENTS

1. Remove all loose, blistered, scaled or crazed finish to bare base material surface. Wash surfaces with T.S.P. and water or other solution as required.
2. Prevent impaired bond or bleed through by removing any accumulated film of wax, oil grease, smoke or other foreign matter.
3. After washing, rinse with potable water and allow to thoroughly dry.
4. On existing high gloss or semi-gloss interior work receiving gloss finishes, wash and rinse as noted above, then wipe with liquid de-glosser or other acceptable preparation material.
5. Remove hardware, hardware accessories, machined surfaces, plates, lighting fixtures, and similar items in place and not to be finish-painted, or provide surface-applied protection prior to surface preparation and painting operations. Remove, if necessary, for complete painting of items and adjacent surfaces. Following completion of painting of each space or area, reinstall removed items.
6. Clean surfaces to be painted before applying paint or surface treatments. Remove oil and grease prior to mechanical cleaning. Program cleaning and painting so that contaminants from cleaning process will not fall onto wet, newly-painted surfaces.
7. When recommended by paint manufacturer for surface being painted, provide primer or undercoat whether specified or not.
8. All necessary puttying of nail holes, cracks, etc., shall be done after the first coat with putty of color to match that of the finish.

C. EXISTING INTERIOR WOOD

1. Sandpaper smooth or use liquid de-glosser to remove gloss and provide a “tooth” for finish boding. Prime bare spots with specified primer for new work. Putty, glaze or spackle cracks and other Irregularities; color filler material to match stain or transparent finishes.

D. EXISTING GYPSUM WALLBOARD, CONCRETE AND MASONRY:

1. Fill minor isolated defects and damaged areas in previously painted surfaces with vinyl base spackle. Apply texture on minor work repaired under this Section as required to match existing adjacent surfaces. Using specified primer-sealer, prime all bare and newly textured surfaces scheduled to receive paint.

E. EXISTING PAINTED FERROUS METAL:

1. Sand rough edges of bare areas to Featheredge to adjacent sound paint. Remove rust and loose paint to bare metal; solvent wash, then apply prime paint.

3.4 MATERIALS PREPARATION:

- A. Mix and prepare painting materials in accordance with manufacturer's directions.

- B. Store materials not in actual use in tightly covered containers. Maintain containers used in storage, mixing and application of paint in a clean condition, free of foreign materials and residue.
- C. Stir materials before application to produce a mixture of uniform density, and stir as required during application. Do not stir surface film into material. Remove film and, if necessary, strain material before using.

### 3.5 APPLICATION:

- A. General: Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied and as follows:
  - 1. Apply additional coats when undercoats, stains or other conditions show through final coat of paint, until paint film is of uniform finish, color and appearance. Give special attention to insure that surfaces, including edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
- B. Scheduling Painting: Apply first-coat material to surfaces that have been cleaned, pretreated or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
- C. Allow sufficient time between successive coatings to permit proper drying. Do not recoat until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure, and application of another coat of paint does not cause lifting or loss of adhesion of the undercoat.
- D. MINIMUM COATING THICKNESS:
  - 1. Apply materials at not less than manufacturer's recommended spreading rate, to establish a total dry film thickness as indicated or, if not indicated, as recommended by coating manufacturer.
- E. MECHANICAL AND ELECTRICAL WORK:
  - 1. Painting of mechanical and electrical work is limited to those items exposed in mechanical equipment rooms and in occupied spaces.
  - 2. Mechanical items to be painted include, but are not limited to, the following in finished areas:
    - a. Mechanical equipment and supports.
    - b. Accessory items.
  - 3. Electrical items to be painted include, but are not limited to, the following:
    - a. Panels in finished areas.
- F. PRIME COATS
  - 1. Apply prime coat of material which is required to be painted or finished, and which has not been prime coated by others.



2. Recoat primed and sealed surfaces where there is evidence of suction spots or unsealed areas in first coat to assure a finish coat with no burn-through or other defects due to insufficient sealing.

G. PIGMENTED (OPAQUE PAINTED) FINISHES:

1. Completely cover to provide an opaque, smooth surface of uniform finish, color, appearance and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness or other surface imperfections will not be acceptable.

H. TRANSPARENT FINISHES:

1. Apply stain using a blending method to achieve an even and uniform color across varying grains and natural color changes in the wood. Use multiple coats to produce glass-smooth surface film of even luster. Provide a finish free of laps, cloudiness, color irregularity, runs, brush marks, orange peel, nail holes, or other surface imperfections.

I. COMPLETED WORK:

1. Match approved samples for color, texture and coverage. Remove, refinish or repaint work not in compliance with specified requirements.

3.6 CLEAN-UP AND PROTECTION:

- A. Clean-Up: During progress of work, remove from site discarded paint materials, rubbish, cans and rags at end of each work day.
- B. Protection: Protect work of other trades, whether to be painted or not, against damage by painting and finishing work. Correct any damage by cleaning, repairing or replacing, and repainting as acceptable to Architect.
- C. Provide "Wet Paint" signs as required to protect newly-painted finishes. Remove temporary protective wrappings provided by others for protection of their work after completion of painting operations.
- D. At the completion of work of other trades, touch-up and restore all damaged or defaced painted surfaces.

END OF SECTION

## SECTION 10 21 13 – TOILET PARTITIONS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

#### 1.2 DESCRIPTION OF WORK

- A. Extent of toilet partitions work required is indicated on drawings.
- B. Types of toilet partitions required include the following:
  - 1. Plastic laminate, floor supported overhead braced.
- C. Types of screens required include the following:
  - 1. Plastic laminate, wall hung.
- D. Toilet accessories are specified elsewhere in Division 10.

#### 1.3 QUALITY ASSURANCE

- A. Field Measurements: Take field measurements prior to preparation of shop drawings and fabrication where possible, to ensure proper fitting of work; however, allow for adjustments within specified tolerances wherever taking of field measurements before fabrication might delay work.
- B. Coordination: Furnish inserts and anchorages which must be built into other work for installation of toilet partitions and related work; coordinate delivery with other work to avoid delay.

#### 1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's detailed technical data for materials, fabrication, and installation, including catalog cuts of anchors, hardware, fastenings, and accessories.
- B. Shop Drawings: Submit shop drawings for fabrication and erection of toilet partition assemblies not fully described by product drawings, templates, and instructions for installation of anchorage devices built into other work.

## PART 2 - PRODUCTS

### 2.1 AVAILABLE MANUFACTURERS

- A. Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include, but are not limited to, the following:
  - 1. General Partitions Mfg. Corp.
  - 2. Accurate Partitions
  - 3. Metpar Steel Products Corp.
  - 4. AMPCO.

### 2.2 MATERIALS

- A. General: Provide materials which have been selected for surface flatness and smoothness. Exposed surfaces which exhibit pitting, seam marks, roller marks, stains, discolorations, telegraphing of core material, or other imperfections on finished units are not acceptable.
- B. Plastic Laminate Partitions
  - a. Plastic Laminate: NEMA Std. LD 3, minimum 0.062" thick, color and pattern as indicated or, if not indicated, as selected by Architect from Formica, Wilsonart or approved equal premium colors.
  - b. Core Material for Plastic Laminate: Manufacturer's standard particleboard or plywood in thickness to provide nominal dimension of 1" minimum for doors, panels, and screens, 1 1/4" for pilasters.
- C. Pilaster Shoes: ASTM A 167, Type 302/304 stainless steel, not less than 3" high and 20 gauge, finished to match hardware.
- D. Brackets: Manufacturer's optional design for attaching panels to walls and pilasters, continuous aluminum.
- E. Hardware and Accessories: Manufacturer's standard design, heavy duty operating hardware and accessories of stainless steel, except door hinge continuous.
- F. Anchorages and Fasteners: Manufacturer's standard exposed fasteners of stainless steel, chromium plated steel or brass finished to match hardware with theft resistant type heads and nuts. For concealed anchors, use hot dip galvanized, cadmium plated, or other rust resistant protective coated steel.

### 2.3 FABRICATION

- A. General: Furnish standard doors, panels, screens, and pilasters fabricated for partition system, unless otherwise indicated. Furnish units with cutouts, drilled holes, and internal reinforcement to receive partition mounted hardware, accessories, and grab bars, as indicated.

- B. Door Dimensions: Unless otherwise indicated, furnish 24" wide in swinging doors for ordinary toilet stalls and 32" wide (clear opening) out swinging doors at stalls equipped for use by handicapped.
- C. Plastic Laminate Partitions and Screens: Pressure laminate one piece face sheets to core material with no splices or joints, and with edges straight and sealed. Seal exposed core material at cutouts to protect against moisture.
- D. Floor-Supported Partitions: Furnish galvanized steel anchorage devices, complete with threaded rods, lock washers, and leveling adjustment nuts at pilasters to permit structural connection at floor. Furnish shoe at each pilaster to conceal anchorage.
- E. Hardware: Furnish hardware for each compartment in partition system, as follows:
  - a. Hinges: Continuous Stainless Steel with backing plate for thru bolt, full height image.
  - b. Latch and Keeper: Manufacturer's stainless steel standard surface mounted latch unit designed for easy emergency access with combination rubber faced door strike and keeper.
  - c. Coat Hook: Manufacturer's stainless steel standard unit, combination hook and rubber tipped bumper.
  - d. Door Pull: Manufacturer's stainless steel standard unit.
- F. Overhead-Braced Partitions: Make provisions for setting and securing continuous extruded aluminum anti grip overhead bracing at top of each pilaster.
- G. Wall-Hung Screens: Furnish panel units in sizes indicated, of same construction and finish as partition system panels.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION

- A. General: Comply with manufacturer's recommended procedures and installation sequence. Install partitions rigid, straight, plumb, and level. Provide clearances of not more than 1/2" between pilasters and panels, and not more than 1" between panels and walls. Secure panels to walls with not less than two stirrup brackets attached near top and bottom of panel. Locate wall brackets so that holes for wall anchorages occur in masonry or tile joints. Secure panels to pilasters with not less than two stirrup brackets located to align with stirrup brackets at wall. Secure panels in position with manufacturer's recommended anchoring devices.
- B. Floor-Supported Partitions: Set pilaster units with anchorages having not less than 2" penetration into structural floor, unless otherwise recommended by partition manufacturer. Level, plumb, and tighten installation with devices furnished. Hang doors and adjust so that tops of doors are level with tops of pilasters when doors are in closed position.

- C. Screens: Attach with concealed anchoring devices as recommended by manufacturer to suit supporting wall structure. Set units to provide support and to resist lateral impact.

### 3.2 ADJUST AND CLEAN

- A. Hardware Adjustment: Adjust and lubricate hardware for proper operation. Set hinges on in swinging doors to hold open approximately 30 deg. from closed position when unlatched. Set hinges on out swinging doors (and entrance swing doors) to return to fully closed position. Clean exposed surfaces of partition systems using materials and methods recommended by manufacturer and provide protection as necessary to prevent damage during remainder of construction period.

END OF SECTION

SECTION 10 28 00 - TOILET ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 QUALITY ASSURANCE:

- A. Inserts and Anchorages: Furnish inserts and anchoring devices which must be set in concrete, built into masonry, or built into stud partitions; coordinate delivery with other work to avoid delay.
- B. Accessory Locations: Coordinate accessory locations with other work to avoid interference and to assure proper operation and servicing of accessory units.

1.3 SUBMITTALS:

- A. Product Data: Submit manufacturer's technical data and installation instructions for each toilet accessory.
- B. Setting Drawings: Provide setting drawings, templates, instructions, and directions for installation of anchorage devices in other work.

PART 2 - PRODUCTS

2.1 ACCEPTABLE MANUFACTURES:

- A. Manufacturer: Subject to compliance with requirements, provide toilet accessories by one of the following:
  - 1. Bobrick Washroom Equip., Inc.
  - 2. Bradley Corp.
  - 3. A.S.I.

2.2 MATERIALS, GENERAL:

- A. Stainless Steel: AISI Type 302/304 with polished No. 4 finish, 22 gauge minimum, unless otherwise indicated.
- B. Galvanized Steel Mounting Devices: ASTM A 386, hot-dip galvanized after fabrication.
- C. Fasteners: Screws, bolts, and other devices of same material as accessory unit or of galvanized steel where concealed.



2.3 FABRICATION:

- A. General: Stamped names or labels on exposed faces of toilet accessory units are not permitted, except where otherwise indicated; inobtrusive labels on surfaces not exposed to view are acceptable.
- B. Surface-Mounted Toilet Accessories, General: Except where otherwise indicated, fabricate units with tight seams and joints, exposed edges rolled. Provide concealed anchorage wherever possible.

2.4 TOILET ACCESSORIES:

- A. Toilet accessories models and numbers listed herein are Bradley unless otherwise noted. Equal products, as determined by the architect, are allowed from acceptable manufacturers.
- B. Paper Towel Dispensers: Indicated on the drawings as "PTD"
  - 1. Provide one at each lavatory and as indicated on drawings:
    - a. Surface Mounted Stainless – Model 250-15
- C. Toilet Tissue Dispenser: Indicated on the drawings as "TTD"
  - 1. Provide one at each water closet.
    - a. Model 5402 Surface
- D. Grab Bars: Provide as indicated on drawings as "GB(Type)".
  - 1. Provide in wall anchor plate with appropriate mounting kit at stud walls. Provide front and back anchor plates with appropriate mounting kit at toilet partitions and block walls.
    - a. (42) Straight Type 832-001-42"
    - b. (36) Straight Type 832-001-36"
    - c. (18) Straight Type 832-001-18"
- E. Framed Mirrors: Indicated on drawings as "FM".
  - 1. Note: Unframed mirrors are specified in Section 088000, Glass and Glazing.
  - 2. Provide Mirror at each lavatory and as noted or indicated on the drawings.
    - a. 780-2436
- F. Sanitary Napkin Disposal: Indicated on the drawings as "SND-(Type)".
  - 1. Provide one for each womens watercloset.
    - a. (S) Surface Mount Model 4722-15
    - b. (P) Partition Mount Model 4721-15
- G. Lavatory Shield
  - 1. Provide one at each wall mounted lavatory.
    - a. Product model & numbers are Truebro IPS Corporation
    - b. 82202 Standard LavShield Model 20181 (White Only). Contractor to coordinate model number with lavatory provided and approved by MEP.
- H. Mop and Broom Holder:
  - 1. Provide one in each Janitor Closet.

- a. Model 9954 – 4 Holders
- I. Soap Dispenser: Indicated on the drawings as “SD”.
  - 1. One required for each lavatory.
    - a. (S) Surface Wall Mount 6562 – Liquid Soap

### PART 3 - EXECUTION

#### 3.1 GENERAL:

- A. Provide framing members and blocking as required at anchor locations of all surface mounted accessory units.
- B. Provide framing members (studs) at all sides of rough opening dimension for all recessed accessory units.

#### 3.2 INSTALLATION:

- A. Install toilet accessory units in accordance with manufacturer's instructions using fasteners which are appropriate to substrate and recommended by manufacturer of unit. Install units plumb and level firmly anchored in locations and at heights indicated.

#### 3.3 ADJUSTING AND CLEANING:

- A. Adjust toilet accessories for proper operation and verify that mechanisms function smoothly. Replace damaged or defective items.
- B. Clean and polish all exposed surfaces after removing labels and protective coatings.

END OF SECTION

SECTION 10 44 16 – FIRE EXTINGUISHERS AND ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK

- A. Definition: "Fire extinguishers" in this section refer to units which can be hand carried as opposed to those which are equipped with wheels or to fixed fire extinguishing systems, unless otherwise indicated.
- B. Type of products in this section include:
  - 1. Fire extinguishers.
  - 2. Fire extinguisher cabinets.
  - 3. Mounting brackets.

1.3 QUALITY ASSURANCE

- A. Provide portable fire extinguishers, cabinets and accessories by one manufacturer, unless otherwise acceptable to Architect.
- B. UL Listed Products: Provide new portable fire extinguishers which are UL listed and bear UL "Listing Mark" for type, rating, and classification of extinguisher indicated.
- C. FM Listed Products: Provide new portable fire extinguishers which are approved by Factory Mutual Research Corporation for type, rating, and classification of extinguisher indicated and carry appropriate FM marking.

1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's technical data and installation instructions for all portable fire extinguishers required. For fire extinguisher cabinets include roughing in dimensions, and details showing mounting methods, relationships to surrounding construction, door hardware, cabinet type and materials, trim style and door construction, style and materials. Where color selections by Architects required include color charts showing full range of manufacturer's standard colors and designs available.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE MANUFACTURERS

- A. Manufacturer: Subject to compliance with requirements, provide products of one of the following:
1. Larsen's Mfg. Co. (Basis of Design)
  2. J.L. Industries
  3. Muckle Manufacturing, Division of Technico, Inc.

### 2.2 FIRE EXTINGUISHERS

- A. General: Provide fire extinguishers for each extinguisher cabinet and other locations indicated in colors and finishes selected by Architect from manufacturer's standard which comply with requirements of governing authorities.
- B. Abbreviations indicated below to identify extinguisher types related to UL classification and rating system, and not necessarily to type and amount of extinguishing material contained in extinguisher.
- C. Multi-Purpose Dry Chemical Type: All fire extinguishers in cabinets or bracket mounted shall be UL rated 4A-80B:C, 10 lb. nominal capacity, in enameled steel container for Class A, Class B and Class C fires.

### 2.3 FIRE EXTINGUISHER CABINETS (Required at all locations)

- A. General: Provide fire extinguisher cabinets where indicated of suitable size for housing fire extinguishers of types and capacities indicated.
- B. Construction: Manufacturer's standard enameled steel box, with trim, frame, door and hardware to suit cabinet type, trim style, and door style indicated. Weld all joints and grind smooth. Miter and weld perimeter door frames.
- C. Cabinet Type: Suitable for mounting conditions indicated of the following types:
1. Semi-Recessed: Cabinet box (tub) partially recessed in walls of shallow depth. Indicated on drawings as FE 1.
    - a. Larsen 2409-6R Architectural Series (depth required 4" and 2 1/2" projection)
      - 1) Door Style: Full Glass With Larson Lock
- D. Door Hardware: Provide manufacturer's standard door operating hardware of proper type for cabinet type, trim style, and door material and style indicated.

2.4 FACTORY FINISHING OF FIRE EXTINGUISHING CABINETS

- A. General: Comply with NAAMM "Metal Finishes Manual" for finish designations and application recommendations except as otherwise indicated. Apply finishes in factory after products are assembled. Protect cabinets with plastic or paper covering, prior to shipment.
- B. Baked Enamel Finish: Immediately after cleaning and pretreatment, apply manufacturer's standard baked enamel coating. Provide manufacturer's standard white color.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install items included in this section in locations and at 54" to top of cabinet, but height of the fire extinguisher above the floor to be no more than 48" to comply with ADA and applicable regulations of governing authorities.
- B. Prepare recesses in walls for fire extinguisher cabinets as required by type and size of cabinet and style of trim and to comply with manufacturer's instructions.
- C. Securely fasten mounting brackets and fire extinguisher cabinets to structure, square and plumb, to comply with manufacturer's instructions.
- D. Where exact location of surface mounted, bracket mounted fire extinguishers is not indicated, locate as directed by Architect.

END OF SECTION

SECTION 10 95 00 - MISCELLANEOUS SPECIALTIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.
- B. Extent of miscellaneous specialties are items specified herein and/or shown on drawings.

1.2 INSTALLATION:

- A. Installation of each item shall be in accordance with approved shop drawings and with the manufacturer's current printed instructions, except as otherwise specified herein.

1.3 SUBMITTALS:

- A. Submit shop drawings, manufacturer's brochures and color samples for each item to the Architect for approval.
- B. Submit a copy of installation instructions for each item of work with the shop drawings.

PART 2 - PRODUCTS

2.1 BUILDING PLAQUE:

- A. One cast bronze plaque shall be manufactured by Matthews or approved equal.
- B. Plaques are to be cast of virgin ingots and shall be free of all pits and gas holes. All letters shall be sharp and hand tooled. Border and raised letter faces shall be satin polished finish and background shall be leatherette texture and oxidized.
- C. Plaque shall be 24" wide x 24" high with single line border design with Roman (Architectural) style letters. Mounting for plaque shall be concealed fastening.
- D. Lettering on plaque shall be equivalent to the following with names verified on the approved rubbing before casting:



- E. (Text below is for bidding purposes only. Text to be revised as required before ordering plaque, approved in writing by the Owner & Architect.)

THIS FACILITY WAS PAID FOR BY THE TAXPAYERS  
OF THE CITY OF HATTIESBURG, MISSISSIPPI.

(SIZE OF TEXT ABOVE SHALL NOT BE SMALLER THAN ANY OTHER TEXT ON PLAQUE).

KATIE DABBS COMMUNITY CENTER

(DATE TBD)

BOARD OF DIRECTORS

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ARCHITECT

LANDRY LEWIS GERMANY ARCHITECTS, P.A.

HATTIESBURG, MISSISSIPPI

CONTRACTOR

1 LINE

(to be furnished)

## 2.2 HANDICAP ACCESSIBLE INTERIOR TOILET ROOM SIGNS

### A. Manufacturer: Best Sign Systems

1. Provide 1 toilet room sign for each toilet as follows:
2. Type word and picture.
3. Room Name on Plans:
  - a. MEN - Best Sign No. WP287RB - Wording Men - Pictogram Man
  - b. WOMEN - Best Sign No. WP288RB - Wording Women - Pictogram Woman
  - c. TOILET - Best Sign No. WP268ARB - Wording Restroom - Pictogram Man & Woman
4. All Signs as follows:
  - a. Raised Symbols
  - b. Typestyle: Standard Medium
  - c. Copy: Raised 1/32"
  - d. Copy Height: 5/8" Minimum
  - e. Grade 2 Braille
  - f. Material: "MP" Plastic
  - g. Colors: To be selected from Manufacturers standards.
  - h. Thickness: 1/8"
  - i. Mounting: 1/16" Vinyl Foam Tape
  - j. Size: 6" x 7 3/4"
  - k. Corner/Border Style: "Radius Corner Radius Border"
  - l. All Signs have Wheelchair Pictogram

## 2.3 APPLIANCES:

### A. Refrigerator, Microwave, & Dishwasher:

1. Refer to Section 01 21 00 Allowances.
2. Contractor shall coordinate the ordering, shipping, delivery acceptance, installation, and service / utility connections as required to install appliances selected by the Owner as part of the Contract.

## 2.4 CORNER GUARDS:

- ### A. Furnish and install clear corner guards at all gypsum board finished interior partition corners of 90 or 135 degree corners. Manufacturer shall be Inpro Architectural Products or equivalent.
1. Corner guards shall consist of minimum 1" wings of clear lexan polycarbonate applied with CLEAR peel and stick tape.
  2. Install corner guards minimum 6" from finished floor continuously to a height of no less than 6'-6" above finished floor.

END OF SECTION

## SECTION 21 05 53 - IDENTIFICATION FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Equipment labels.
2. Warning signs and labels.
3. Pipe labels.

#### 1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Equipment-Label Schedule: Include a listing of all equipment to be labeled and the proposed content for each label.

### PART 2 - PRODUCTS

#### 2.1 EQUIPMENT LABELS

A. Plastic Labels for Equipment:

1. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving, 1/8 inch (3.2 mm) thick, with predrilled holes for attachment hardware.
2. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch (64 by 19 mm).
3. Minimum Letter Size: 1/4 inch (6.4 mm) for name of units if viewing distance is less than 24 inches (600 mm), 1/2 inch (13 mm) for viewing distances up to 72 inches (1830 mm), and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
4. Fasteners: Stainless-steel self-tapping screw.
5. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.

- B. Label Content: Include equipment's Drawing designation or unique equipment number, Drawing numbers where equipment is indicated (plans, details, and schedules), and the Specification Section number and title where equipment is specified.

- C. Equipment-Label Schedule: For each item of equipment to be labeled, on 8-1/2-by-11-inch (A4) bond paper. Tabulate equipment identification number and identify Drawing numbers where equipment is indicated (plans, details, and schedules) and the Specification Section number and title where equipment is specified. Equipment schedule shall be included in operation and maintenance data.

## 2.2 WARNING SIGNS AND LABELS

- A. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving 1/8 inch (3.2 mm) thick, with predrilled holes for attachment hardware.
- B. Letter Color: Black.
- C. Background Color: White.
- D. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch (64 by 19 mm).
- E. Minimum Letter Size: 1/4 inch (6.4 mm) for name of units if viewing distance is less than 24 inches (600 mm), 1/2 inch (13 mm) for viewing distances up to 72 inches (1830 mm), and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
- F. Fasteners: Stainless-steel self-tapping screws.
- G. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- H. Label Content: Include caution and warning information, plus emergency notification instructions.

## 2.3 PIPE LABELS

- A. General Requirements for Manufactured Pipe Labels: Preprinted, color-coded, with lettering indicating service and showing flow direction.
- B. Pretensioned Pipe Labels: Precoiled, semirigid plastic formed to partially cover circumference of pipe and to attach to pipe without fasteners or adhesive.
- C. Self-Adhesive Pipe Labels: Printed plastic with contact-type, permanent-adhesive backing.
- D. Pipe-Label Contents: Include identification of piping service using same designations or abbreviations as used on Drawings; pipe size; and an arrow indicating flow direction.
  - 1. Flow-Direction Arrows: Integral with piping-system service lettering to accommodate both directions, or as separate unit on each pipe label to indicate flow direction.
  - 2. Lettering Size: At least 1-1/2 inches (38 mm) high.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Clean piping and equipment surfaces of substances that could impair bond of identification devices, including dirt, oil, grease, release agents, and incompatible primers, paints, and encapsulants.

### 3.2 LABEL INSTALLATION

- A. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
- B. Coordinate installation of identifying devices with locations of access panels and doors.
- C. Install or permanently fasten labels on each major item of mechanical equipment.
- D. Locate equipment labels where accessible and visible.
- E. Piping Color-Coding: Painting of exposed sprinkler piping to be red in color.
- F. Pipe-Label Locations: Locate pipe labels where piping is exposed or above accessible ceilings in finished spaces; machine rooms; accessible maintenance spaces such as shafts, tunnels, and plenums; and exterior exposed locations as follows:
  - 1. Near each valve and control device.
  - 2. Near each branch connection excluding short takeoffs. Where flow pattern is not obvious, mark each pipe at branch.
  - 3. Near penetrations through walls, floors, ceilings, and inaccessible enclosures.
  - 4. At access doors, manholes, and similar access points that permit view of concealed piping.
  - 5. Near major equipment items and other points of origination and termination.
  - 6. Spaced at maximum intervals of 50 feet (15 m) along each run. Reduce intervals to 25 feet (7.6 m) in areas of congested piping and equipment.
  - 7. On piping above removable acoustical ceilings. Omit intermediately spaced labels.

END OF SECTION 21 05 53

SECTION 21 11 00 - FACILITY FIRE-SUPPRESSION WATER-SERVICE PIPING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes fire-suppression water-service piping and related components outside the building and service entrance piping through floor into the building.
- B. Utility-furnished products include water meters that will be furnished to the site, ready for installation.
- C. Related Sections:
  - 1. Section 211200 "Fire-Suppression Standpipes" for fire-suppression standpipes inside the building.
  - 2. Section 211313 "Wet-Pipe Sprinkler Systems" for wet-pipe fire-suppression sprinkler systems inside the building.
  - 3. Section 211316 "Dry-Pipe Sprinkler Systems" for dry-pipe fire-suppression sprinkler systems inside the building.
  - 4. Section 211339 "Foam-Water Systems" for AFFF piping.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings:
  - 1. Detail precast concrete vault assemblies and indicate dimensions, method of field assembly, and components.
  - 2. Wiring Diagrams: For power, signal, and control wiring.

1.3 INFORMATIONAL SUBMITTALS

- A. Field quality-control reports.

1.4 QUALITY ASSURANCE

- A. Regulatory Requirements:
  - 1. Comply with requirements of utility company supplying water. Include tapping of water mains and backflow prevention.
  - 2. Comply with standards of authorities having jurisdiction for fire-suppression water-service piping, including materials, hose threads, installation, and testing.
- B. Piping materials shall bear label, stamp, or other markings of specified testing agency.



- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. Comply with the "Approval Guide," published by FM Global, or UL's "Fire Protection Equipment Directory" for fire-service-main products.
- E. NFPA Compliance: Comply with NFPA 24 for materials, installations, tests, flushing, and valve and hydrant supervision for fire-suppression water-service piping.

## 1.5 COORDINATION

- A. Coordinate connection to water main with utility company.

## PART 2 - PRODUCTS

### 2.1 COPPER TUBE AND FITTINGS

- A. Soft Copper Tube: ASTM B 88, Type K (ASTM B 88M, Type A), water tube, annealed temper.
- B. Hard Copper Tube: ASTM B 88, Type L (ASTM B 88M, Type B), water tube, drawn temper.
- C. Copper, Solder-Joint Fittings: ASME B16.18, cast-copper-alloy or ASME B16.22, wrought-copper, solder-joint pressure type. Furnish only wrought-copper fittings if indicated.
- D. Bronze Flanges: ASME B16.24, Class 150, with solder-joint end. Furnish Class 300 flanges if required to match piping.
- E. Copper Unions: MSS SP-123, cast-copper-alloy, hexagonal-stock body with ball-and-socket, metal-to-metal seating surfaces, and solder-joint or threaded ends.

### 2.2 DUCTILE-IRON PIPE AND FITTINGS

- A. Grooved-Joint, Ductile-Iron Pipe: AWWA C151, with cut, rounded-grooved ends.
- B. Mechanical-Joint, Ductile-Iron Pipe: AWWA C151, with mechanical-joint bell and plain spigot end.
- C. Push-on-Joint, Ductile-Iron Pipe: AWWA C151, with push-on-joint bell and plain spigot end.
- D. Grooved-End, Ductile-Iron Pipe Appurtenances:
  - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Anvil International, Inc.
    - b. Victaulic Company.

2. Grooved-End, Ductile-Iron Fittings: ASTM A 47/A 47M, malleable-iron castings or ASTM A 536, ductile-iron castings with dimensions matching pipe.
  3. Grooved-End, Ductile-Iron-Piping Couplings: AWWA C606, for ductile-iron-pipe dimensions. Include ferrous housing sections, gasket suitable for water, and bolts and nuts.
- E. Mechanical-Joint, Ductile-Iron Fittings: AWWA C110, ductile- or gray-iron standard pattern or AWWA C153, ductile-iron compact pattern.
1. Glands, Gaskets, and Bolts: AWWA C111, ductile- or gray-iron glands, rubber gaskets, and steel bolts.
- F. Push-on-Joint, Ductile-Iron Fittings: AWWA C153, ductile-iron compact pattern.
1. Gaskets: AWWA C111, rubber.
- G. Flanges: ASME B16.1, Class 125, cast iron.

## 2.3 SPECIAL PIPE FITTINGS

- A. Ductile-Iron Flexible Expansion Joints:
1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. EBAA Iron, Inc.
    - b. ROMAC Industries Inc.
    - c. Star Pipe Products.
  2. Description: Compound, ductile-iron fitting with combination of flanged and mechanical-joint ends complying with AWWA C110 or AWWA C153. Include two gasketed ball-joint sections and one or more gasketed sleeve sections. Assemble components for offset and expansion indicated. Include AWWA C111, ductile-iron glands, rubber gaskets, and steel bolts.
  3. Pressure Rating: 250 psig (1725 kPa) minimum.

## 2.4 ENCASEMENT FOR PIPING

- A. Standard: ASTM A 674 or AWWA C105.
- B. Material: High-density, cross-laminated PE film of 0.004-inch (0.10-mm) minimum thickness.
- C. Form: Sheet or tube.
- D. Color: Black.

2.5 JOINING MATERIALS

- A. Gaskets for Ferrous Piping and Copper-Alloy Tubing: ASME B16.21, asbestos free.
- B. Brazing Filler Metals: AWS A5.8/A5.8M, BCuP Series.

2.6 PIPING SPECIALTIES

- A. Transition Fittings: Manufactured fitting or coupling same size as, with pressure rating at least equal to and ends compatible with, piping to be joined.
- B. Tubular-Sleeve Pipe Couplings:
  - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Dresser, Inc.; Dresser Piping Specialties.
    - b. ROMAC Industries Inc.
    - c. Viking Johnson.
  - 2. Description: Metal, bolted, sleeve-type, reducing or transition coupling, with center sleeve, gaskets, end rings, and bolt fasteners, and with ends of same sizes as piping to be joined.
  - 3. Standard: AWWA C219.
  - 4. Center-Sleeve Material: Manufacturer's standard.
  - 5. Gasket Material: Natural or synthetic rubber.
  - 6. Pressure Rating: 150 psig (1035 kPa).
  - 7. Metal Component Finish: Corrosion-resistant coating or material.

2.7 CORPORATION VALVES AND CURB VALVES

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Amcast Industrial Corporation.
  - 2. Master Meter, Inc.
  - 3. Mueller Co.; Water Products Division.
- B. Corporation Valves: Comply with AWWA C800. Include saddle and valve compatible with tapping machine.
  - 1. Service Saddle: Copper alloy with seal and AWWA C800, threaded outlet for corporation valve.
  - 2. Corporation Valve: Bronze body and ground-key plug, with AWWA C800, threaded inlet and outlet matching service piping material.
  - 3. Manifold: Copper fitting with two to four inlets as required, with ends matching corporation valves and outlet matching service piping material.

- C. Curb Valves: Comply with AWWA C800 for high-pressure service-line valves. Valve has bronze body, ground-key plug or ball, wide tee head, and inlet and outlet matching service piping material.
- D. Service Boxes for Curb Valves: Similar to AWWA M44 requirements for cast-iron valve boxes. Include cast-iron telescoping top section of length required for depth of burial of valve, plug with lettering "WATER," and bottom section with base that fits over curb valve and with a barrel approximately 3 inches (75 mm) in diameter.
  - 1. Shutoff Rods: Steel; with tee-handle with one pointed end, stem of length to operate deepest buried valve, and slotted end matching curb valve.
- E. Meter Valves: Comply with AWWA C800 for high-pressure service-line valves. Include angle- or straight-through-pattern bronze body, ground-key plug or ball, and wide tee head, with inlet and outlet matching service piping material.

## 2.8 GATE VALVES

### A. AWWA Gate Valves:

- 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. American AVK Company; Valves & Fittings Division.
  - b. Mueller Co.; Water Products Division.
  - c. NIBCO INC.
  - d. Tyler Pipe; a division of McWane, Inc.; Utilities Division.
  - e. U.S. Pipe.
- 2. 200-psig (1380-kPa), AWWA, Iron, Nonrising-Stem, Metal-Seated Gate Valves:
  - a. Description: Gray- or ductile-iron body and bonnet; with cast-iron or bronze double-disc gate, bronze gate rings, bronze stem, and stem nut.
  - b. Standard: AWWA C500.
  - c. Pressure Rating: 200 psig (1380 kPa).
  - d. End Connections: Mechanical joint.
  - e. Interior Coating: Complying with AWWA C550.
- 3. 200-psig (1380-kPa), AWWA, Iron, Nonrising-Stem, Resilient-Seated Gate Valves:
  - a. Description: Gray- or ductile-iron body and bonnet; with bronze or gray- or ductile-iron gate, resilient seats, bronze stem, and stem nut.
  - b. Standard: AWWA C509.
  - c. Pressure Rating: 200 psig (1380 kPa).
  - d. End Connections: Mechanical or push-on joint.
  - e. Interior Coating: Complying with AWWA C550.
- 4. 200-psig (1380-kPa), AWWA, Iron, OS&Y, Metal-Seated Gate Valves:

- a. Description: Cast- or ductile-iron body and bonnet; with cast-iron double disc, bronze disc and seat rings, and bronze stem.
    - b. Standard: AWWA C500.
    - c. Pressure Rating: 200 psig (1380 kPa).
    - d. End Connections: Flanged or grooved.
  - 5. 200-psig (1380-kPa), AWWA, Iron, OS&Y, Resilient-Seated Gate Valves:
    - a. Description: Cast- or ductile-iron body and bonnet; with bronze, gray-iron, or ductile-iron gate; resilient seats; and bronze stem.
    - b. Standard: AWWA C509.
    - c. Pressure Rating: 200 psig (1380 kPa).
    - d. End Connections: Flanged or grooved.
  - 6. Class 125, Bronze, Nonrising-Stem Gate Valves:
    - a. Description: Class 125, Type 1; bronze with solid wedge and malleable-iron handwheel.
    - b. Standard: MSS SP-80.
    - c. Pressure Rating: 200 psig (1380 kPa).
    - d. End Connections: Solder joint or threaded.
- B. UL-Listed or FM-Approved Gate Valves:
- 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. American AVK Company; Valve & Fittings Division.
    - b. Milwaukee Valve Company.
    - c. Mueller Co.; Water Products Division.
    - d. NIBCO INC.
    - e. Tyco Fire & Building Products LP.
    - f. United Brass Works, Inc.
    - g. U.S. Pipe.
  - 2. 175-psig (1200-kPa), UL-Listed or FM-Approved, Iron, Nonrising-Stem Gate Valves:
    - a. Description: Iron body and bonnet, bronze seating material, and inside screw.
    - b. Standards: UL 262 and "Approval Guide," published by FM Global, listing.
    - c. Pressure Rating: 175 psig (1200) minimum.
    - d. End Connections: Mechanical or push-on joint.
    - e. Indicator-Post Flange: Include on valves used with indicator posts.
  - 3. 175-psig (1200-kPa), UL-Listed or FM-Approved, Iron, OS&Y, Gate Valves:
    - a. Description: Iron body and bonnet and bronze seating material.
    - b. Standards: UL 262 and "Approval Guide," published by FM Global, listing.
    - c. Pressure Rating: 175 psig (1200 kPa) minimum.
    - d. End Connections: Flanged or grooved.

4. UL-Listed or FM-Approved, OS&Y Bronze, Gate Valves:
  - a. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - 1) Milwaukee Valve Company.
    - 2) NIBCO INC.
  - b. Description: Bronze body and bonnet and bronze stem.
  - c. Standards: UL 262 and "Approval Guide," published by FM Global, listing.
  - d. Pressure Rating: 175 psig (1200 kPa) minimum.
  - e. End Connections: Threaded.

## 2.9 GATE VALVE ACCESSORIES AND SPECIALTIES

### A. Tapping-Sleeve Assemblies:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  - a. American Cast Iron Pipe Company; Waterous Company Subsidiary.
  - b. Mueller Co.; Water Products Division.
  - c. U.S. Pipe.
3. Description: Sleeve and valve compatible with drilling machine.
4. Standard: MSS SP-60.
5. Tapping Sleeve: Cast-iron, ductile-iron, or stainless-steel, two-piece bolted sleeve with flanged outlet for new branch connection. Sleeve shall match size and type of pipe material being tapped and have recessed flange for branch valve.
6. Valve: AWWA, cast-iron, nonrising-stem, [metal] [resilient]-seated gate valve with one raised-face flange mating tapping-sleeve flange.

### B. Valve Boxes: Comply with AWWA M44 for cast-iron valve boxes. Include top section, adjustable extension of length required for depth of burial of valve, plug with lettering "WATER," and bottom section with base that fits over valve and with a barrel approximately 5 inches (125 mm) in diameter.

1. Operating Wrenches: Steel; with tee-handle with one pointed end, stem of length to operate deepest buried valve, and socket matching valve operating nut.

### C. Indicator Posts:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:



- a. American AVK Company; Valves & Fittings Division.
  - b. Mueller Co.; Water Products Division.
  - c. NIBCO INC.
  - d. Tyco Fire & Building Products LP.
2. Description: Vertical-type, cast-iron body with operating wrench, extension rod, and adjustable cast-iron barrel of length required for depth of burial of valve.
  3. Standards: UL 789 and "Approval Guide," published by FM Global, listing.

## 2.10 WATER METERS

- A. Water meters will be furnished by utility company.
- B. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  1. Badger Meter, Inc.
  2. Mueller Co.; Hersey Meters Division.
  3. Neptune Technology Group Inc.
- C. Displacement-Type Water Meters:
  1. Description: With bronze main case.
  2. Standard: AWWA C700.
  3. Registration: Flow in gallons.
- D. Compound-Type Water Meters:
  1. Standard: AWWA C702.
  2. Registration: Flow in gallons.
- E. Remote Registration System:
  1. Description: Utility company's standard; direct-reading type. Include meter modified with signal-transmitting assembly, low-voltage connecting wiring, and remote register assembly.
  2. Standard: AWWA C706.
  3. Registration: Flow in gallons.
- F. Remote Registration System:
  1. Description: Utility company's standard; encoder type. Include meter modified with signal-transmitting assembly, low-voltage connecting wiring, and remote register assembly.
  2. Standard: AWWA C707.
  3. Registration: Flow in gallons.
  4. Data-Acquisition Units: Comply with utility company's requirements for type and quantity.
  5. Visible Display Units: Comply with utility company's requirements for type and quantity.

2.11 WATER METER BOXES

- A. Description: Cast-iron body and cover for disc-type water meter, with lettering "WATER METER" on cover; and with slotted, open-bottom base section of length to fit over service piping.
  - 1. Option: Base section may be cast-iron, PVC, clay, or other pipe.

2.12 CONCRETE VAULTS

- A. Description: Precast, reinforced-concrete vault, designed for A-16 load designation according to ASTM C 857, and made according to ASTM C 858.
- B. Ladder: ASTM A 36/A 36M, steel ladder; or PE-encased steel steps.
- C. Manhole: ASTM A 48/A 48M, Class No. 35A minimum tensile strength, gray-iron traffic frame and cover.
  - 1. Dimension: 24-inch (610-mm) minimum diameter unless otherwise indicated.
- D. Manhole: ASTM A 536, Grade 60-40-18, ductile-iron traffic frame and cover.
  - 1. Dimension: 24-inch (610-mm) minimum diameter unless otherwise indicated.
- E. Drain: ASME A112.6.3, cast-iron floor drain with outlet of size indicated. Include body anchor flange, light-duty cast-iron grate, bottom outlet, and integral or field-installed bronze ball or clapper-type backwater valve.

2.13 FIRE HYDRANTS

- A. AWWA Dry-Barrel Fire Hydrants:
  - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
    - a. American AVK Company; Valves & Fittings Division.
    - b. Mueller Co.; Water Products Division.
    - c. Troy Valve; a division of Penn-Troy Manufacturing, Inc.
    - d. U.S. Pipe.
  - 3. Description: Post type, with one NPS 4-1/2 (DN 115) and two NPS 2-1/2 (DN 65) outlets; and with 5-1/4-inch (133-mm) main valve, drain valve, and NPS 6 (DN 150) mechanical-joint inlet. Include interior coating according to AWWA C550. Hydrant shall have cast-iron body and compression-type valve opening against pressure and closing with pressure.
  - 4. Standard: AWWA C502.

5. Pressure Rating: 150 psig (1035 kPa) minimum.

B. UL-Listed, Dry-Barrel Fire Hydrants:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  - a. Mueller Co.; Water Products Division.
  - b. Troy Valve; a division of Penn-Troy Manufacturing, Inc.
  - c. U.S. Pipe.
3. Description: Freestanding, with one NPS 4-1/2 (DN 115) and two NPS 2-1/2 (DN 65) outlets; and with 5-1/4-inch (133-mm) main valve, drain valve, and NPS 6 (DN 150) mechanical-joint inlet. Hydrant shall have cast-iron body and compression-type valve opening against pressure and closing with pressure.
4. Standards: UL 246 and "Approval Guide," published by FM Global, listing.
5. Design: Base valve.
6. Pressure Rating: 150 psig (1035 kPa) minimum.
7. Outlet Threads: NFPA 1963, with external hose thread used by local fire department. Include cast-iron caps with steel chains.
8. Operating and Cap Nuts: Pentagon, 1-1/2 inches (38 mm) point to flat.
9. Direction of Opening: Hydrant valve opens by turning operating nut to left or counterclockwise.
10. Exterior Finish: Red alkyd-gloss enamel paint unless otherwise indicated.

C. AWWA Wet-Barrel Fire Hydrants:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  - a. American AVK Company; Valves & Fittings Division.
  - b. Mueller Co.; Water Products Division.
3. Description: Post type, with one NPS 4-1/2 (DN 115) and two NPS 2-1/2 (DN 65) outlets and with NPS 6 (DN 150) threaded or flanged inlet, and base section with NPS 6 (DN 150) mechanical-joint inlet. Include interior coating according to AWWA C550.
4. Standard: AWWA C503.
5. Pressure Rating: 150 psig (1035 kPa) minimum.

D. UL-Listed, Wet-Barrel Fire Hydrants:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  - a. American AVK Company; Valves & Fittings Division.
  - b. Mueller Co.; Water Products Division.
3. Description: Freestanding, with one NPS 4-1/2 (DN 115) and two NPS 2-1/2 (DN 65) outlets and with NPS 6 (DN 150) threaded or flanged inlet, and base section with NPS 6 (DN 150) mechanical-joint inlet.
4. Standards: UL 246 and "Approval Guide," published by FM Global, listing.
5. Design: Wet barrel.
6. Pressure Rating: 150 psig (1035 kPa) minimum.
7. Outlet Threads: NFPA 1963, with external hose thread used by local fire department. Include cast-iron caps with steel chains.
8. Operating and Cap Nuts: Pentagon, 1-1/2 inches (38 mm) point to flat.
9. Direction of Opening: Hydrant valves open by turning operating nut to left or counterclockwise.
10. Exterior Finish: Red alkyd-gloss enamel paint unless otherwise indicated.

#### 2.14 FIRE-DEPARTMENT CONNECTIONS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  1. Elkhart Brass Mfg. Company, Inc.
  2. Guardian Fire Equipment, Inc.
  3. Potter Roemer.
  4. Reliable Automatic Sprinkler Co., Inc.
- C. Description: Freestanding, with cast-bronze body, thread inlets according to NFPA 1963 and matching local fire-department hose threads, and threaded bottom outlet. Include lugged caps, gaskets, and chains; lugged swivel connection and drop clapper for each hose-connection inlet; 18-inch- (460-mm-) high brass sleeve; and round escutcheon plate.
- D. Standard: UL 405.
- E. Connections: Two NPS 2-1/2 (DN 65) inlets and one NPS 4 (DN 100) outlet.
- F. Inlet Alignment: Inline, horizontal.
- G. Finish Including Sleeve: Polished bronze.
- H. Escutcheon Plate Marking: "AUTO SPKR & STANDPIPE."

2.15 ALARM DEVICES

- A. General: UL 753 and "Approval Guide," published by FM Global, listing, of types and sizes to mate and match piping and equipment.
- B. Water-Flow Indicators: Vane-type water-flow detector, rated for 250-psig (1725-kPa) working pressure; designed for horizontal or vertical installation; with two single-pole, double-throw circuit switches to provide isolated alarm and auxiliary contacts, 7 A, 125-V ac and 0.25 A, 24-V dc; complete with factory-set, field-adjustable retard element to prevent false signals and tamperproof cover that sends signal when cover is removed.
- C. Supervisory Switches: Single pole, double throw; designed to signal valve in other than fully open position.
- D. Pressure Switches: Single pole, double throw; designed to signal increase in pressure.

PART 3 - EXECUTION

3.1 EARTHWORK

- A. Comply with excavating, trenching, and backfilling requirements in Section 312000 "Earth Moving."

3.2 PIPING INSTALLATION

- A. Water-Main Connection: Arrange with water utility company for tap of size and in location indicated in water main.
- B. Water-Main Connection: Tap water main according to requirements of water utility company and of size and in location indicated.
- C. Make connections larger than NPS 2 (DN 50) with tapping machine according to the following:
  - 1. Install tapping sleeve and tapping valve according to MSS SP-60.
  - 2. Install tapping sleeve on pipe to be tapped. Position flanged outlet for gate valve.
  - 3. Use tapping machine compatible with valve and tapping sleeve; cut hole in main. Remove tapping machine and connect water-service piping.
  - 4. Install gate valve onto tapping sleeve. Comply with MSS SP-60. Install valve with stem pointing up and with valve box.
- D. Make connections NPS 2 (DN 50) and smaller with drilling machine according to the following:
  - 1. Install service-saddle assemblies and corporation valves in size, quantity, and arrangement required by utility company's standards.
  - 2. Install service-saddle assemblies on water-service pipe to be tapped. Position outlets for corporation valves.

3. Use drilling machine compatible with service-saddle assemblies and corporation valves. Drill hole in main. Remove drilling machine and connect water-service piping.
  4. Install corporation valves into service-saddle assemblies.
  5. Install manifold for multiple taps in water main.
  6. Install curb valve in water-service piping with head pointing up and with service box.
- E. Comply with NFPA 24 for fire-service-main piping materials and installation.
- F. Install copper tube and fittings according to CDA's "Copper Tube Handbook."
1. Install encasement for tubing according to ASTM A 674 or AWWA C105.
- G. Install ductile-iron, water-service piping according to AWWA C600 and AWWA M41.
1. Install encasement for piping according to ASTM A 674 or AWWA C105.
- H. Bury piping with depth of cover over top at least 36 inches (750 mm), with top at least 12 inches (300 mm) below level of maximum frost penetration.
- I. Extend fire-suppression water-service piping and connect to water-supply source and building fire-suppression water-service piping systems at locations and pipe sizes indicated.
1. Terminate fire-suppression water-service piping at building floor slab until building-water-piping systems are installed. Terminate piping with caps, plugs, or flanges as required for piping material. Make connections to building's fire-suppression water-service piping systems when those systems are installed.
- J. Install underground piping with restrained joints at horizontal and vertical changes in direction. Use restrained-joint piping, thrust blocks, anchors, tie-rods and clamps, and other supports.
- K. Comply with requirements in Section 211200 "Fire-Suppression Standpipes," Section 211313 "Wet-Pipe Sprinkler Systems," and Section 211316 "Dry-Pipe Sprinkler Systems" for fire-suppression-water piping inside the building.
- L. Comply with requirements in Section 221116 "Domestic Water Piping" for potable-water piping inside the building.
- M. Install sleeves for piping penetrations of walls, ceilings, and floors. Comply with requirements for sleeves specified in Section 210517 "Sleeves and Sleeve Seals for Fire-Suppression Piping."
- N. Install sleeve seals for piping penetrations of concrete walls and slabs. Comply with requirements for sleeve seals specified in Section 210517 "Sleeves and Sleeve Seals for Fire-Suppression Piping."
- 3.3 JOINT CONSTRUCTION
- A. Install couplings, flanges, flanged fittings, unions, nipples, and transition and special fittings that have finish and pressure rating same as or higher than systems pressure rating for aboveground applications unless otherwise indicated.



- B. Install unions adjacent to each valve in tubing NPS 2 (DN 50) and smaller.
- C. Install flanges, flange adaptors, or couplings for grooved-end piping on valves, apparatus, and equipment having NPS 2-1/2 (DN 65) and larger end connections.
- D. Ream ends of tubes and remove burrs.
- E. Remove scale, slag, dirt, and debris from outside and inside of pipes, tubes, and fittings before assembly.
- F. Copper-Tubing, Brazed Joints: Join copper tube and fittings according to CDA's "Copper Tube Handbook," "Brazed Joints" Chapter.
- G. Ductile-Iron Piping, Gasketed Joints for Fire-Service-Main Piping: UL 194.
- H. Ductile-Iron Piping, Grooved Joints: Cut-groove pipe. Assemble joints with grooved-end, ductile-iron-piping couplings, gaskets, lubricant, and bolts.
- I. Flanged Joints: Select appropriate gasket material in size, type, and thickness suitable for water service. Join flanges with bolts according to ASME B31.9.
- J. Dissimilar Materials Piping Joints: Use adapters compatible with both piping materials, with OD, and with system working pressure.

### 3.4 ANCHORAGE INSTALLATION

- A. Anchorage, General: Install water-distribution piping with restrained joints.
- B. Install anchorages for tees, plugs and caps, bends, crosses, valves, and hydrant branches in fire-suppression water-service piping according to NFPA 24 and the following:
  - 1. Gasketed-Joint, Ductile-Iron, Water-Service Piping: According to AWWA C600.
- C. Apply full coat of asphalt or other acceptable corrosion-resistant material to surfaces of installed ferrous anchorage devices.

### 3.5 VALVE INSTALLATION

- A. AWWA Gate Valves: Comply with AWWA C600 and AWWA M44. Install each underground valve with stem pointing up and with valve box.
- B. UL-Listed or FM-Approved Gate Valves: Comply with NFPA 24. Install each underground valve and valves in vaults with stem pointing up and with vertical cast-iron indicator post.
- C. MSS Valves: Install as component of connected piping system.
- D. Corporation Valves and Curb Valves: Install each underground curb valve with head pointed up and with service box.

- E. Support valves and piping, not direct buried, on concrete piers. Comply with requirements for concrete piers in Section 033000 "Cast-in-Place Concrete."

### 3.6 WATER METER INSTALLATION

- A. Install water meters, piping, and specialties according to utility company's written instructions.
- B. Water Meters: Install displacement-type water meters NPS 2 (DN 50) and smaller in meter boxes with shutoff valves on water meter inlets. Include valves on water meter outlets, and include valved bypass around meters unless prohibited by authorities having jurisdiction.
- C. Water Meters: Install compound-type water meters NPS 3 (DN 80) and larger in meter vaults. Include shutoff valves on water meter inlets and outlets, and include valved bypass around meters. Support meters, valves, and piping on brick or concrete piers.
- D. Support water meters and piping NPS 3 (DN 80) and larger on concrete piers. Comply with requirements for concrete piers in Section 033000 "Cast-in-Place Concrete."

### 3.7 ROUGHING-IN FOR WATER METERS

- A. Rough-in piping and specialties for water meter installation according to utility company's written instructions.

### 3.8 WATER METER BOX INSTALLATION

- A. Install water meter boxes in paved areas flush with surface.
- B. Install water meter boxes in grass or earth areas with top 2 inches (50 mm) above surface.

### 3.9 CONCRETE VAULT INSTALLATION

- A. Install precast concrete vaults according to ASTM C 891.

### 3.10 FIRE HYDRANT INSTALLATION

- A. General: Install each fire hydrant with separate gate valve in supply pipe, anchor with restrained joints or thrust blocks, and support in upright position.
- B. Wet-Barrel Fire Hydrants: Install with valve below frost line. Provide for drainage.
- C. AWWA Fire Hydrants: Comply with AWWA M17.
- D. UL-Listed or FM-Approved Fire Hydrants: Comply with NFPA 24.

3.11 FIRE-DEPARTMENT CONNECTION INSTALLATION

- A. Install ball drip valves at each check valve for fire-department connection to mains.
- B. Install protective pipe bollards on two sides of each fire-department connection. Pipe bollards are specified in Section 055000 "Metal Fabrications."

3.12 ALARM DEVICE INSTALLATION

- A. General: Comply with NFPA 24 for devices and methods of valve supervision. Underground valves with valve box do not require supervision.
- B. Supervisory Switches: Supervise valves in open position.
  - 1. Valves: Grind away portion of exposed valve stem. Bolt switch, with plunger in stem depression, to OS&Y gate-valve yoke.
  - 2. Indicator Posts: Drill and thread hole in upper-barrel section at target plate. Install switch, with toggle against target plate, on barrel of indicator post.
- C. Locking and Sealing: Secure unsupervised valves as follows:
  - 1. Valves: Install chain and padlock on open OS&Y gate valve.
  - 2. Post Indicators: Install padlock on wrench on indicator post.
- D. Pressure Switches: Drill and thread hole in exposed barrel of fire hydrant. Install switch.
- E. Water-Flow Indicators: Install in water-service piping in vault. Select indicator with saddle and vane matching pipe size. Drill hole in pipe, insert vane, and bolt saddle to pipe.
- F. Connect alarm devices to building's fire-alarm system. Wiring and fire-alarm devices are specified in Section 283111 "Digital, Addressable Fire-Alarm System."

3.13 CONNECTIONS

- A. Connect fire-suppression water-service piping to existing water main. Use tapping sleeve and tapping valve.
- B. Connect fire-suppression water-service piping to interior fire-suppression piping.
- C. Connect waste piping from concrete vault drains to sanitary sewerage system. Comply with requirements in Section 221313 "Facility Sanitary Sewers" for connection to sanitary sewer.

3.14 FIELD QUALITY CONTROL

- A. Use test procedure prescribed by authorities having jurisdiction or, if method is not prescribed by authorities having jurisdiction, use procedure described below.

- B. Piping Tests: Conduct piping tests before joints are covered and after concrete thrust blocks have hardened sufficiently. Fill pipeline 24 hours before testing and apply test pressure to stabilize system. Use only potable water.
- C. Hydrostatic Tests: Test at not less than one-and-one-half times the working pressure for two hours.
  - 1. Increase pressure in 50-psig (350-kPa) increments and inspect each joint between increments. Hold at test pressure for one hour; decrease to 0 psig (0 kPa). Slowly increase again to test pressure and hold for one more hour. Maximum allowable leakage is 2 quarts (1.89 L) per hour per 100 joints. Remake leaking joints with new materials and repeat test until leakage is within allowed limits.
- D. Prepare test and inspection reports.

### 3.15 IDENTIFICATION

- A. Install continuous underground detectable warning tape during backfilling of trench for underground fire-suppression water-service piping. Locate below finished grade, directly over piping. Underground warning tapes are specified in Section 312000 "Earth Moving."
- B. Permanently attach equipment nameplate or marker indicating plastic fire-suppression water-service piping or fire-suppression water-service piping with electrically insulated fittings, on main electrical meter panel. Comply with requirements for identifying devices in Section 220553 "Identification for Plumbing Piping and Equipment."

### 3.16 CLEANING

- A. Clean fire-suppression water-service piping as follows:
  - 1. Purge new piping systems and parts of existing systems that have been altered, extended, or repaired before use.
  - 2. Use purging procedure prescribed by authorities having jurisdiction or, if method is not prescribed by authorities having jurisdiction, use procedure described in NFPA 24 for flushing of piping. Flush piping system with clean, potable water until dirty water does not appear at points of outlet.
  - 3. Use purging and disinfecting procedure prescribed by authorities having jurisdiction or, if method is not prescribed by authorities having jurisdiction, use procedure described in AWWA C651 or do as follows:
    - a. Fill system or part of system with water/chlorine solution containing at least 50 ppm of chlorine; isolate and allow to stand for 24 hours.
    - b. Drain system or part of system of previous solution and refill with water/chlorine solution containing at least 200 ppm of chlorine; isolate and allow to stand for three hours.
    - c. After standing time, flush system with clean, potable water until no chlorine remains in water coming from system.
    - d. Submit water samples in sterile bottles to authorities having jurisdiction. Repeat procedure if biological examination shows evidence of contamination.

- B. Prepare reports of purging activities.

### 3.17 PIPING SCHEDULE

- A. Underground fire-suppression water-service piping NPS 2 (DN 50) and smaller shall be hard copper tube, ASTM B 88, Type L (ASTM B 88M, Type B); wrought-copper, solder-joint fittings; and brazed joints.
- B. Underground and underslab fire-suppression water-service piping NPS 3 to NPS 6 (DN 80 to DN 150) shall be the following:
  - 1. Mechanical-joint, ductile-iron pipe; mechanical-joint, ductile-iron, compact-pattern fittings; glands, gaskets, and bolts; and gasketed joints.
- C. Meter box fire-suppression water-service piping NPS 2 (DN 50) and smaller shall be hard copper tube, ASTM B 88, Type L (ASTM B 88M, Type B); wrought- or cast-copper-alloy, solder-joint fittings; and brazed joints.
- D. Vault fire-suppression water-service piping NPS 3 to NPS 6 (DN 80 to DN 150) shall be grooved-end, ductile-iron pipe; grooved-end, ductile-iron pipe appurtenances; and grooved joints.

### 3.18 VALVE SCHEDULE

- A. Drawings indicate valve types to be used. Where specific valve types are not indicated, the following requirements apply:
- B. Underground fire-suppression water-service shutoff valves NPS 2 (DN 50) and smaller shall be corporation valves or curb valves with ends compatible with piping.
- C. Meter box fire-suppression water-service shutoff valves NPS 2 (DN 50) and smaller shall be meter valves.
- D. Vault fire-suppression water-service shutoff valves NPS 2 (DN 50) and smaller shall be Class 125, MSS, bronze, nonrising stem gate valves.
- E. Underground fire-suppression water-service shutoff valves NPS 3 (DN 80) and larger shall be the following:
  - 1. 200-psig (1380-kPa), AWWA, iron, nonrising-stem, metal -seated gate valves.
- F. Indicator-post underground fire-suppression water-service valves NPS 3 (DN 80) and larger shall be 175-psig (1200-kPa), UL-listed or FM-approved, iron, nonrising-stem gate valves with indicator-post flange.

- G. Standard-pressure, vault fire-suppression water-service shutoff valves NPS 3 (DN 80) and larger shall be the following:
1. 200-psig (1380-kPa), AWWA, iron, OS&Y, metal-seated gate valves.

END OF SECTION 21 11 00



## SECTION 21 13 16 - DRY-PIPE SPRINKLER SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUMMARY

A. Section Includes:

1. Pipes, fittings, and specialties.
2. Fire-protection valves.
3. Fire-department connections.
4. Sprinkler specialty pipe fittings.
5. Sprinklers.
6. Alarm devices.
7. Pressure gages.

B. Related Sections:

1. Section 211200 "Fire-Suppression Standpipes" for standpipe piping.
2. Section 211313 "Wet-Pipe Sprinkler Systems" for wet-pipe sprinkler piping.
3. Section 213113 "Electric-Drive, Centrifugal Fire Pumps for fire pumps, pressure-maintenance pumps, and fire-pump controllers.
4. Section 283111 "Digital, Addressable Fire-Alarm System for alarm devices not specified in this Section.

#### 1.2 SYSTEM DESCRIPTIONS

- A. Dry-Pipe Sprinkler System: Automatic sprinklers are attached to piping containing compressed air. Opening of sprinklers releases compressed air and permits water pressure to open dry-pipe valve. Water then flows into piping and discharges from sprinklers that are open.

#### 1.3 PERFORMANCE REQUIREMENTS

- A. Standard-Pressure Piping System Component: Listed for 175-psig minimum working pressure.
- B. Delegated Design: Design sprinkler systems, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
1. Available fire-hydrant flow test records indicate the following conditions:
    - a. Date:
    - b. Time:
    - c. Performed by:
    - d. Location of Residual Fire Hydrant R:
    - e. Location of Flow Fire Hydrant F:
    - f. Static Pressure at Residual Fire Hydrant R:

- g. Measured Flow at Flow Fire Hydrant F:
  - h. Residual Pressure at Residual Fire Hydrant R:
- C. Sprinkler system design shall be approved by authorities having jurisdiction.
  - 1. Margin of Safety for Available Water Flow and Pressure: 20 percent, including losses through water-service piping, valves, and backflow preventers.
  - 2. Sprinkler Occupancy Hazard Classifications:
    - a. Automobile Parking Areas: Ordinary Hazard, Group 1.
    - b. Building Service Areas: Ordinary Hazard, Group 1.
    - c. Electrical Equipment Rooms: Ordinary Hazard, Group 1.
    - d. General Storage Areas: Ordinary Hazard, Group 1.
    - e. Mechanical Equipment Rooms: Ordinary Hazard, Group 1.
    - f. Office and Public Areas: Light Hazard.
    - g. Repair Garages: Ordinary Hazard, Group 2.
    - h. Restaurant Service Areas: Ordinary Hazard, Group 1.
  - 3. Minimum Density for Automatic-Sprinkler Piping Design:
    - a. Light-Hazard Occupancy: 0.10 gpm over 1500-sq. ft. area.
    - b. Ordinary-Hazard, Group 1 Occupancy: 0.15 gpm over 1500-sq. ft. area.
    - c. Ordinary-Hazard, Group 2 Occupancy: 0.20 gpm over 1500-sq. ft. area.
    - d. Extra-Hazard, Group 1 Occupancy: 0.30 gpm over 2500-sq. ft. area.
    - e. Extra-Hazard, Group 2 Occupancy: 0.40 gpm over 2500-sq. ft. area.
    - f. Special Occupancy Hazard: As determined by authorities having jurisdiction.
  - 4. Maximum Protection Area per Sprinkler: Per UL listing.
  - 5. Maximum Protection Area per Sprinkler:
    - a. Office Spaces: 120 sq. ft.
    - b. Storage Areas: 130 sq. ft.
    - c. Mechanical Equipment Rooms: 130 sq. ft.
    - d. Electrical Equipment Rooms: 130 sq. ft.
    - e. Other Areas: According to NFPA 13 recommendations unless otherwise indicated.
  - 6. Total Combined Hose-Stream Demand Requirement: According to NFPA 13 unless otherwise indicated:
    - a. Light-Hazard Occupancies: 100 gpm for 30 minutes.
    - b. Ordinary-Hazard Occupancies: 250 gpm for 60 to 90 minutes.
    - c. Extra-Hazard Occupancies: 500 gpm for 90 to 120 minutes.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: For dry-pipe sprinkler systems. Include plans, elevations, sections, details, and attachments to other work.

1. Wiring Diagrams: For power, signal, and control wiring.
- C. Delegated-Design Submittal: For sprinkler systems indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer and professional engineer.
- B. Approved Sprinkler Piping Drawings: Working plans, prepared according to NFPA 13, that have been approved by authorities having jurisdiction, including hydraulic calculations if applicable.
- C. Field Test Reports and Certificates: Indicate and interpret test results for compliance with performance requirements and as described in NFPA 13. Include "Contractor's Material and Test Certificate for Aboveground Piping."
- D. Field quality-control reports.

#### 1.6 CLOSEOUT SUBMITTALS

- A. Operation and maintenance data.

#### 1.7 QUALITY ASSURANCE

- A. Installer Qualifications:
  1. Installer's responsibilities include designing, fabricating, and installing sprinkler systems and providing professional engineering services needed to assume engineering responsibility. Base calculations on results of fire-hydrant flow test.
    - a. Engineering Responsibility: Preparation of working plans, calculations, and field test reports by a qualified professional engineer.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. NFPA Standards: Sprinkler system equipment, specialties, accessories, installation, and testing shall comply with the following:
  1. NFPA 13, "Installation of Sprinkler Systems."
  2. NFPA 13R, "Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height."
  3. NFPA 24, "Installation of Private Fire Service Mains and Their Appurtenances."

## PART 2 - PRODUCTS

### 2.1 PIPING MATERIALS

- A. Comply with requirements in "Piping Schedule" Article for applications of pipe, tube, and fitting materials, and joining methods for specific services, service locations, and pipe sizes.

### 2.2 STEEL PIPE AND FITTINGS

- A. Standard Weight, Galvanized-Steel Pipe: ASTM A 53/A 53M, Type E, Grade B. Pipe ends may be factory or field formed to match joining method.
- B. Schedule 30, Galvanized-Steel Pipe: ASTM A 135; ASTM A 795/A 795M, Type E; or ASME B36.10M, wrought steel; with wall thickness not less than Schedule 30 and not more than Schedule 40. Pipe ends may be factory or field formed to match joining method.
- C. Galvanized-Steel Pipe Nipples: ASTM A 733, made of ASTM A 53/A 53M, standard-weight, seamless steel pipe with threaded ends.
- D. Galvanized, Steel Couplings: ASTM A 865, threaded.
- E. Galvanized, Gray-Iron Threaded Fittings: ASME B16.4, Class 125, standard pattern.
- F. Malleable- or Ductile-Iron Unions: UL 860.
- G. Cast-Iron Flanges: ASME B16.1, Class 125.
- H. Grooved-Joint, Steel-Pipe Appurtenances:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Anvil International, Inc.
    - b. National Fittings, Inc.
    - c. Tyco Fire & Building Products L.P.
    - d. Victaulic Company.
  - 2. Pressure Rating: 175 psig 250 psig minimum.
  - 3. Galvanized, Grooved-End Fittings for Steel Piping: ASTM A 47/A 47M, malleable-iron casting or ASTM A 536, ductile-iron casting; with dimensions matching steel pipe.
  - 4. Grooved-End-Pipe Couplings for Steel Piping: AWWA C606 and UL 213, rigid pattern, unless otherwise indicated, for steel-pipe dimensions. Include ferrous housing sections, EPDM-rubber gasket, and bolts and nuts.

### 2.3 PIPING JOINING MATERIALS

- A. Pipe-Flange Gasket Materials: AWWA C110, rubber, flat face, 1/8 inch thick or ASME B16.21, nonmetallic and asbestos free.

1. Class 125, Cast-Iron Flat-Face Flanges: Full-face gaskets.
- B. Metal, Pipe-Flange Bolts and Nuts: ASME B18.2.1, carbon steel unless otherwise indicated.

## 2.4 LISTED FIRE-PROTECTION VALVES

### A. General Requirements:

1. Valves shall be UL listed or FM approved.
2. Minimum Pressure Rating: 175 psig.

### B. Check Valves:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Anvil International, Inc.
  - b. Clow Valve Company; a division of McWane, Inc.
  - c. Crane Co.; Crane Valve Group; Crane Valves.
  - d. Crane Co.; Crane Valve Group; Jenkins Valves.
  - e. Crane Co.; Crane Valve Group; Stockham Division.
  - f. Fire-End & Croker Corporation.
  - g. Fire Protection Products, Inc.
  - h. Globe Fire Sprinkler Corporation.
  - i. Metraflex, Inc.
  - j. Milwaukee Valve Company.
  - k. Mueller Co.; Water Products Division.
  - l. Potter Roemer.
  - m. Reliable Automatic Sprinkler Co., Inc.
  - n. Shurjoint Piping Products.
  - o. Tyco Fire & Building Products LP.
  - p. United Brass Works, Inc.
  - q. Venus Fire Protection Ltd.
  - r. Victaulic Company.
  - s. Viking Corporation.
  - t. Watts Water Technologies, Inc.
2. Standard: UL 312
3. Pressure Rating: 250 psig minimum.
4. Type: Swing check.
5. Body Material: Cast iron.
6. End Connections: Flanged or grooved.

### C. Bronze OS&Y Gate Valves:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Crane Co.; Crane Valve Group; Crane Valves.
  - b. Crane Co.; Crane Valve Group; Stockham Division.
  - c. Milwaukee Valve Company.

- d. United Brass Works, Inc.
  - 2. Standard: UL 262.
  - 3. Pressure Rating: 175 psig.
  - 4. Body Material: Bronze.
  - 5. End Connections: Threaded.
- D. Iron OS&Y Gate Valves:
- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. American Valve, Inc.
    - b. Clow Valve Company; a division of McWane, Inc.
    - c. Crane Co.; Crane Valve Group; Crane Valves.
    - d. Crane Co.; Crane Valve Group; Jenkins Valves.
    - e. Crane Co.; Crane Valve Group; Stockham Division.
    - f. Hammond Valve.
    - g. Milwaukee Valve Company.
    - h. Mueller Co.; Water Products Division.
    - i. Tyco Fire & Building Products LP.
    - j. United Brass Works, Inc.
    - k. Watts Water Technologies, Inc.
  - 2. Standard: UL 262.
  - 3. Pressure Rating: 250 psig minimum.
  - 4. Body Material: Cast or ductile iron.
  - 5. End Connections: Flanged or grooved.
- E. Indicating-Type Butterfly Valves:
- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Anvil International, Inc.
    - b. Global Safety Products, Inc.
    - c. Milwaukee Valve Company.
    - d. Tyco Fire & Building Products LP.
    - e. Victaulic Company.
  - 2. Standard: UL 1091.
  - 3. Pressure Rating: 175 psig minimum.
  - 4. Valves NPS 2 and Smaller:
    - a. Valve Type: Ball or butterfly.
    - b. Body Material: Bronze.
    - c. End Connections: Threaded.
  - 5. Valves NPS 2-1/2 and Larger:
    - a. Valve Type: Butterfly.
    - b. Body Material: Cast or ductile iron.



- c. End Connections: Flanged, grooved, or wafer.
- 6. Valve Operation: Integral electrical, 115-V ac, prewired, two-circuit, supervisory switch.

## 2.5 TRIM AND DRAIN VALVES

### A. General Requirements:

- 1. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
- 2. Minimum Pressure Rating: 175 psig .

### B. Ball Valves:

- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Anvil International, Inc.
  - b. Fire-End & Croker Corporation.
  - c. Fire Protection Products, Inc.
  - d. Flowserve.
  - e. Jomar International, Ltd.
  - f. Milwaukee Valve Company.
  - g. Potter Roemer.
  - h. Southern Manufacturing Group.
  - i. Tyco Fire & Building Products L.P.
  - j. Victaulic Company.
  - k. Watts Water Technologies, Inc.

## 2.6 SPECIALTY VALVES

### A. General Requirements:

- 1. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
- 2. Minimum Pressure Rating: 175 psig .
- 3. Body Material: Cast or ductile iron.
- 4. Size: Same as connected piping.
- 5. End Connections: Flanged or grooved.

### B. Dry-Pipe Valves:

- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Globe Fire Sprinkler Corporation.
  - b. Reliable Automatic Sprinkler Co., Inc.
  - c. Tyco Fire & Building Products L.P.
  - d. Victaulic Company.

- e. Viking Corporation.
- 2. Standard: UL 260
- 3. Design: Differential-pressure type.
- 4. Include UL 1486, quick-opening devices, trim sets for air supply, drain, priming level, alarm connections, ball drip valves, pressure gages, priming chamber attachment, and fill-line attachment.
- 5. Air Compressor:
  - a. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - 1) Gast Manufacturing Inc.
    - 2) General Air Products, Inc.
    - 3) Viking Corporation.
  - b. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
  - c. Motor Horsepower: Fractional.
  - d. Power: 120-V ac, 60 Hz, single phase.

## 2.7 FIRE-DEPARTMENT CONNECTIONS

### A. Flush-Type, Fire-Department Connection:

- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Elkhart Brass Mfg. Company, Inc.
  - b. Guardian Fire Equipment, Inc.
  - c. Potter Roemer.
- 2. Standard: UL 405.
- 3. Type: Flush, for wall mounting.
- 4. Pressure Rating: 175 psig minimum.
- 5. Body Material: Corrosion-resistant metal.
- 6. Inlets: Brass with threads according to NFPA 1963 and matching local fire-department sizes and threads. Include extension pipe nipples, brass lugged swivel connections, and check devices or clappers.
- 7. Caps: Brass, lugged type, with gasket and chain.
- 8. Escutcheon Plate: Rectangular, brass, wall type.
- 9. Outlet: With pipe threads.
- 10. Body Style: Horizontal.
- 11. Number of Inlets:
- 12. Outlet Location: Back.
- 13. Escutcheon Plate Marking: Similar to "AUTO SPKR & STANDPIPE, AUTO SPKR."
- 14. Finish: Polished chrome plated.
- 15. Outlet Size: NPS 4.

## 2.8 SPRINKLER SPECIALTY PIPE FITTINGS

- A. General Requirements for Dry-Pipe-System Fittings: UL listed for dry-pipe service.
- B. Branch Outlet Fittings:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. National Fittings, Inc.
    - b. Tyco Fire & Building Products LP.
    - c. Victaulic Company.
  - 2. Standard: UL 213.
  - 3. Pressure Rating: 175 psig minimum.
  - 4. Body Material: Ductile-iron housing with EPDM seals and bolts and nuts.
  - 5. Type: Mechanical-T and -cross fittings.
  - 6. Configurations: Snap-on and strapless, ductile-iron housing with branch outlets.
  - 7. Size: Of dimension to fit onto sprinkler main and with outlet connections as required to match connected branch piping.
  - 8. Branch Outlets: Grooved, plain-end pipe, or threaded.
- C. Flow Detection and Test Assemblies:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Reliable Automatic Sprinkler Co., Inc.
    - b. Tyco Fire & Building Products LP.
    - c. Victaulic Company.
  - 2. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
  - 3. Pressure Rating: 175 psig minimum.
  - 4. Body Material: Cast- or ductile-iron housing with orifice, sight glass, and integral test valve.
  - 5. Size: Same as connected piping.
  - 6. Inlet and Outlet: Threaded.
- D. Branch Line Testers:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Elkhart Brass Mfg. Company, Inc.
    - b. Fire-End & Croker Corporation.
    - c. Potter Roemer.
  - 2. Standard: UL 199.

3. Pressure Rating: 175 psig minimum.
4. Body Material: Brass.
5. Size: Same as connected piping.
6. Inlet: Threaded.
7. Drain Outlet: Threaded and capped.
8. Branch Outlet: Threaded, for sprinkler.

E. Sprinkler Inspector's Test Fittings:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Triple R Specialty.
  - b. Tyco Fire & Building Products L.P.
  - c. Victaulic Company.
  - d. Viking Corporation.
2. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
3. Pressure Rating: 175 psig minimum.
4. Body Material: Cast- or ductile-iron housing with sight glass.
5. Size: Same as connected piping.
6. Inlet and Outlet: Threaded.

F. Adjustable Drop Nipples:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. CECA, LLC.
  - b. Corcoran Piping System Co.
  - c. Merit Manufacturing; a division of Anvil International, Inc.
2. Standard: UL 1474.
3. Pressure Rating: 250 psig minimum.
4. Body Material: Steel pipe with EPDM O-ring seals.
5. Size: Same as connected piping.
6. Length: Adjustable.
7. Inlet and Outlet: Threaded.

G. Flexible, Sprinkler Hose Fittings:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Fivalco Inc.
  - b. FlexHead Industries, Inc.
  - c. Gateway Tubing, Inc.
2. Standard: UL 1474.

3. Type: Flexible hose for connection to sprinkler, and with bracket for connection to ceiling grid.
4. Pressure Rating: 175 psig minimum.
5. Size: Same as connected piping, for sprinkler.

## 2.9 SPRINKLERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Globe Fire Sprinkler Corporation.
  2. Reliable Automatic Sprinkler Co., Inc.
  3. Tyco Fire & Building Products LP.
  4. Victaulic Company.
  5. Viking Corporation.
- B. General Requirements:
1. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
  2. Pressure Rating for Automatic Sprinklers: 175 psig minimum.
  3. Pressure Rating for High-Pressure Automatic Sprinklers: 250 psig minimum.
- C. Automatic Sprinklers with Heat-Responsive Element:
1. Nonresidential Applications: UL 199.
  2. Characteristics: Nominal 1/2-inch orifice with discharge coefficient K of 5.6, and for "Ordinary" temperature classification rating unless otherwise indicated or required by application.
- D. Sprinkler Finishes:
1. Chrome plated.
- E. Special Coatings:
1. Corrosion-resistant paint.
- F. Sprinkler Escutcheons: Materials, types, and finishes for the following sprinkler mounting applications. Escutcheons for concealed, flush, and recessed-type sprinklers are specified with sprinklers.
1. Ceiling Mounting: Chrome-plated steel, two piece, with 1-inch vertical adjustment.
  2. Sidewall Mounting: Chrome-plated steel, one piece, flat.
- G. Sprinkler Guards:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Reliable Automatic Sprinkler Co., Inc.
  - b. Tyco Fire & Building Products LP.
  - c. Victaulic Company.
  - d. Viking Corporation.
2. Standard: UL 199.
3. Type: Wire cage with fastening device for attaching to sprinkler.

## 2.10 ALARM DEVICES

A. Alarm-device types shall match piping and equipment connections.

B. Water-Motor-Operated Alarm:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Globe Fire Sprinkler Corporation.
  - b. Tyco Fire & Building Products LP.
  - c. Victaulic Company.
  - d. Viking Corporation.
2. Standard: UL 753.
3. Type: Mechanically operated, with Pelton wheel.
4. Alarm Gong: Cast aluminum with red-enamel factory finish.
5. Size: 10-inch diameter.
6. Components: Shaft length, bearings, and sleeve to suit wall construction.
7. Inlet: NPS 3/4.
8. Outlet: NPS 1 drain connection.

C. Valve Supervisory Switches:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Fire-Lite Alarms; a Honeywell company.
  - b. Potter Electric Signal Company.
  - c. System Sensor; a Honeywell company.
2. Standard: UL 346.
3. Type: Electrically supervised.
4. Components: Single-pole, double-throw switch with normally closed contacts.
5. Design: Signals that controlled valve is in other than fully open position.



## 2.11 PRESSURE GAGES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. AMETEK, Inc.; U.S. Gauge Division.
  - 2. Ashcroft, Inc.
  - 3. Brecco Corporation.
  - 4. WIKA Instrument Corporation.
- B. Standard: UL 393.
- C. Dial Size: 3-1/2- to 4-1/2-inch diameter.
- D. Pressure Gage Range: 0 to 250 psig minimum.
- E. Water System Piping Gage: Include "WATER" or "AIR/WATER" label on dial face.
- F. Air System Piping Gage: Include retard feature and "AIR" or "AIR/WATER" label on dial face.

## PART 3 - EXECUTION

### 3.1 SERVICE-ENTRANCE PIPING

- A. Connect sprinkler piping to water-service piping for service entrance to building. Comply with requirements in Section 211100 "Facility Fire-Suppression Water-Service Piping" for exterior piping.
- B. Install shutoff valve, backflow preventer, pressure gage, drain, and other accessories indicated at connection to water-service piping. Comply with requirements in Section 211100 "Facility Fire-Suppression Water-Service Piping" for backflow preventers.
- C. Install shutoff valve, check valve, pressure gage, and drain at connection to water service.

### 3.2 WATER-SUPPLY CONNECTIONS

- A. Connect sprinkler piping to building's interior water-distribution piping. Comply with requirements in Section 221116 "Domestic Water Piping" for interior piping.
- B. Install shutoff valve, backflow preventer, pressure gage, drain, and other accessories indicated at connection to water-distribution piping. Comply with requirements in Section 221119 "Domestic Water Piping Specialties" for backflow preventers.
- C. Install shutoff valve, check valve, pressure gage, and drain at connection to water supply.

### 3.3 PIPING INSTALLATION

- A. Locations and Arrangements: Drawing plans, schematics, and diagrams indicate general location and arrangement of piping. Install piping as indicated, as far as practical.
  - 1. Deviations from approved working plans for piping require written approval from authorities having jurisdiction. File written approval with Architect before deviating from approved working plans.
- B. Piping Standard: Comply with requirements in NFPA 13 for installation of sprinkler piping.
- C. Use listed fittings to make changes in direction, branch takeoffs from mains, and reductions in pipe sizes.
- D. Install unions adjacent to each valve in pipes NPS 2 and smaller.
- E. Install flanges, flange adapters, or couplings for grooved-end piping on valves, apparatus, and equipment having NPS 2-1/2 and larger end connections.
- F. Install "Inspector's Test Connections" in sprinkler system piping, complete with shutoff valve, and sized and located according to NFPA 13.
- G. Install sprinkler piping with drains for complete system drainage.
- H. Install sprinkler control valves, test assemblies, and drain risers adjacent to standpipes when sprinkler piping is connected to standpipes.
- I. Install automatic (ball drip) drain valves to drain piping between fire-department connections and check valves. Drain to floor drain or to outside building.
- J. Install alarm devices in piping systems.
- K. Install hangers and supports for sprinkler system piping according to NFPA 13. Comply with requirements in NFPA 13 for hanger materials.
- L. Install pressure gages on riser or feed main, at each sprinkler test connection, and at top of each standpipe. Include pressure gages with connection not less than NPS 1/4 and with soft metal seated globe valve, arranged for draining pipe between gage and valve. Install gages to permit removal, and install where they will not be subject to freezing.
- M. Drain dry-pipe sprinkler piping.
- N. Pressurize and check dry-pipe sprinkler system piping and air-pressure maintenance devices air compressors.
- O. Install sleeves for piping penetrations of walls, ceilings, and floors. Comply with requirements for sleeves specified in Section 210517 "Sleeves and Sleeve Seals for Fire-Suppression Piping."
- P. Install sleeve seals for piping penetrations of concrete walls and slabs. Comply with requirements for sleeve seals specified in Section 210517 "Sleeves and Sleeve Seals for Fire-Suppression Piping."

- Q. Install escutcheons for piping penetrations of walls, ceilings, and floors. Comply with requirements for escutcheons specified in Section 210518 "Escutcheons for Fire-Suppression Piping."

### 3.4 JOINT CONSTRUCTION

- A. Install couplings, flanges, flanged fittings, unions, nipples, and transition and special fittings that have finish and pressure ratings same as or higher than system's pressure rating for aboveground applications unless otherwise indicated.
- B. Install unions adjacent to each valve in pipes NPS 2 and smaller.
- C. Install flanges, flange adapters, or couplings for grooved-end piping on valves, apparatus, and equipment having NPS 2-1/2 and larger end connections.
- D. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- E. Remove scale, slag, dirt, and debris from inside and outside of pipes, tubes, and fittings before assembly.
- F. Flanged Joints: Select appropriate gasket material in size, type, and thickness suitable for water service. Join flanges with gasket and bolts according to ASME B31.9.
- G. Threaded Joints: Thread pipe with tapered pipe threads according to ASME B1.20.1. Cut threads full and clean using sharp dies. Ream threaded pipe ends to remove burrs and restore full ID. Join pipe fittings and valves as follows:
  - 1. Apply appropriate tape or thread compound to external pipe threads.
  - 2. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged.
- H. Steel-Piping, Cut-Grooved Joints: Cut square-edge groove in end of pipe according to AWWA C606. Assemble coupling with housing, gasket, lubricant, and bolts. Join steel pipe and grooved-end fittings according to AWWA C606 for steel-pipe joints.
- I. Dissimilar-Material Piping Joints: Make joints using adapters compatible with materials of both piping systems.

### 3.5 VALVE AND SPECIALTIES INSTALLATION

- A. Install listed fire-protection valves, trim and drain valves, specialty valves and trim, controls, and specialties according to NFPA 13 and authorities having jurisdiction.
- B. Install listed fire-protection shutoff valves supervised open, located to control sources of water supply except from fire-department connections. Install permanent identification signs indicating portion of system controlled by each valve.
- C. Install check valve in each water-supply connection. Install backflow preventers instead of check valves in potable-water-supply sources.

D. Specialty Valves:

1. General Requirements: Install in vertical position for proper direction of flow, in main supply to system.
2. Dry-Pipe Valves: Install trim sets for air supply, drain, priming level, alarm connections, ball drip valves, pressure gages, priming chamber attachment, and fill-line attachment.
  - a. Install air compressor and compressed-air supply piping.

3.6 SPRINKLER INSTALLATION

- A. Install sprinklers in suspended ceilings in center of narrow dimension of acoustical ceiling panels.
- B. Install dry-type sprinklers with water supply from heated space. Do not install pendent or sidewall, wet-type sprinklers in areas subject to freezing.
- C. Install sprinklers into flexible, sprinkler hose fittings and install hose into bracket on ceiling grid.

3.7 FIRE-DEPARTMENT CONNECTION INSTALLATION

- A. Install wall-type, fire-department connections.
- B. Install automatic (ball drip) drain valve at each check valve for fire-department connection.

3.8 IDENTIFICATION

- A. Install labeling and pipe markers on equipment and piping according to requirements in NFPA 13.
- B. Identify system components, wiring, cabling, and terminals. Comply with requirements for identification specified in Section 260553 "Identification for Electrical Systems."

3.9 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Tests and Inspections:
  1. Leak Test: After installation, charge systems and test for leaks. Repair leaks and retest until no leaks exist.
  2. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
  3. Flush, test, and inspect sprinkler systems according to NFPA 13, "Systems Acceptance" Chapter.
  4. Energize circuits to electrical equipment and devices.
  5. Start and run air compressors.

6. Coordinate with fire-alarm tests. Operate as required.
7. Coordinate with fire-pump tests. Operate as required.
8. Verify that equipment hose threads are same as local fire-department equipment.

- C. Sprinkler piping system will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.

### 3.10 CLEANING

- A. Clean dirt and debris from sprinklers.
- B. Remove and replace sprinklers with paint other than factory finish.

### 3.11 PIPING SCHEDULE

- A. Piping between Fire-Department Connections and Check Valves: Galvanized, standard-weight steel pipe with threaded ends; cast-iron threaded fittings; and threaded joints.
- B. Sprinkler specialty fittings may be used, downstream of control valves, instead of specified fittings.
- C. Dry-pipe sprinkler system, NPS 2 and smaller, shall be [one of] the following:
  1. Standard-weight or Schedule 30, galvanized-steel pipe with threaded ends; galvanized, gray-iron threaded fittings; and threaded joints.
  2. Standard-weight or Schedule 30, galvanized-steel pipe with cut-grooved ends; galvanized, grooved-end fittings for steel piping; grooved-end-pipe couplings for steel piping; and grooved joints.
- D. Dry-pipe sprinkler system, NPS 2-1/2 to NPS 6, shall be [one of] the following:
  1. Standard-weight or Schedule 30, galvanized-steel pipe with threaded ends; galvanized, gray-iron threaded fittings; and threaded joints.
  2. Standard-weight or Schedule 30, galvanized-steel pipe with cut-grooved ends; galvanized, grooved-end fittings for steel piping; grooved-end-pipe couplings for steel piping; and grooved joints.

### 3.12 SPRINKLER SCHEDULE

- A. Use sprinkler types in subparagraphs below for the following applications:
  1. Rooms without Ceilings: Upright sprinklers.
  2. Rooms with Suspended Ceilings: Dry concealed sprinklers.
  3. Wall Mounting: Dry sidewall sprinklers.
  4. Spaces Subject to Freezing: Upright, dry pendent sprinklers; and dry sidewall sprinklers as indicated.
  5. Special Applications: Extended-coverage and quick-response sprinklers where indicated.

B. Provide sprinkler types in subparagraphs below with finishes indicated.

1. Concealed Sprinklers: Rough brass, with factory-painted white cover plate.
2. Flush Sprinklers: Bright chrome, with painted white escutcheon.
3. Recessed Sprinklers: Bright chrome, with bright chrome escutcheon.
4. Upright, Pendent, and Sidewall]Sprinklers: Chrome plated in finished spaces exposed to view; rough bronze in unfinished spaces not exposed to view; wax coated where exposed to acids, chemicals, or other corrosive fumes.

END OF SECTION 21 13 16



SECTION 22 01 10 - GENERAL PROVISIONS

1.1 Instructions

- A. The General Conditions, Information to Bidders, Special Conditions, and other pertinent documents issued by the Architect/Engineer are a part of the Contract Documents and shall be complied with in every respect.
- B. This Contractor shall examine the general construction drawings, the structural drawings, the electrical drawings, and lay out his work accordingly to avoid conflict.
- C. THIS CONTRACTOR SHALL VISIT THE SITE IN ORDER TO FAMILIARIZE HIMSELF WITH EXISTING WORKING CONDITIONS. FAILURE TO DO SO SHALL NOT RELIEVE CONTRACTOR OF RESPONSIBILITY OF MAKING CHANGES REQUIRED BY CONDITIONS ENCOUNTERED ON SITE.
- D. This Contractor shall conform to standards prescribed Local, State and National regulations or ordinances having jurisdiction. Execution of the Contract Document indicates Contractor's knowledge of above regulations or ordinances and any changes that may be necessary to conform to such regulations or ordinances shall be made by this Contractor without extra cost to the Owner.
- E. This Contractor shall provide all items, articles, materials, operations, or methods listed, mentioned or scheduled on the Drawings, and/or herein, including all labor, materials, equipment and incidentals necessary, required, or implied, for the completion of the various systems.
- F. Permits required for the installation of the work, as well as all authorized code inspections, construction fees, meters and assessments shall be arranged for and paid for by the Contractor. Final "meter deposits", if required by utility for permanent service, shall be made by Owner.

1.2 Drawings

- A. The drawings indicate the extent and general arrangement of the various systems. If any departure from these drawings is necessary, descriptions of these departures and a statement of the reasons therefore shall be submitted to the Architect/Engineer for approval.
- B. These drawings and specifications shall be considered a part of this Contract. Should an error or omission occur in either or both the drawings and specifications, or conflict one with the other, this Contractor shall not avail himself of such unintentional error, omission or conflict, but shall have same explained to him and adjusted before signing the Contract or proceeding with the work.
- C. Shop drawings and required field drawings shall be prepared by the Contractor in quintuplicate and hereinafter specified or required by the drawings. Shop drawings will include all dimensions, grades, materials, etc., pertinent to installation. Equipment rooms

shall be drawn at large scale and shall show equipment, foundation, piping, and clearances for maintenance, etc. The shop drawings will be coordinated with the work of related trades and shall be submitted for approval before installation is begun.

- D. Contractor agrees that Shop Drawing Submittal processed by the Architect/Engineer are not Change Orders; that the purpose of Shop Drawing Submittal by the Contractor is to demonstrate to the Architect/Engineer that the Contractor understands the design concept, that he demonstrates his understanding by indicating which equipment and material he intends to furnish and install and by detailing the fabrication and installation methods he intends to use. Contractor further agrees that if deviations, discrepancies or conflicts between Shop Drawings and Specifications are discovered either prior to or after Shop Drawing Submittal are processed by the Architect/Engineer, the Contract Drawings and Specifications shall control and shall be followed.

### 1.3 List of Materials, Fixtures and Equipment

- A. WITHIN THIRTY (30) DAYS AFTER AWARD OF CONTRACT, EXCEPT AS NOTED, SUBMIT A COMPLETE LIST OF MATERIALS, FIXTURES AND EQUIPMENT TO THE ARCHITECT/ENGINEER FOR APPROVAL. There shall be minimum eight (8) copies of data on each item and they shall be complete with names and addresses of manufacturers, catalog and model numbers, trade names, capacities and all other information required. DO NOT SUBMIT PARTIAL LISTS FROM TIME TO TIME. Approval shall be based on manufacturer's published ratings only.
- B. Contractor shall not delegate the authority to material supply houses to present data for approval. This shall be done by the Contractor. Data shall be presented in hard backed three-ring binders indexed and tabbed for ready reference to any article, material, equipment unit and the like.
- C. Contractor shall submit manufacturers' data and brochures on the following items:
- Pipe and related fittings.
- Valves.
- Piping Specialties (including, expansion tank, air separator, water flow measuring devices, thermometers, pressure gauge, pressure reducing valves, back flow preventors, pressure relief valves).
- Vibration isolation: Indicate type and rating for each application. Coordinate with equipment manufacturers.
- Plumbing fixtures, trim and accessories.
- Water heaters.
- Packaged Rooftop unit.

Control and back draft dampers.

Exhaust fans.

Air distribution devices and accessories.

Controls and instrumentation: Including energy management system, VFD's, sensors, controllers, panels, switches, relays, etc. Include detailed control and flow schematic drawings indicating all sensors and controllers. Submit complete detailed wiring diagrams of all components of control and energy management systems. Submission of controls and instrumentation shall be within 60 days after award of contract.

Testing, adjusting, and balancing: Submit TAB subcontractor qualifications and agenda. Submit TAB report minimum two weeks prior to request for final inspection.

- D. Complete set of mechanical submittals shall be transmitted to the Architect/Engineer in three-ring hard binders, all sets identical, with tabbed dividers indicating equipment, "Pump", "Piping Specialties", etc. for each group. Partial submittals will not be acceptable. Operating and Maintenance Manuals (three total) shall be bound and tabbed similar to the mechanical submittals.

#### 1.4 Substitution of Materials

- A. Where a definite material or unit of equipment is specified without mention of other manufacturers or followed by the phrase "or approved equal" it is the intent that this item shall be furnished with no substitutions. When other manufacturers are listed or if the phrase "or approved equal" is used to set a definite standard of quality and/or design and is not used to discriminate against any product of another manufacturer.
- B. Open competition is expected, but in all cases, complete data must be submitted on all proposed substitutions and samples shall be submitted for comparison and test when requested by the Architect/Engineer.
- C. It shall be the responsibility of the Contractor to ascertain if the substitute items will fit into the space allotted as conveniently as the items specified. Any changes to the building or system design necessary shall be arranged for in writing before material is ordered. All costs involved in making such changes shall be borne by the Contractor. If such changes are deemed inadvisable by the Architect/Engineer, the Contractor shall install items specified even though substitute item had been previously approved. Architect/Engineer's approval of a substitute is for performance and/or design only.

#### 1.5 Installation Directions

- A. Obtain manufacturer's printed installation directions to aid in properly executing work on equipment requiring such directions as directed by the Architect/Engineer. Submit such directions to Architect/Engineer for approval prior to time of installation of equipment.

#### 1.6 Starting and Instructions

- A. All equipment and systems shall be tested as hereinafter specified.
- B. Furnish a competent technician to supervise the starting, adjusting and test of all equipment and to train the operator in the operation of the system. Where specified, certain major items of equipment shall be installed under the supervision of and tested by a specialist furnished by the manufacturer of the equipment. Such specialist train the operator in the use of his equipment.
- C. Contractor shall furnish operating and maintenance instructions for each and every piece of equipment supplied by him together with four (4) copies of spare parts lists. Information shall be neatly bound in three (3) three-ring binders, indexed and labeled for each piece of equipment supplied. Contractor will spend sufficient time with the operator to acquaint him with the complete operation of the systems. Provide framed, glass enclosed, typewritten instructions, easily read, explaining exactly the procedure to be followed in starting up, and in shutting down the systems for each of the various control cycles. Operators, such as switches, pushbuttons, changeovers, etc., shall be numbered and referred to by number and function in the operating instructions.

#### 1.7 Protection of Equipment and Materials

- A. Responsibility for care and protection of equipment and material under this Contract rests with this Contractor until equipment or materials have been tested and accepted.
- B. All pipe ends, valves and parts of equipment left unconnected permanently or temporarily, shall be capped, plugged or properly protected to prevent entry of foreign matter.

END OF SECTION 22 01 10

## SECTION 22 01 20 - CODES AND STANDARDS

### PART 1 - GENERAL

#### 1.1 Applicable Codes

All work performed and all material used shall conform to the standard as set up by the current edition of the following codes:

- A. ASHRAE - ASHRAE Guide latest edition.
- B. AGA - Standards for Installation of Gas Appliances and Piping.
- C. Standard Gas Code - NFPA 54, NFPA 58
- D. National Electrical Code.
- E. International Building Code.
- F. International Mechanical Code.
- G. International Plumbing Code.
- H. International Fuel Gas Code.
- I. SMACNA Sheet Metal & Air Conditioning Contractors National Association.
- J. National Fire Codes - NFPA - 90-A, NFPA - 92, NFPA - 96, NFPA - 101.
- K. Standard Building Code.
- L. Other applicable building, safety, or fire codes having jurisdiction over equipment, materials or methods. The decision of the Chief, Division of Safety Management will be final in event of dispute over code to use or its interpretation.
- M. ASME Boiler & Pressure Vessel Codes.

#### 1.2 Electrical Requirements

- A. The Mechanical Contractor shall furnish to the Electrical Contractor all motor starters as required for installation. Mechanical Contractor shall provide all magnetic starters, reversing starters, multiple speed starters, etc., as required. All poly-phase motors and all motors which are automatically controlled shall be furnished with magnetic starters, full voltage, non-reversing type, complete with necessary auxiliary contracts for controls unless otherwise noted. Heaters shall be of the melting alloy type, sized to the exact nameplate running current of the motor. Overloads shall have visual trip indicators and shall be trip-free with reset button held in. All magnetic motor starters or controllers shall be equipped with one over-load element in each phase. Manually operated motors with magnetic controllers

shall be provided with oil-tight pushbutton stations and automatically controlled motors shall be provided with oil-tight, "hand-off-auto" automatic switches. All magnetic starters shall be provided with red bull's eye pilot light in cover. Energy for controlled circuits shall be taken through auxiliary contacts and shall not be taken from the load contacts from the starters. All power wiring and control wiring shall be run in rigid conduit in damp locations or electrical metallic tubing in dry locations and shall conform to NEC Standards.

END OF SECTION 22 01 20



SECTION 22 01 30 - MECHANICAL SYSTEMS SCHEDULE

PART 1 - GENERAL

1.1 General

- A. The work specified herein shall include all labor, materials, equipment, tools, supplies and supervision required to install and place in operation the mechanical systems and appurtenances specified herein and/or indicated on the drawings or reasonably implied as necessary for completion of the various systems.

1.2 Scope of Work

- A. Furnish and install a complete sanitary plumbing system as shown on drawings and described herein.
- B. Furnish and install a complete heating and air conditioning system as shown on drawings and described herein.
- C. Furnish and install a complete ventilation system as shown on drawings and described herein.
- D. Furnish all labor and disposal of all demolished materials as shown on drawings and described herein.

1.3 Work by Others

- A. The Electrical Contractor shall bring adequate power to and make final connections to all equipment furnished under this Contract. All HVAC and energy management control wiring shall be by Mechanical Contractor. All power and interlock wiring of fire protection and AHU smoke detector/shutdown by Electrical Contractor.
- B. The General Contractor shall do all painting as required; shall furnish all major openings in building structure as required for installation of the mechanical system; and shall assist Mechanical Contractor with installation of all equipment in outside walls and on roof. Touch up painting on mechanical equipment by Mechanical Contractor.
- C. All items of labor, materials and equipment not specifically stated herein or on plans to be by others and are required to make the system complete and operative shall be by this Contractor.
- D. Painting: The General Contractor shall provide skilled craftsmen to prepare, apply, and paint the following:
  - 1. All fire protection piping and accessories shall be primed and painted with two coats of rust inhibitive alkyd paint - red color - approved by Architect/Engineer. Delete painting on chrome or brass/bronze items.

2. Prime and paint all ferrous metal sleeves, supports and hangers exposed in finished areas, on roof, and elsewhere as indicated. No paint is required for zinc plated metal in non-finished areas. Paint shall be rust inhibitive alkyd type, color and approval by Architect/Engineer.

END OF SECTION 22 01 30

SECTION 22 01 40 - MECHANICAL IDENTIFICATION

PART 1 - GENERAL

1.01 SUMMARY

- A. Provide a thorough and complete system of identification of all pipe and equipment to permit immediate and positive recognition.

1.02 EQUIPMENT LABELS

- A. All equipment furnished under this division shall be provided with manufacturer's metal identification labels securely attached to each individual piece of equipment and show complete and comprehensive performance characteristics, size, model number, and serial number.

PART 2 - PRODUCTS

2.01 PIPE IDENTIFICATION

- A. All pipe, except that in inaccessible spaces, shall be identified with standard pipe identification markers equal to Seton "Snap-On".

PART 3 - EXECUTION

3.01 INSTALLATION

- A. Locate pipe markers not over 50 feet apart on each pipe or conduit and mark each pipe and conduit in at least one easily seen location.
- B. Locate all markers for easy and maximum visibility.
- C. Standard pipe identification system shall be acceptable and the same systems shall be used throughout.
- D. Pipe markers shall completely band the diameter of pipe or covering and shall overlap at least 2 inches.

3.02 CLOSING IN UNINSPECTED WORK

- A. Do not cover up or enclose work until it has been properly and completely inspected and approved. Should any of the work be covered up or enclosed prior to all required inspections and approval, uncover the work as required and, after it has been completely inspected and approved, make all repairs and replacements with such materials and workmanship as are necessary to the approval of the Architect or Engineer and at no additional cost to the owner.

END OF SECTION 22 01 40

SECTION 22 01 50 - EXCAVATION, TRENCHING, AND BACKFILLING

PART 1 - GENERAL

1.1 Excavation

- A. All excavation of every description and of whatever substances encountered shall be performed to the depths indicated or as otherwise specified. During excavation, material suitable for backfilling shall be piled in an orderly manner a sufficient distance from the banks of the trench to avoid over-loading and to prevent slides or cave-ins. All excavated materials not required or suitable for backfill shall be removed and disposed of off site at Contractor's expense. Grading shall be done as necessary to prevent surface water from flowing into trenches or other excavations, and any water accumulating therein shall be removed by pumping or by other approved methods. Sheet piling and shoring shall be done as necessary for the protection of the work and for the safety of personnel. Excavation shall comprise all materials encountered, including rock and filled-in material of whatever nature is involved.
- B. The utilities shall be laid and maintained to lines and grades established by the plans and specifications with fittings and thrust blocking at the required locations unless otherwise approved by the Architect/Engineer.
- C. Prior to excavation, investigation shall be made to the extent necessary to determine the location of existing underground structures and conflicts. Care should be exercised by the Contractor during excavation to avoid damage to existing structures.
- D. When obstructions that are not shown on the plans are encountered during the progress of work and interfere so that an alteration of the plans is required, the Architect/Engineer will alter the plans or order a deviation in line and grade or arrange for removal, relocations, or reconstruction of the obstructions.
- E. When crossing existing pipelines or other structures, alignment and grade shall be adjusted as necessary, with the approval of the Architect/Engineer, to provide clearance as required by federal, state, or local regulations or as deemed necessary by the Architect/Engineer to prevent future damage or contamination of either structure.

1.2 Trenching

- A. The trench shall be excavated to the required alignment, depth, and width and in conformance with all federal, state, and local regulations for the protection of the workmen.
- B. Trench preparation shall proceed in advance of pipe installation for only as far as stated in the specifications.
- C. Discharge from any trench dewatering pumps shall be conducted to natural drainage channels, storm sewers, or an approved reservoir.

- D. Excavated material shall be placed in a manner that will not obstruct sidewalks, drive-ways, or other structures and shall be done in compliance with federal, state, or local regulations.
- E. Removal of pavement and road surfaces shall be a part of the trench excavation and the amount removed shall depend upon the width of trench required for the installation of structures. The dimensions of pavement removed shall not exceed the dimensions of the opening required for installation of pipe and other structures by more than 6 inches in any direction unless required or approved by the Owner. Methods, such as sawing, drilling, or chipping, shall be used to ensure the breakage of pavement along straight lines.
- F. The width of the trench at the top of the dual run of pipe shall be ample to permit the pipes to be laid and joined properly and allow the backfill to be placed as specified. Trench widths at the top of the trench shall be not greater than the normal diameter of each pipe plus 24 inches.
- G. Other than noted previously, the trench bottom shall be true and even in order to provide support for the full length of the pipe barrel, except that a slight depression may be provided to allow withdrawal of pipe slings or other lifting tackle.
- H. When excavation is completed, a bed of sand, crushed stone, or earth that is free from stones, large clods, or frozen earth, shall be placed on the bottom of the trench to the previously mentioned depths, leveled, and tamped. These clearances and bedding procedures shall also be observed for pieces of concrete or masonry and other debris or subterranean structures, such as masonry walls, piers, or foundations that may be encountered during excavation. This installation procedure shall be followed when gravel formations containing loose boulders greater than 8 inches in diameter are encountered. In all cases, the specified clearances shall be maintained between the bottom of all pipe and appurtenances and any part, projection, or point of rock, boulder, or stones of sufficient size and placement which, in the opinion of the Architect/Engineer, could cause a fulcrum point.
- I. Should the trench pass over a sewer or other previous excavation, the trench bottom shall be sufficiently compacted to provide support equal to that of the native soil or conform to other regulatory requirements in a manner that will prevent damage to the existing installation.
- J. Trenches shall not pass over sidewalks and driveways noted on the plans to be bored and cased.
- K. Trees, shrubs, fences, and all other property and surface structures shall be protected during construction unless their removal is shown in the plans and specifications or approved by the Owner. Any cutting of tree roots or branches shall be done only as approved by the Owner.
- L. Temporary support, adequate protection, and maintenance of all underground and surface structures, drains, sewers, and other obstructions encountered in the progress of the work shall be furnished by the Contractor. All properties that have been disturbed shall be restored as nearly as practical to their original condition.
- M. When the subgrade is found to be unstable or to include ashes, cinders, refuse, organic

material, or other unsuitable material, such material shall be removed, to a minimum of at least 12 inches, or to the depth ordered by the Architect/Engineer and replaced under the directions of the Architect/Engineer with clean, stable backfill material. The bedding shall be consolidated and leveled in order that the pipe may be installed in accordance with Section 3.02F.

- N. When the bottom of the trench or the subgrade is found to consist of material that is unstable to such a degree that, in the judgement of the Architect/Engineer it cannot be removed, a foundation for the pipe and/or appurtenance shall be constructed using piling, timber, concrete, or other materials at the direction of the Architect/Engineer.
- O. Appropriate traffic control devices shall be provided in accordance with federal, state, or local regulations to regulate, warn, and guide traffic at the work site.

### 1.3 Backfilling

- A. The trenches shall not be backfilled until they, as installed, conform to the requirements specified. Except as otherwise specified for special conditions of over-depths, trenches shall be backfilled to the ground surface with material that is suitable for the compaction specified hereinafter. Trenches improperly backfilled shall be reopened to the depth required for proper compaction, then refilled and compacted as specified, or the condition shall be otherwise corrected as approved. The surface shall be restored to its original condition as near as practicable as hereinafter specified. Pavement, base course, and compacted subgrade disturbed by trenching operations shall be replaced in an acceptable manner with materials equal to the adjacent compacted subgrade, base course, and pavement for a minimum distance of 12 inches on each side of the trench.
- B. In the lower portion of the trench backfill material shall be deposited in 6 inch maximum thickness layers and compacted with suitable tampers to the density of the adjacent soil. The backfill material in this portion of the trench shall consist of a selected material at a moisture content that will facilitate compaction, free from stones larger than 1 inch in any dimension and hard clods and frozen conglomerates larger than 6 inches in any dimension. If any portion of the cover in the lower portion of the trench is in the depth of special compaction and material requirements under pavement, the special requirements shall control. Special care shall be taken not to damage the pre-insulation of pipes.
- C. Except for special materials for pavement, turfed or seeded areas, and sidewalks the remainder of the trench shall be backfilled with material that is free of stones larger than 6 inches or one-half the layered thickness, whichever is smaller, in any dimension. Backfill material shall be deposited in layers not exceeding 12 inches, and each layer shall be compacted to the minimum density specified as applicable to the particular area. Degree of compaction shall be 90 percent for Class C bedding.
- D. Under paved areas or other areas indicated by the plans Class B bedding shall be required. Backfill trenches from 12 inches above the pipe to pavement base course in 6 inch layers to 95 percent of maximum density as determined by AASHTO T180.
- E. Under turfed or seeded areas and sidewalks Class C bedding shall be required. Backfill



trenches from 6 inches above the pipe to finished grade in 12 inch layers to 95 percent of maximum density as determined by AASHTO T180.

#### 1.4 General Piping Installations

- A. Arrange, install piping approximately as indicated straight, plumb, and as direct as possible; form right angles or parallel lines with building walls. Keep pipes close to walls, partitions, ceilings, offset only where necessary to follow walls as directed. Locate groups of pipes parallel to each other; space them at distance to permit applying full insulation and to permit access for servicing valves.
- B. Install horizontal piping as high as possible without sags or humps. Grade drainage piping or uniform slope of 1/4 inch per foot minimum; where this is impossible, maintain slope as directed but in no case less than 1/8 inch per foot.
- C. Locate valves for easy access and operation where concealed; provide access doors of the proper type for the construction into which they are installed. Do not locate any valves with the stems below horizontal.
- D. Provide gas, water supply, drain, and vent connections to equipment specified in other sections requiring such services. Indicated locations and sizes of equipment connections are approximate; exact locations and sizes of piping, valves, shall conform to approved shop drawings and printed installation directions furnished by equipment outlets for same.
- E. Drains and P-traps shall be provided at all coils and piped to roof drains. Such drains shall consist of the necessary pipe, valves and fittings required in the opinion of the Architect/Engineer to permit servicing of equipment, systems, etc.

#### 1.5 Pipe Sleeves

- A. Pipe sleeves Schedule 40 zinc coated steel pipe shall be provided for all pipes passing through exterior or rated walls of one hour or more, slabs on grade, and all floor pipe penetration and utility trench penetrations. Sleeves may be omitted where pipes pass through exterior walls above ground to lawn faucets, wall hydrants and downspout nozzles.
- B. Sleeves passing through floors, utility trench, interior walls rated one hour or more, and exterior walls which are provided with membrane waterproofing shall be sealed with approved elastomeric fire proofing sealer. See detail on Plans.
- C. Sleeves pipes passing through potentially wet floors that do not have membrane waterproofing such as in toilet rooms, mechanical rooms, etc., shall be zinc coated steel pipe and shall project 1-1/2 inches above the finished floors, and shall be chalked watertight.
- D. Sleeves provided for all pipes passing through floors, utility trench, and exterior walls shall be schedule 40 zinc coated steel. Sleeves inside building through rated walls shall be minimum 26 gage galvanized sheet metal and extend minimum 6 inches past wall both sides.

- E. Sleeves shall be built into the walls and floors as the work progresses.
- F. Sleeves through exterior walls below grade shall be not less than 2 inches greater in inside diameter than the outside diameter of the pipe it serves; all other sleeves shall be large enough to provide approximately 1/4 inch clear annular space between the sleeve and pipe or between the sleeve and insulation where insulation is required. Except as hereinbefore specified for wet area floors, sleeves shall be of sufficient length to terminate flush with the finished floor or wall.
- G. Spaces between pipes and sleeves passing through exterior walls, slabs on grade and over crawl spaces, and waterproofed floors shall be chalked watertight. Spaces between pipes and sleeves passing through floors, walls, and ceilings of machine spaces, such as mechanical equipment, refrigeration, boiler, pump, fan, machinery rooms, and rated walls shall be packed and sealed at both ends of sleeve to provide an airtight acoustical barrier with approved fire stop material.

#### 1.6 Floors and Ceiling Plates

- A. Furnish and install chrome-plated type floor and ceiling plates or escutcheons on all exposed pipe passing through floors, walls and ceilings. Inside diameter shall fit around insulation or around pipe; when not insulated, outside diameter shall cover sleeve. Where sleeve extends above finished floor, escutcheon shall clear sleeve extension. Secure escutcheons or plates to pipe or sleeve but not to insulation.

#### 1.7 Roof Flashing

- A. Vent pipes passing through roof shall be flashed with four (4) pound lead sheet or 16 oz. copper, at least 20 inches square, and shall be extended up and turned down at least 1 inch inside pipe, with pipe at least 12 inches above roof at center line. Vents shall off-set in roof joist area or ceiling cavity if necessary so that no vent shall be closer than 4'-0" from outside wall line.

#### 1.8 Record Drawings

- A. This Contractor will be given two (2) sets of blueline prints by the Architect/Engineer. Indicate all variations in running of pipe, location of drains, cleanouts, equipment, etc., from that shown on original drawings in red pencil. These blueline prints shall be turned over to Architect/Engineer upon completion of the job.

#### 1.9 Systems Cleaning and Treatment

- A. All potable water lines shall be thoroughly flushed and then sterilized with a solution containing not less than 50 ppm available chlorine for eight (8) hours. During sterilization operate all valves, faucets, etc., so that all portions of system are reached. Flush system with clear water until concentration drops to 0.5 ppm. Obtain bacteriological certificate from local health department for water sample and submit with final documents at completion.

#### 1.10 Filter Cleaning

- A. Air handling equipment on this project shall not be operated during any stage of construction, clean-up, or testing without design efficiency filters.
- B. Where operation of equipment is permitted by the Architect for finished painting, plaster curing or the like, disposable 30% pleated media filters shall be used and replaced with new filters at time of acceptance. Prior to final acceptance, the General Contractor shall employ the Mechanical Contractor for an additional fee to clean all coils and units. This work shall be verified by Engineer. The General Contractor shall also furnish or pay for additional filters required during final finish application. These filters shall be changed weekly. Contractor shall provide new and clean filters at the time of acceptance.

#### 1.11 Identification

- A. All starters, controllers, panels, energy management switches overrides and equipment shall be identified with self adhesive engraved phenolic markers of an approved type indicating the equipment designation used on the drawings AHU-1, Pump #1, Unit No. 1, etc. A list of markers shall be submitted for approval prior to ordering. Valves shall be identified with brass tags and "S" hooks complete numbers and lists of function of the valve framed glass and posted in the Equipment Room. All labels and coordination by Mechanical Contractor.
- B. Pipe lines accessible for maintenance (except piping in finished spaces) shall be identified as to service with Seton, Set Mark semi-rigid plastic identification markers. Direction of flow arrow shall be included on each marker. Color coded background shall be in accordance with ANSI A13.1-1975 "Scheme for the Identification of Piping Systems". Locations shall be as follows:
  - 1. Adjacent to each valve and fitting (except plumbing fixtures).
  - 2. At each branch and riser take-off.
  - 3. At each pipe passage through wall, floor and ceiling construction.
  - 4. At each pipe passage to underground.
  - 5. On horizontal runs - marked every 25 feet.
- C. Size and color coding of phenolic labels shall be as follows:
  - 1. Starters shall be labeled red with white background, 1/2 inch tall lettering.
  - 2. Disconnect switch shall be labeled black with white background, 1/2 inch tall lettering.
  - 3. Energy management master panel(s) shall be labeled green with white background, 3/4 inch tall lettering. Each master, slave, and override panel shall be appropriately

labeled and identified as to "Master Panel", "Override Panel", etc.

4. Individual fan coil and equipment override switches, either in the master or slave panels, or individual floor fan coil unit override panels shall be labeled with maroon with white background, 1/4 inch tall lettering. Chiller, pump, fan, rooftop unit, etc. override/manual switches shall be marked with equipment designation and position options. Individual floor fan coil unit zone override switches shall be labeled as to zone served, i.e., "Zone 1 - Southwest", etc.

#### 1.12 Tests

- A. This Contractor shall conduct such tests as required to determine that systems and equipment which he installs conforms to specifications. Contractor shall supply all labor, materials, instruments, operations, etc., required to facilitate testing. Gages, thermometers, and instruments used in testing shall be accurate, recently calibrated and approved by the Architect/Engineer prior to test. Instruments installed permanently in systems, as specified hereinbefore, may be used in testing when approved by the Architect/Engineer. Tests shall be as follows:
  1. Water Piping - Domestic Systems: 100 PSI hydrostatic, with no discernable pressure loss for period of eight (8) hours.
  2. Condensate Drains: Tested to assure no leaks at normal operating circumstances.
  3. Gas Piping: 100 PSI air pressure with no loss for period of eight (8) hours.
  4. Sanitary Waste and Vent: Inside Building - Minimum 10 feet hydrostatic test and as required by ASA-A40.8 or local code.
  5. Relief Valves: Fire equipment until safety valves relieve. Record temperature and/or pressure at time of opening.
  6. Thermometers, Gauges, Etc.: Contractor shall remove, recalibrates and/or replace any instrument installed in the system as directed by the Architect/Engineer when accuracy is questionable, mercury columns are separated or other such conditions exist.

#### 1.13 Testing and Adjusting of Equipment

- A. Upon completion of the various systems, this Contractor shall set and adjust all valves, dampers, controllers, thermostats, etc.
- B. Each and every phase of the air conditioning, heating and ventilating system shall be operated for a sufficient period of time to demonstrate to the entire satisfaction of the Architect/Engineer, the ability of the system to meet the capacity and performance requirements.

1.14 Protective Devices

- A. All couplings, motor shafts, gears, belt drives, or other rotative or moving parts shall be fully guarded, in accordance with ANSI B15.1 Safety Code for Mechanical Power Transmission Apparatus. Guards shall be steel and expanded metal or sheet metal as approved. Guards shall be rigid, suitably secured and readily removable for maintenance without disassembly of the guarded unit.

1.15 Guarantee

- A. This Contractor shall guarantee that this system when turned over to the Owner has been installed in accordance with the Contract Documents. He shall also guarantee to keep all work embraced in these Contract Documents in repair and proper working order, without charge, for a period of one (1) year from date of Owner's acceptance of the work, except from damage by conditions beyond his control.

END OF SECTION 22 01 50

SECTION 22 05 23 - VALVES

PART 1 - GENERAL

1.1 General

- A. Valves and strainers shall be furnished and installed as shown on the drawings and as specified herein; where required for service; and shall be as per the following schedule. Valves by other reputable manufacturers which are equal to valves scheduled will be acceptable. Valves 2 inches and smaller with threaded connections, larger valves with flanged ends, ball and gate valves shall be bronze full port design with handle neck extension for insulation application.

- B. Valves for steel piping systems

| <u>Type</u>                | <u>2" &amp; Smaller</u>     | <u>Pressure<br/>Class SWP</u> | <u>Applicable Service</u>               |
|----------------------------|-----------------------------|-------------------------------|-----------------------------------------|
| Gate                       | Nibco T-124                 | 125 lb.                       | Shutoff for plumbing services.          |
| Globe                      | Nibco T-211-Y               | 135 lb.                       | Bypasses, etc.                          |
| Check                      | Nibco T-413-Y               |                               | Flow check, all services.               |
| Ball                       | Metraflex IT                | 150 lb.                       | Balancing and shut-off<br>HVAC service. |
| <u>2-1/2" &amp; larger</u> |                             |                               |                                         |
| Butterfly                  | Stockham<br>LD-711552B      | 150 lb.                       | Throttling, balancing chilled<br>water. |
| Gate                       | Nibco F619<br>Or T-619      | 125 lb.                       | Shutoff all services.                   |
| Globe                      | Nibco F-718-B<br>or T-718-B | 125 lb.                       | Bypasses, etc.                          |
| Check                      | Nibco F-918-B<br>or T-918-B |                               | Flow check, all services                |

- C. Valves for copper piping systems

| <u>Type</u> | <u>3" &amp; Smaller</u> | <u>Pressure<br/>Class WOG</u> | <u>Applicable Service</u> |
|-------------|-------------------------|-------------------------------|---------------------------|
| Gate        | Nibco S-124             | 200 lb.                       | Shutoff, Domestic Water.  |



|           |               |         |                                       |
|-----------|---------------|---------|---------------------------------------|
| Globe     | Nibco S-211-Y | 200 lb. | Throttling, Domestic Water.           |
| Check     | Nibco S-413-Y | 200 lb. | Non-Return, Domestic Water.           |
| Strainers | Muessco #351  | 300 lb. | Domestic Water, .057<br>perforations. |

Balancing valves shall be Bell and Gossett "Circuit-Setter" or as approved by Taco or Gerand. Provide to Architect/Engineer as a part of this contract, a field test kit equal to Bell and Gossett Model RO-4. Kit to include portable readout meter for field calibration of balancing valves. Provide to Architect/Engineer 60 days after award of contract.

END OF SECTION 22 05 23

SECTION 22 05 29 - MECHANICAL DEVICES

PART 1 - GENERAL

1.1 Pipe Hangers

- A. General: Pipe hangers and supports shall be Fee & Mason, Grinnell, Elcen or approved equal, similar and equal to Fee & Mason figure numbers shown.

B. Steel Pipe

1. All horizontal steel pipes to be supported as below:

|             |          |             |
|-------------|----------|-------------|
| Up to 2"    | 3/8" rod | 7' spacing  |
| 2-1/2" - 3" | 1/2" rod | 10' spacing |
| 4"          | 5/8" rod | 12' spacing |

2. Hangers and supports for steel pipe shall be as below:

|                             |                            |
|-----------------------------|----------------------------|
| Exposed Piping - 1/2" to 4" | F & M Fig. 400 Zinc Plated |
| Exposed Riser               |                            |
| Clamps - 1/2" to 4"         | F & M Fig. 241 Zinc Plated |
| Concealed or                |                            |
| Insulated -1/2" to 2"       | F & M Fig. 199 Black       |
| -2-1/2" to 4"               | F & M Fig. 239 Black       |
| Riser Clamp -1-1/2" to 4"   | F & M Fig. 241 Black       |

C. Copper Pipe

1. All copper pipe to be supported as below:

|              |          |             |
|--------------|----------|-------------|
| Up to 3/4"   | 3/8" rod | 5' spacing  |
| 1" to 2"     | 3/8" rod | 7' spacing  |
| 2-1/2" to 4" | 1/2" rod | 10' spacing |

2. Hangers and supports for copper pipe shall be as below:

Up to 4 inch Fee & Mason Figure 500 Copper Plated. 5 inches and larger Fee & Mason Figure 364 Copper Plated.  
Riser clamps for copper pipes shall be Fee & Mason Figure 368 Copper Plated.

- D. Beam Attachments: For pipe 2 inches or smaller, beam attachments shall be Fee & Mason Fig. 255L "C" clamp with lock nut for pipe sizes larger than 2 inches, Fee & Mason Figure 246 beam clamp shall be used.

E. Threaded Rod

1. All threaded rods will correspond with type of hanger used.
2. The load on the hangers shall be the determining factor and the maximum recommended hanger rod load, as catalog listed, shall govern as below:

|                   |                   |
|-------------------|-------------------|
| Rod Diameter 3/8" | Maximum Load 610  |
| Rod Diameter 1/2" | Maximum Load 1130 |
| Rod Diameter 5/8" | Maximum Load 1810 |

The above hanger rod loading is based on threaded hot rolled steel conforming to ASTM-A-107.

3. All threaded rod shall be Fee & Mason Figure 263 galvanized.

## 1.2 Foundations and Equipment Supports

- A. This Contractor shall provide suitable foundations, supports, stands, suspended platforms for machinery, tanks, and other equipment as indicated on drawings, specified herein or as required to make a neat, substantial and workmanlike job. All foundations, supports, stands, etc., shall be approved by the Architect/Engineer prior to construction. Provide 6 inches thick reinforced, 3000 lb. concrete pad that extends past the outer dimensions of chiller 12 inches on each side. Provide 4 inches thick reinforced pad for all floor mounted mechanical equipment.

## 1.3 Vibration and Noise Control

- A. All rotating equipment shall be isolated from connecting piping, ductwork, structure or other rigid utilities, etc. by means of the appropriate vibration isolation. The Contractor shall provide and install the appropriate vibration isolation on any equipment, with moving parts.
- B. No metal-to-metal contact will be permitted between fixed and floating parts.
- C. Connections to equipment: Allow for deflections equal to or greater than equipment deflections. Electrical, drain, piping connections, and other items made to rotating or reciprocating equipment (pumps, compressors, etc.) which rests on vibration isolators, shall be isolated from building structure for first two hangers or supports.
- D. Common foundation: Mount each electric motor on same foundation as driven machine. Hold driving motor and drive machine in positive rigid alignment with provision for adjusting motor alignment and belt tension. Bases shall be level throughout length and width. Provide shims to facilitate pipe connections, leveling, and bolting.
- E. Provide heat shields where elastomers are subject to high temperatures.
- F. Extend concrete bases for pipe elbow supports at suction connections at base mounted pumps. Pipe elbow supports shall not short circuit pump vibration to structure.
- G. Inspection and adjustment: Check for vibration and noise transmission through connections,

piping, ductwork, foundations, and walls. Adjust, repair, or replace isolators as required to reduce vibration and noise transmissions to acceptable levels as required by the Architect/Engineer.

- H. Elastomeric isolators shall comply with ASTM D2240 and be oil resistant neoprene with a maximum stiffness of 60 durometer and have a straight-line deflection curve.
- I. Uniform loading: Select and locate isolators to produce uniform loading and deflection even when equipment weight is not evenly distributed.
- J. Minimum static deflection of each vibration isolator unit shall be as recommended by unit manufacturer or as required for each specific piece of equipment by vibration isolator manufacturer to ensure acceptable vibration/noise isolation.

#### 1.4 Equipment Mounting

- A. No equipment unit shall bear directly on vibration isolators unless its own frame is suitably rigid to span between isolators and such direct support is approved by the equipment manufacturer. All support frames shall be sufficiently stiff and rigid so as to prevent distortion and misalignment of components installed thereon.
- B. Unless otherwise indicated, all equipment shall be mounted on vibration isolated bases equal to Peabody and shall have a minimum operating clearance of 2 inches between the equipment and the concrete housekeeping pad or floor beneath the equipment. The clearance space shall be checked by the Contractor to ensure that no construction debris has been left to short circuit or restrict the proper operation of the vibration isolation system.
- C. All wiring and other connections to vibration isolated units shall be made flexible in order to avoid short circuiting the isolators. A minimum 4 foot length of armored flexible conduit or cable installed in the shape of a U is acceptable for electrical connections. In the case of large diameter conduits, a sheet metal duct with flexible connection may be used for conduit connections to vibrating equipment. Flexible material shall be the same as that described for ducts connecting to fans.
- D. Under no conditions shall piping, ductwork or conduit be suspended from one another or physically contact one another. Vibrating systems shall be kept free from non-vibrating systems.
- E. Vibration isolation hangers shall be positioned so that hanger housings may rotate a full 360 degrees without contacting any object.

#### 1.5 Piping Flexible Connections

- A. Spherical Connector: Single-sphere or twin-sphere, precision molded of multiple layers of nylon cord and neoprene rated 175 psi working pressure at 250° F. (Metraflex or as approved).
  - 1. 2 inch and larger: Provide steel or ductile iron independent (floating) flanges. Furnish manufacturer's tie rod assembly.

2. 1-1/2 inch and smaller: Threaded union end connections. Utilize flexible connector for service intended and as recommended by manufacturer.

- B. Provide stainless steel mesh weatherproof type for outdoor applications.

#### 1.6 Pipe Suspension Isolation

- A. All pipe runs 2 inches or larger connected to rotating equipment in mechanical room shall be mounted on steel spring and/or elastometer isolators. Unless otherwise specified, the minimum deflection of the isolator shall be 3/8 inch. Utilize type 2 spring hangers or suspended piping and type 2 spring isolators on their mountings. Install piping vibration isolators a minimum distance of 8 feet horizontally away from rotating or reciprocating mechanical equipment.
- B. Pipes connected to vibration isolated assemblies shall in no way strain or force out of alignment the vibration isolators supporting the assembly nor shall pipes restrict a unit from "floating" freely on its isolators.
- C. Pipe elbows at inlets or discharges of floor mounted pumps which require support from below shall be braced to the unit base above the vibration isolators. All inlet and discharge piping, including associated heat exchangers, expansion tanks, strainers, valves, etc., shall be isolated by hangers having the same deflection characteristics.
- D. Ceiling suspended piping in Mechanical Equipment Room shall be isolated or alignment isolators as required to achieve the specified deflection. The minimum static deflection of the steel spring element of all isolators within a distance of at least 50 feet along a pipe in either direction from the equipment isolated shall be 1 inch.

END OF SECTION 22 05 29

SECTION 22 07 19 - MECHANICAL SYSTEMS INSULATION

PART 1 - GENERAL

1.1 General

- A. Insulation shall include all insulating materials, their applications, bands, tiewire, and weather protection for all pipe, fittings, valves, and equipment as indicated and as specified herein.
- B. Pipe insulation shall pass full thickness through hanger with galvanized sheet metal saddle at each hanger as per schedule below:  

|               |              |
|---------------|--------------|
| Through 3"    | 16 ga. x 12" |
| 3 1/2 thru 6" | 14 ga. x 16" |
- C. Insulation shall be applied by an approved Insulating Contractor employing trained insulating personnel.
- D. No insulation shall be applied over pipes, fittings, or other surfaces which are not clean. Insulation shall be applied after pipes have been thoroughly tested and proven tight by the Mechanical Contractor.

1.2 Insulate Piping Materials as Follows

- A. Domestic hot and cold water piping shall be insulated with 1 inch thick John-Manville "Micro-Lok" fiber glass pipe insulation or approved equal. Longitudinal laps and butt strips shall be smoothly secured with Benjamin-Foster 85-20 adhesive. Fittings and valves on pipe sizes smaller than 3 inches shall be insulated with J-H #301 insulating and finishing cement to a thickness equal to the adjacent pipe insulation. Fittings and valves 3 inches and larger shall be insulated with molded Fiber Glass covers secured with Fab-Cloth and finished with a generous coat of Foster 31-99 Mastic.
- B. Condensate drains shall be insulated with 1/2 inch Armstrong "Armaflex" and seal all joints with 520 cement.

END OF SECTION 22 07 19



SECTION 22 11 00 - PIPE AND FITTINGS

PART 1 - GENERAL

1.1 Installation

- A. All piping installed on this project shall be new and of full weight and size shown and of proper specification for service intended. ONLY PIPE AND FITTINGS MANUFACTURED IN THE UNITED STATES WILL BE ACCEPTABLE. MILL TEST REPORTS AND MANUFACTURER'S CERTIFICATION SHALL BE SUBMITTED TO ARCHITECT/ENGINEER ON ALL SUCH MATERIALS USED. When piping is cut, it shall be reamed with pipe reamer and all burrs, scale, trash and foreign matter removed. All piping shall be stored off the floor or ground so as to prevent its collecting dirt, plaster, dust, etc. WHERE NON-FERROUS PIPING CONNECTS TO FERROUS PIPING, INSTALL EPCO DIELECTRIC COUPLINGS.
- B. Where piping is threaded dies shall be clean and sharp and joint compound shall be applied to male end only. All joints shall be made up tight; the caulking of these joints will not be tolerated. Pipe joint compound must be approved by the Architect/Engineer. Copper tubing may be cut with a tubing cutter or hacksaw with guide. Copper tubing to be thoroughly reamed, cleaned with steel wool or emery cloth and non-corrosive flux before soldering. No solder less than grade specified for service shall be used. Where not specified otherwise, lead free alloy shall be used and rolls shall be clearly stamped by the manufacturer as to grade. NO SOLDER WITH LEAD ALLOY WILL BE ALLOWED.
- C. Where welding is specified or approved, it shall be by electric arc by mechanics skilled in operation and holding a test certificate acceptable to the Architect/Engineer. All scale and flux shall be removed from piping after welding. No job made fittings will be acceptable but Weldolets or Thredolets two (2) pipe sizes smaller than main will be allowed up to 4 inch maximum branch size. Where openings are cut in lines for any purpose, no pump or other operating machine shall be connected to the piping prior to its being thoroughly flushed in presence of the Architect/Engineer. On welded line use flanged valves, strainers and specialties, weld neck flanges, and properly rated slip-on flanges.
- D. The Contractor shall submit three copies of his qualified welding procedures to the Architect/Engineer for approval. Fabrication shall not begin prior to approval. Qualifications for welding shall be in accordance with the latest editions and addenda of ASME Boiler and Pressure Vessel Code, Section IX, Welding Procedure Qualifications, Article II and American National Standard Code for Chemical Plant and Petroleum Refinery Piping, ANSI B31.3, Chapter V, per the following excerpts:  
  
Para. 327.5, Para. 327.6, and ANSI-NB-23 National Board Inspection code.
- E. Any mechanic found installing piping without its being reamed, cleaned, deburred, etc., or in any way contrary to above, shall be sufficient reason for all erected piping to be removed, inspected by Architect/Engineer, corrected and re-erected, all at Contractor's expense.

1.2 Materials

A. Pipe for the various services specified shall be as follows:

1. Soil, Waste and Vent Piping: Schedule 40 PVC with solvent weld fittings or service weight cast iron with neoprene Gaskets below floor slab. Above the slab to be no hub cast iron or Schedule 40 PVC. Rain leader piping shall be PVC with Armaflex insulation. All new underground piping outside of building shall have continuous #12 solid copper tracer wire.
2. All domestic hot, recirculating, and cold water piping inside of building shall be copper tubing, Type "L" conforming to ASTM B88 with brazed or solder joint fittings, copper, brass, or bronze, conforming to ANSI B16.18 or B16.22. Solder shall be lead free alloy or as approved, no solder base flux shall be permitted. Below slab on grade shall be type "K" with no joints.
3. Refrigerant Piping shall be Type "L" hard drawn copper tubing with wrought sweat fittings and Sil-Fos joints. All soldering shall be done in the presence of an inert gas.
4. Utility and relief drains, including fan coil condensate drain, shall be type "L" copper with soldered joints.
5. Gas piping above ground in building shall be seamless or welded Schedule 40 steel conforming to ASTM A120 or ASTM A53. Fittings shall be malleable iron 150-pound conforming to ANSI B16.9. See Section 15350 for underground gas pipe. Underground piping outside of building shall be approved poly with continuous #12 solid copper tracer wire.

END OF SECTION 22 11 00

SECTION 22 11 10 - DOMESTIC WATER SYSTEM

PART 1 - GENERAL

1.1 Piping Systems

- A. Domestic water piping shall be as per Sections 220150 and 221100.
- B. Domestic piping systems shall be insulated as per Section 220719.
- C. All water supply piping, fittings and fixtures shall be protected against water hammer shock or surge pressure by a properly sized standpipe shock arrestor. Standpipe shall be same diameter as pipe serving that fixture/fixture battery.

END OF SECTION 22 11 10

SECTION 22 13 00 - SOIL AND WASTE SYSTEMS

PART 1 - GENERAL

1.1 Piping

- A. All soil, waste and vent piping shall be as per Section 220150 and Section 221100.
- B. Furnish all cleanouts and/or test tees as shown on plans and at foot of each soil, waste and drain stack. Cleanouts shall be same size as the pipe they serve except that 4 inches shall be maximum size required. Horizontal lines shall be provided with cleanouts at end of each run, change in direction, and mains not to exceed 50 feet apart.
- C. Cleanouts shall be manufactured by Smith, Zurn, or approved equal to MIFAB units specified below:
  - 1. Vertical and horizontal lines exposed - Test Tee – MIFAB C1462w/C1430-RD.
  - 2. Vertical lines concealed – MIFAB C1432-RD-3 with stainless steel access cover.
  - 3. Horizontal lines under unfinished floors – MIFAB C1104-R-1.
  - 4. Finished Floors – MIFAB C1104-R-1 cast iron adjustable floor level cleanout assembly with round polished bronze top. Provide carpet clamping type for carpet applications.
  - 5. Finished Floors - Linoleum, Terrazzo or Tile – MIFAB C1104-T-3 cast iron adjustable floor level cleanout assembly with round polished bronze top. Top depression to be covered with surrounding floor pattern bonded with waterproof adhesive.
  - 6. All lines outside of building – MIFAB C1454-1.

All cleanouts located outside of building shall extend up to the finish grade and shall be held in place by a poured concrete block 18 inches square and 4 inches thick.

END OF SECTION 22 13 00

SECTION 22 42 00 - PLUMBING FIXTURES, TRIM AND SPECIALTIES

PART 1 - GENERAL

1.1 Fixture Supports

- A. All fixtures must be securely fastened to the floor or walls by means of inserts or expansion bolts in concrete work, and by means of expansion bolts, toggle bolts or through bolts in masonry work, and by means of framing and screws in frame construction, to the satisfaction of the Architect.
- B. Wall hung fixtures where scheduled on drawings are to be supported by Wade, Zurn, Smith or approved equal chair carriers with integral adjustable fittings.
- C. Fixture heights will be defined on the Architectural Drawings. Where the mounting heights vary, the defined heights as shown on the Architectural Drawings shall prevail.

PART 2 - PRODUCTS

2.1 Plumbing Fixture and Trim

- A. Furnish and install all plumbing fixtures and equipment as scheduled and shown on drawings. All plumbing fixture brass trim shall be so designed that all wearing parts are to be in a standardized renewable operating unit which can be removed without detaching the supply fixture or faucet proper. The standardized renewable operating units are to be interchangeable with all supply fixtures and faucets. All exposed metal parts of all fixtures, including faucets, waste fittings, waste plugs, strainers, flush valves, traps, supplies, nipples and escutcheons shall be chromium plated brass, unless other materials or finish is specified. Angle sops with S.P.S. brass nipples from wall to stops shall be provided on all water supplies to fixtures. Fixture trim must be that of the fixture manufacturer wherever possible and must bear a permanent impression of the manufacturer. No "competitive grade" trim will be permitted.
- B. Furnish and install all plumbing fixtures specified herein and shown on plans. Kohler fixtures are specified, however, Slone or American Standard may be used if they are equal in all respects to those specified. Contractor shall submit on trim as well as fixtures. Fixtures to be as follows, or approved equal.

WC-1 (Water Closet): Kohler (K-2577-0) vitreous china, elongated closet bowl with 2-1/4 inch passageway, tank type 1.28gpf, bolt covers, Beneke 523SS open front, elongated seat with stainless steel hinges and posts.

WC-2 (Water Closet): Kohler (K-2577-0) vitreous china, elongated closet bowl with 2-1/4 inch passageway, tank type 1.28gpf, bolt covers, Beneke 523SS open front, elongated seat with stainless steel hinges and posts.

L-1 (Lavatory): Kohler (K-2006-4) 20"x17" vitreous china wall mouted with Delta 22C151 faucet assembly with 0.5 gpm vandal resistant head, 1-1/4" offset drain with open strainer,

3/8"supplies with stop, 1-1/4" straight tailpiece and 1-1/4" adjustable "P" trap. Provide Wade floor carrier.

L-2 (Lavatory ADA): Kohler (K-12634-R) 20"x27" vitreous china wall mouted with Delta 23C654 faucet assembly with 4" wrist blades and 0.5 gpm vandal resistant head, 1-1/4" offset drain with open strainer, 3/8"supplies with stop, 1-1/4" straight tailpiece and 1-1/4" adjustable "P" trap. Provide Wade floor carrier.

S-1 (Sink): Elkay (LR-3322) 33"x22"x8" stainless steel double compartment, duo strainer, 1-1/2" waste, 1-1/2" "P" trap and 3/8" angle supplies. Delta (400-D) faucet with spray.

U-1 (Urinal ADA): Kohler (K-4991-ET) vitreous china wall hung washdown type urinal, Zurn (Z6003-AV) 0.5gpm flush valve, mounted at ADA height. Provide Wade floor carrier.

EDF-1 (Electric Drinking Fountain): Halsey Taylor (HTHB-HVRGRN8) 8.0 gallon capacity, all stainless steel water cooler with bottle filler station. Provide 1-1/4" cast brass "P" trap with 3/8" supply with wheel stop. Provide Wade cooler floor carrier.

EDF-2 (Handicap Electric Drinking Fountain): Halsey Taylor (HVR8-WF) 8.0 gallon capacity, all stainless steel water cooler, 1-1/4" cast brass "P" trap with 3/8" supply with wheel stop. Provide Wade cooler floor carrier.

FD-1 (Floor Drain): Wade (1000-DB) cast iron body and flashing collar with 6" nickle bronze strainer and trap primer connection, 3" outlet. Provide inline trap primer for FD-1.

### 1.3 Floor Drains

- A. Floor drains shall be in accordance with ANSI A112.21.1. Provide caulking flange for connection to cast iron pipe, screwed outlets for connection to steel pipe, and side outlet when shown. Provide suitable clamping device and extensions if required, where installed in connection with waterproofing membrane. (Submit detailed shop drawings for these drains). Double drainage pattern floor drains shall have integral seepage pan for embedding in floor construction, and weep holes to provide adequate drainage from pan to drain pipe.

### 1.4 Traps

- A. Provide cast brass "P" traps on all sanitary branch waste connections from fixtures or equipment not provided with traps. Exposed traps shall be polished brass chromium plated with nipple and set screw escutcheons. Concealed traps may be wrought cast brass. Slip joints not permitted on sewer side of trap. Traps shall correspond to fittings on cast iron soil pipe or steel pipe respectively, and size shall be as required by connected service or fixture, or as scheduled.
- B. All drains, overflow, condensate, and relief, to be routed to nearest trapped hub or floor drain if not shown on drawings.

### 1.5 Drains

- A. Contractor shall install all floor and roof drains according to manufacturer's



recommendations. Provide and install all flashing and weatherproofing as required. Adjust extension sections on all drains as required for proper height adjustment.

- B. All floor drains to be trapped. Connect floor drains to sanitary waste piping as indicated on plans.
- C. Each AC equipment drain opening which normally discharges water (such as air conditioning unit drains, overflows, and similar drips and drains) shall be connected to the drain openings by means of an indirect drain or piped down directly over the floor drains which are provided for this purpose.
- D. Each water relief valve discharge shall be piped down to 6 inches above floor, but not necessarily over a floor drain or connected to a drain opening, unless otherwise indicated. No drain piping is required from the discharges or drain valves, unless otherwise indicated.

END OF SECTION 22 42 00

SECTION 23 30 00 - AIR DISTRIBUTION SYSTEM

PART 1 - GENERAL

1.1 Sheet Metal Work

- A. Furnish and install in an approved manner all ducts and sheet metal work shown on drawings, specified or required to accomplish the intention of these specifications.
- B. Mechanical Contractor shall make all field measurements and shop drawings necessary for fabrication and erection from the Contract drawings and specifications as may be necessitated by job conditions or otherwise. ALL DUCT SIZES SHOWN ARE NET INTERIOR DIMENSIONS AFTER INSULATION.
- C. All sheet metal work shall be constructed and installed in accordance with "SMACNA", "Low Pressure Duct Construction Standards"-1985. Sizes indicated on the drawings are inside to inside sizes, and allowances should be made for the liner. The weights of the sheetmetal ducts and stiffeners shall be as follows:

| <u>LONG SIDE</u> | <u>GAUGE</u> | <u>TRANSVERSE JOINT</u>                                      |
|------------------|--------------|--------------------------------------------------------------|
| 0 thru 12"       | 26           | S Slip Top Bottom, Drive Cleat on Sides.                     |
| 13" thru 18"     | 24           | S Slip Top and Bottom, Drive Cleat on Sides.                 |
| 19" thru 30"     | 24           | Standing S Slip Top and Bottom, Drive Cleat on Sides.        |
| 31" thru 42"     | 22           | 1" Standing S Slip Top and Bottom, Drive Cleat on Sides.     |
| 43" thru 60"     | 22           | 1 1/2" Standing S Slip Top and Bottom, Drive Cleat on Sides. |

- D. Where duct work is to be fastened to the intake or discharge of a fan, install sound insulating flexible connections - at least 4 inches long - of VENTGLAS Neoprene - coated glass fabric as furnished by Ventfabrics, Inc. At least 1 inch slack shall be allowed in these connections to insure that no vibration is transmitted from fan to duct work. The fabric shall either be folded in with metal or attached with metal collar frames at each end to prevent air leakage.
- E. Wherever sheet metal work or piping under this Contract passes through exposed wall or roofs, flashing and counterflashing necessary to make the joint between the sheet or piping and the building watertight shall be furnished by the Mechanical Contractor. Flashing and counterflashing shall be 16 ounce sheet copper securely soldered and fitted. Flashing shall be turned out at least 10 inches all around on the roof and up at least 10 inches on the duct or pipe.
- F. Manual dampers shall be at least two (2) gauges heavier than the duct in which they are

installed and shall be sufficiently rigid to prevent chattering or buckling. Dampers shall be fitted with Ventline #555 quadrants and 3/8 inch square rods for ducts up to and including 16 inches, and 1/2 inch rod with Ventline #560 quadrants for larger ducts. Install Ventlok #560 quadrants for larger ducts. Install Ventlok #688 regulators where required to permit operation of dampers above inaccessible ceilings.

- G. Access doors used for occasional repairs or adjustments of fire dampers in ducts shall be 1 inch insulated hinged, double cam models, minimum size 16" x 16"; with glass see-through section, similar to Pyro/Gard model by Safe Air, Inc. All units shall be of 22 gauge galvanized sheet metal with 1 inch fiberglass insulation, on supply and return ductwork, polyurethane gaskets, and zinc plated sash locks. Provide access doors, sized and located for maintenance work, upstream where possible, in the following locations:
1. Each fire damper (for link service), smoke damper and automatic control damper.
  2. Each duct mounted smoke detector.
- H. Provide turning vanes in each mitered turn greater than 40 degrees in all rectangular supply, return, OSA, and exhaust ductwork, and at other locations indicated. Turning vanes shall be galvanized steel at least two gauges heavier than the gauges of the adjacent ductwork, with 4 inch minimum radius of curvature, 4 inch maximum spacing, and not less than two vanes in each turning vane installation.
- I. All rectangular branch connections to rectangular ducts shall be a radius type with a centerline radius of 1-1/2 times the branch duct dimension in the plane of the turn with externally adjustable factory fabricated air turning vane assembly and opposed blade rectangular volume damper.
- J. All round branch connections to supply, return, exhaust, and outside air rectangular ducts shall be as follows:
- a. Fittings shall be conical, with a base diameter two inches larger than the duct diameter and a conical length of at least 3 inches.
  - b. Fittings shall be manufactured according to current SMACNA standards, with a minimum of 26 gauge, G90 galvanized steel.
  - c. Fittings shall have a seamless, one inch formed flange with stick on gasket.
  - d. Fitting shall have a 2" stand-off to extend the regulator beyond the insulation wrap.
  - e. Damper blade gauge shall be equal to or heavier than the fitting gauge.
  - f. Damper blade shall be fastened to a 3/8 inch or 1/2 inch aluminum rod.
  - g. Damper rod shall be supported by nylon bushings.
  - h. Damper shall have a self-locking regulator and handle similar to Flexmaster USA BO3 or BO4.
  - i. Fitting shall have a leakage rate that meets or exceeds the following:

Inches W.G.

|           |     |   |     |   |   |     |
|-----------|-----|---|-----|---|---|-----|
|           | 0.5 | 1 | 1.5 | 2 | 3 | 4   |
| CBD 2000G | 0   | 0 | 0.5 | 1 | 1 | 1.5 |

CFM Leakage Rate

- j. Basis of Design: Flexmaster USA CBD 2000G
  - k. Acceptable Manufacturers: McGill AirFlow, SEMCO, Eastern Sheet Metal or engineer approved equal.
- K. Mechanical Contractor shall guarantee that under all conditions of operation all duct work shall be free of all vibration, chatter, or objectionable pulsations. All ducts in non-conditioned spaces shall be reasonably airtight; the maximum allowable leakage shall be 5 percent. After the system is put into operation, the Mechanical Contractor shall balance the system, making such adjustments as are necessary to obtain specified air quantities. After the system has been balanced to obtain specified air quantities, make such further adjustments, as may be reasonably expected, for even temperatures, as directed by the Architect/Engineer. Contractor shall seal all low pressure ductwork during and after installation as recommended by SMACNA for 2 inch w.g. pressure classification.
- L. Flexible Duct: Duct to be pre-insulated helical wire reinforced polyester with fiberglass wrap and vinyl vapor barrier jacket; equal to Wiremold Type WG. Flexible ducts shall be class 1 or 0. Flexible duct shall not exceed 5 feet extended length and shall be installed fully extended with no sags or sharp bends. Utilize stainless steel locking clamps on all connections. Contractor may utilize flexible ductwork only on short runs of not greater than 5 feet for connections to grilles and fresh air. Use rigid sheet metal elbow at air distribution devices. Flexible duct shall meet flame and smoke spread rating of NFPA.
- M. Round ductwork joints shall include minimum four sheet metal screws and sealed with iron grip before insulation is installed. Round ductwork to be snaplock.

## 1.2 Duct Insulation

- A. All low velocity rectangular supply, return and outside air duct shall be insulated by lining the inside with 1 inch thick, 1-1/2 PCF duct liner with an NRC of not less than .70 based on a No.6 mounting, a "K" factor not to exceed .26 at 75°F. mean temperature and shall meet NFPA 90A Standards. The lining shall be secured to the interior surfaces by adhesive and metal clips spaced not less than one clip per two square feet of duct surface. All joints between sections of lining and all longitudinal joints shall be sealed with a fire resistive sealer. ALL DUCT SIZES SHOWN ON DRAWINGS ARE CLEAR INSIDE DIMENSIONS AFTER INSULATION HAS BEEN INSTALLED.
- B. All round low velocity duct shall be wrapped on the outside with 2.33 inch thick duct wrap with FSK facing. The "K" factor at 75°F. mean temperature shall not exceed .31 and shall meet NFPA 90A Standards. Insulation shall be applied by experienced insulation applicators in strict accordance with the manufacturer's printed instructions. All longitudinal and circumferential insulation seams shall be sealed with aluminum metallic tape.
- C. The insulation shall be applied by experienced insulation applicators and all work shall be performed in a neat and workmanlike manner.

### 1.3 Grilles, Registers and Diffusers

- A. Grilles, registers and diffusers shall be factory-fabricated of aluminum or steel and shall distribute the specified quantity of air evenly over space intended, without causing noticeable drafts. Provide opposed blade damper and air extractors for each supply grille. The inlets and outlets shall be sound rated and certified in accordance with Air Diffusion Council Equipment Test Code Standard 1062R3, in sound power level, decibels reference 10-12 watt, in octave bands 2 through 8. All supply and exhaust devices shall include integral volume damper.
- B. Contractor shall utilize a rigid sheet metal elbow above extended neck of all air distribution devices at all ceiling grilles, registers and diffusers.
- C. Furnish and install, at locations shown on drawings per NFPA 90A, fire dampers constructed and tested in accordance with UL Safety Standard 555. Each fire damper shall have a 1-1/2 hour fire protection rating, 165° fusible link, and shall include an UL label in accordance with established UL labeling procedures. Fire dampers shall be equipped for vertical or horizontal installation as required by the location shown. Fire dampers shall be of same configuration as duct and shall be installed in wall and floor openings utilizing steel sleeves, angles, other materials and practices required to provide an installation equivalent to that utilized by the manufacturer when dampers were tested at UL. Installation shall be in accordance with the damper manufacturer's instructions. Dampers installed in ducts with design air velocity less than 1000 fpm shall be Type A, from 1001 to 2000 fpm shall be Type B, and over 2000 fpm shall be Type C all welded. Fire dampers shall be Air Balance 119, or equal by Ruskin or Prefco.

END OF SECTION 23 30 00

SECTION 23 34 00 - VENTILATION SYSTEMS

PART 1 - GENERAL

1.1 Exhaust

- A. Furnish and install all exhaust fans and intake vents as scheduled on drawings. Fans shall be of the type, size and capacity as scheduled and shall be furnished as hereinafter specified and scheduled.
- B. All fans shall have been statically and dynamically balanced prior to leaving factory. Fans found vibrating noticeably in the field, due to damage in shipment, improper handling, etc., will be removed and replaced at no additional cost to the Owner.
- C. Roof exhaust fans shall be of the centrifugal, direct driven type. The fan housing shall be constructed of heavy gauge aluminum mounted on a rigid support structure. The shroud shall have a rolled bead and internal structural aluminum backward curved, centrifugal type with a well designed inlet venturi for maximum performance. Wheels shall be dynamically and statically balanced. Motors and centrifugal wheels shall be mounted on vibration isolators. Motors shall be isolated from the exhaust airstream. Air for cooling the motor shall be taken into the motor compartment from a location free from contaminants. Motors shall be readily accessible for maintenance. A disconnect switch shall be factory installed and wired from the fan motor to the disconnect junction box. A conduit chase shall be provided for running electrical wiring through the curb cap into the power compartment. All fans shall bear the AMCA Certified Ratings Performance Seal for both air and sound performance. Fans shall be installed with a back draft damper, roof curb, disconnect switch and bird screen.

END OF SECTION 23 34 00



SECTION 26 00 10 - ELECTRICAL GENERAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. The "General Conditions" and "Special Conditions" of Contract as written and referred to hereinbefore are adopted and made part of Division 26.

1.2 DESCRIPTION OF WORK:

- A. Provide equipment, labor, etc., required to install complete working electrical system as shown and specified.
- B. Provide fixed electrical equipment, except where specifically noted otherwise.
- C. Provide portable electrical equipment for complete system.
- D. Provide equipment and/or wiring normally furnished or required for complete electrical systems but not specifically specified on the drawings or in specifications, as though specified by both.
- E. All equipment and wiring shall be new.
- F. Electrical work includes, but is not limited to:
  - 1. Arrange with local utility companies for services as shown or specified.
  - 2. Removal or relocation of electrical services located on or crossing through project property, above or below grade, obstructing construction of project or conflicting with completed project or any applicable code.
  - 3. Complete 250-volt Distribution System. Provide meters, meter centers, panelboards, circuit breakers, power outlets, convenience outlets, switches, and/or other equipment forming part of system.
  - 4. Connection of all appliances and equipment.
  - 5. Complete Primary Distribution System; provide meters, switchgear, fuses, cable and other equipment forming a complete system.
  - 6. Complete emergency lighting and power system, including individual battery units.
  - 7. Complete fire alarm system.
  - 8. Complete auxiliary system(s) as shown.
  - 9. Complete interior and exterior lighting.
  - 10. Provide temporary facilities for construction power throughout the duration of

construction.

1.3 RELATED WORK SPECIFIED ELSEWHERE:

- A. Classification of excavation: Architectural Division.
- B. Painting: Painting Division.
- C. Concrete Work: Concrete Division.

1.4 REQUIREMENTS OF REGULATORY AGENCIES:

- A. Obtain and pay for all permits required for the work. Comply with all ordinances pertaining to work described herein.
- B. Install work under this Division per drawings, specifications, latest edition of the National Electrical Code, Local Building Codes, and any special codes having jurisdiction over specific portions within complete installation. In event of conflict, install work per most stringent code requirements determined by Architect.
- C. Arrange, pay fees for and complete work to pass required tests by agencies having authority over work. Deliver to Architect Certificates of Inspection and approval issued by authorities.

1.5 QUALIFICATIONS OF CONTRACTOR:

- A. Has completed minimum two projects same size and scope in past five (5) years.
- B. This qualification applies to Sub-Contractors.
- C. Use workmen experienced in their respective trade. Submit qualifications of Superintendent for review.
- D. Owner reserves right to reject bid of any Contractor failing to meet these qualifications.

1.6 GENERAL JOB REQUIREMENTS:

- A. Drawings and Specifications:
  - 1. Electrical work is shown on "E" series drawings inclusive. Follow any supplementary drawings as though listed above.
  - 2. Drawings and specifications are complementary. Work called for by one is binding as if called for by both.
  - 3. Drawings show general run of circuits and approximate location of equipment. Right is reserved to change location of equipment and devices, and routing of conduits to a reasonable extent, without extra cost to Owner.
  - 4. Refer conflicts between drawings and specifications describing electrical work and work under other Divisions to Architect for remedial action.

5. Use dimensions in figures in preference to scaled dimensions. Do not scale drawings for exact sizes or locations.
6. Execution of Contract is evidence that Contractor has examined all drawings and specifications related to work, and is informed to extent and character of work. Later claims for labor and materials required due to difficulties encountered, which could have been foreseen had examination been made, will not be recognized.
7. Charges for extra work not allowed unless work authorized by written order from Architect approving charge for work.

B. Visit to Site:

1. Visit site to survey existing conditions affecting work. Include necessary materials and labor to accomplish the electrical work, including relocation of existing services and utilities on building site in bid. No consideration given to future claims due to existing conditions.

C. Definitions:

1. Provide: Furnish, install and connect complete.
2. Wire: Furnish all necessary wiring and connect complete.
3. Install: Set in place and wire complete.
4. Work: Materials completely installed and connected.
5. AWG: American Wire Gage.
6. NEC: National Electrical Code (latest edition)
7. NFPA: National Fire Protection Association.
8. OSHA: Occupation Safety and Health Administration.
9. UL: Underwriters Laboratories, Inc.
10. NEMA: National Electrical Manufacturers Association.
11. IEEE: Institute of Electrical and Electronic Engineers.

D. Workmanship, Guarantee and Approval:

1. Work under this Division shall be first class with emphasis on neatness and workmanship.
2. Install work using competent mechanics, under supervision of foreman, all duly certified by local authorities. Installation subject to Architect's constant

observation, final approval, and acceptance. Architect may reject unsuitable work.

3. Furnish Architect written guarantee, stating that if workmanship and/or material executed under this Division is proven defective within one (1) year after final acceptance, such defects and other work damaged will be repaired and/or replaced.
4. In event that project is occupied or systems placed in operation in several phases at Owner's request, guarantee will begin on date each system or item of equipment is accepted by Owner.

E. Observations of Work and Demonstration of Operation:

1. At all observations of work, open panel covers, junction box covers, pull box covers, device covers, and other equipment with removable plates for check. Provide sufficient personnel to expedite cover removal and replacement.
2. Contractor to assist Architect in demonstration of operation of new systems to satisfaction of Owner. Contractor to have manufacturer available for demonstration of systems where requested by Owner.

F. Testing of Electrical Systems:

1. Test Completed work as follows:
  - a. Perform test required by Architect to indicate compliance with specifications, drawings and applicable codes. Provide instruments, labor and materials for tests.
  - b. Insulation - use 1000 VDC insulation tester (0-500 megohm full-scale), equal to "Megger" as manufactured by Biddle Company. Test conductors and busses of all systems, including feeders, main service busway, branches, motors, devices, equipment, etc. Test branches for one (1) minute; test feeders, bus ducts, busses, etc., for 15 minutes with readings at one minute intervals.
  - c. Receptacles:
    - (1) Use Woodhead Ground Loop Impedance Tester. Test each receptacle. Record readings.
2. Ground Testing:
  - a. Testing of Made Ground Electrodes:
    - (1) Test Ground Systems Indicated.
    - (2) Using a measuring device which generates minimum of 500 VDC, calibrated in ohms (maximum 200 ohm scale) J.C. Biddle "Vibrotester" or approved equivalent.

- (3) Provide test electrode in accordance with Measuring Device Manufacturer's instructions. Use ground rods as specified in Section "Grounding".
  - (4) Follow instructions of measuring device manufacturer for proper results.
  - (5) Test grounds only when earth is dry.
  - (6) Record ambient temperature, date, time, approximate water table level (as obtained from local geologists); type of earth material.
3. Test interval - 15 minutes. Graph microampere leakage vs. time with values plotted each 30-60 seconds. Test to be discontinued if erratic results are observed. Test records include date, ambient temperature, relative humidity, and time of day.
4. Record all test results in loose leaf log for Owner. Test information required: Date of test; name of circuit or equipment; ambient temperature; weather conditions; final instrument readings; graph of readings for 15 minutes tests. Provide three copies of log.
5. Architect will observe tests. One week prior notice required.

G. Materials and Substitutions:

1. All material shall be new, with U.L. label where available. If U.L. label is not available, material shall be manufactured in accordance with applicable NEMA; IEEE and Federal Standards.
2. No material shall be substituted for specified, except by prior written approval of Architect. Specified catalog numbers are used for description of equipment and standard of quality only. Equivalent material given consideration only if adequate comparison data including samples are provided. Approval required prior to bid date. Bid substituted material only if approved in writing by Architect.
3. Submit to Architect within 30 days after award of contract a complete list of proposed material manufacturers. List does not preclude submission of shop drawings. Approval of manufacturer on list does not constitute approval of specific material or equipment.

H. Shop and Erection Drawings:

1. Submit complete shop drawings for all material and equipment furnished under Division 26 of specifications, to Architect for review within (30) days after award of contract. Shop drawings shall be submitted on timely basis to allow adequate lead time for review, re-submission if necessary, manufacture and delivery to allow access of material to project at correct time based on schedule established by Architect/Contractor. Include complete descriptive data with dimensions, operating data and weight for each item of equipment. Carefully

examine shop drawings to assure compliance with drawings and specifications prior to submittal to Architect. Shop drawings and submittals shall bear the stamp of approval of the Electrical and General Contractor as evidence drawings have been checked by them. Drawing submitted without this stamp of approval will not be considered and will be returned for proper resubmission.

2. Drawings larger than 8-1/2" x 11", submit 3 copies and 1 reproducible of each drawing. Architect will retain 2 copies and return 1 reproducible and 1 copy to Contractor. Contractor is responsible for copying reproducible for distribution.
3. 8-1/2" x 11" drawing in brochure: Submit 6 original copies for review Architect will retain 2 copies and return 4 copies to Contractor.
4. Review of shop drawings does not relieve Contractor of responsibility for errors and omissions in shop drawings. Contractor is responsible for dimensions and sizes of equipment. Inform Architect in writing of equipment differing from that shown.
5. Prepare erection drawings when required by Architect. Investigate thoroughly all conditions affecting work and indicate on drawing. Architect will review erection drawings before work commences.
6. Provide for Owner one (1) set of final shop and erection drawings, except provide 1 set of 1.5 mil Mylar sepia's of shop drawings larger than 8-1/2" x 11" size.
7. Coordination shop drawings will be required for the following areas, drawn to a scale of not smaller than 1/4" - 1'-0":
  - a. Electrical equipment rooms and areas.
  - b. Electrical and mechanical equipment areas.
  - c. Start drawings as HVAC shop drawings indicating all ductwork piping, equipment and locations of mechanical room floor drains, and electrical connections. Indicate elevations of all ductwork and piping. Draw sections as required to clarify congested situations.
  - d. Next, the Plumbing Section shall add all piping and plumbing equipment to the drawings.
  - e. Next, the Fire Protection Section shall add all sprinkler heads and fire protection piping.
  - f. Next, the Electrical Sections shall add all electrical fixtures, conduit and equipment.
  - g. Next, the drawings shall be submitted to the General Contractor for final coordination.
  - h. Finally, after the General Contractor has approved the drawings they



shall be submitted to the Architect for approval.

I. Cooperation:

1. Carefully coordinate work with other contractors. Refer conflicts between trades to Architect.
2. Work to be installed as progress of project will allow. Schedule of work determined by General Contractor and/or Architect.

J. Maintenance and Operating Instructions for Equipment:

1. Submit to Architect one (1) set of data prepared by manufacturer for each item of electrical equipment completely describing equipment. Data to include parts lists, description of operation, shop drawings, wiring diagrams, maintenance procedures and other literature required for maintenance of equipment. Bind in booklet form for presentation.

K. "Record" Blue Line Prints:

1. Provide "Record" blue line prints at the completion of job. Keep set of prints on job and record day to day changes to Contract drawings with red pencil. One complete set of blue line prints will be furnished Contractor for record drawings. Indicate actual location of conduit systems, outlets, and equipment. Turn over prints to Architect at final observation.
2. After receipt of "Record" prints, Architect will correct original tracings. Contractor shall make (and pay for) auto-positive reproductions of all floor plans and riser diagram. Reduce 1/4" scale drawings to 1/2 size; 1/8" scale drawings to be full size; reduce Riser Diagram to 1/2 size.
3. Frame "Record" auto-positives under glass in extruded aluminum frame and mount with screws and inserts on wall. Mount Riser Diagram near Main Switchboard; Mount Floor Plans near panelboard involved. Where more than one panelboard is involved and are separated, provide framed autopositive near each panelboard.

Items for Owner:

4. Provide following items for Owner at time of substantial completion:
  - a. Certificates of inspection and approval from authorities having jurisdiction.
  - b. Written guarantees.
  - c. "Record" blue line prints.
  - d. Final approved shop drawings (1 set).
  - e. Spare fuses (furnish receipt).

- f. Maintenance data (1 set).
- g. Affidavit of Owner Instruction (1 copy).

L. Marking:

- 1. Identify each starter, (including starters furnished under Mechanical Section), panelboard, cabinet, control device, breaker, disconnect and safety switch with 1/4" high black letters cut in a white laminated phenolic strip. Use red letters for all equipment connected to emergency system. Attach to enclosure with two (2) metal screws.
- 2. Nameplates required for other items in this Division similar to those described above.

M. Protection and Storage:

- 1. Provide warning lights, bracing, shoring, rails, guards and covers necessary to prevent damage or injury.
- 2. Do not leave exposed or unprotected, electrical items carrying current. Protect personnel from exposure to contact with electricity.
- 3. Protect work and materials from damage by weather, entrance of water or dirt. Cap conduit during installation.
- 4. Avoid damage to materials and equipment in place. Repair, or remove and replace damaged work and materials.
- 5. Exercise particular care when working around telephone (electronic) equipment to prevent entrance of dust, moisture and debris into the equipment. Provide dust barriers and partitions as required.
- 6. Deliver equipment and materials to job site in original, unopened, labeled container. Store to prevent damage and injury. Store ferrous materials to prevent rusting. Store finished materials and equipment to prevent staining and discoloring. Store materials affected by condensation in warm dry areas. Provide heaters. Storage space on site and in building designated by Owner/Architect.
- 7. Install equipment per manufacturer's recommendations. Conflicts between contract documents and these recommendations, deferred to Architect.

N. Cutting and Repairing:

- 1. Cut and repair walls, floors, roof, etc., required to install work. Where work cut is finished, employ original installer of finish to repair finish. Do not cut structural members.

O. Anchors:

1. Provide anchors for all equipment, raceways, hangers, etc. to safely support weight of item involved. Anchors to consist of expansion type devices similar to "Redhead" or lead expansion anchors. Plastic anchors are not acceptable. Protect telephone equipment from drilling residue.

P. Cleaning and Painting:

1. Clean equipment furnished in this Division after completion of work.
2. Touch-up or re-paint damaged painted finishes.
3. Remove debris, packing cartons, scrap, etc., from site.

Q. Starters:

1. Separately mounted starters are furnished under another Division, but installed in Division 26 unless specifically noted otherwise.

R. Control Wiring:

1. Control Wiring including low voltage and line voltage interlock wiring will be furnished and installed under another Division, except where specifically shown otherwise. Carefully coordinate power and control wiring interface.

S. Code Compliance:

1. Entire electrical installation shall comply with all aspects of code including local interpretations. This includes but is not limited to:
  - a. Installation adjustment to meet all code clearances between electrical such as ductwork, other HVAC, plumbing, fire protection, and structural systems.
  - b. Locations for items such as fire alarm appliances, exit lights, egress lighting, disconnect switches, etc.
2. No additional compensation will be allowed for code compliance. Notify engineer of difficulty encountered for assistance.

END OF SECTION 26 00 10

SECTION 26 00 12 - ELECTRICAL SUBMITTALS

PART 1 - GENERAL

1.1 SUBMITTAL FORM AND PROCEDURES:

- A. Submittals shall be made within 30 days of contract signing for projects of 12 months construction time or less. Make within 60 days for longer than 12 months construction time
- B. Submit shop drawings for all material and equipment furnished under Division 26, 27, and 28 to Architect.
- C. Response to Submittals: Submittals will be returned with indication that documents comply with specifications or that documents do not comply and what action must be taken to be in compliance.
- D. Coordinate electrical submittals through Contractor to Architect and assist Contractor in preparation of submittal.
- E. Submittals shall bear the stamp and signature of electrical and general contractor. Failure to place same on drawings require resubmittal before review.

1.2 SPECIFIC SUBMITTAL REQUIREMENTS:

- A. Shop Drawings:
  - 1. To accurate scale except where diagrammatic representations are specifically indicated.
  - 2. To show clearance dimensions of critical locations and show dimensions of spaces required for operation and maintenance of equipment.
  - 3. To show conduit and conductor connections and other service connections.
  - 4. To show interfaces with other work including structural support.
  - 5. To include complete descriptive data, with dimensions, operating data and weight.
  - 6. To indicate deviation from the contract documents.
  - 7. To explain deviations.
  - 8. To show how deviations coordinate with portions of the work, currently or previously submitted.
- B. Review of shop drawings shall not relieve Contractor of responsibility for errors or

omissions in shop drawings. Any equipment which will not fit into space shown on drawings shall be called to the attention of the Architect in writing.

- C. Samples: Architect's review of sample submittals:
  - 1. Limited to general type, pattern and finish.
  - 2. Not to include testing and inspection of the submitted samples.
  - 3. Compliance with specified requirements is exclusive responsibility of the Contractor.
- D. Manufacturer's Data:
  - 1. Where pre-printed data covers more than one distinct item, mark copy to indicate which item is to be provided.
  - 2. Delete portions of data not applicable.
  - 3. Mark data showing portion of operating range required for project application.
  - 4. Elaboration of standard data describing a non-standard product processed as a shop drawing.
- E. For each product include:
  - 1. Manufacturer's production specifications.
  - 2. Installation or fabrication instructions.
  - 3. Source of supply.
  - 4. Sizes, weights, speeds and operating capacities.
  - 5. Conduit and wire connection sizes and locations.
  - 6. Statements of compliance with required standard and governing regulations.
  - 7. Performance data, where applicable.
  - 8. Other information needed to confirm compliance. Manufacturer's recommended parts list.
- F. Manufacturer's Product Warranties: Where published warranty includes deviation from required warranty, product is disqualified from use on project, unless manufacturer issues a specific project warranty.
- G. Operating Instructions submittal required:
  - 1. Manufacturer's operating instructions for each item of electrical equipment.

2. Supplement with additional project application instructions where necessary.
3. Specific operating instructions for each electrical system which involves multiple items of equipment. Instructions for charging, start-up, control or sequencing of operation, phase or seasonal variations, shut-down, safety and similar operations.

H. Maintenance Manual Requirements:

1. Emergency instructions including addresses and telephone numbers for service sources.
2. Regular system maintenance procedures.
3. Proper use of tools and accessories.
4. Wiring and control diagram for each system.
5. Manufacturer's data for each operational item in each system.
6. Manufacturer's product warranties and guarantees relating to the system and equipment items in the system.
7. Shop drawings relating to the system.

I. Maintenance Materials: Deliver to Owner in fully identified containers or packages suitable for storage.

J. Guarantees: Where indicated as "Certified", provide guarantee which, in addition to execution by an authorized officer of each guarantor, is attested to by the Secretary of each guarantor and bears the corporate seal. Submit draft of each guarantee prior to execution.

END OF SECTION 26 00 12



SECTION 26 05 05- SELECTIVE DEMOLITION FOR ELECTRICAL

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electrical demolition.

PART 2 PRODUCTS

2.01 MATERIALS AND EQUIPMENT

- A. Materials and equipment for patching and extending work: As specified in individual sections.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify field measurements and circuiting arrangements are as indicated.
- B. Before new work begins, the Contractor shall determine and document in writing to Architect the condition of existing electrical work and auxiliary systems remain in service. After new work begins, existing electrical work or systems found to be inoperative or defective and documented shall be repaired or replaced by Contractor at no addition cost to the Owner.
- C. Verify that abandoned wiring and equipment serve only abandoned facilities.
- D. Demolition drawings are based on casual field observation and existing record documents.
- E. Report discrepancies to Dewberry | Edmonds before disturbing existing installation.
- F. Beginning of demolition means installer accepts existing conditions.

3.02 PREPARATION

- A. Disconnect electrical systems in walls, floors, and ceilings to be removed.
- B. Coordinate utility service outages with utility company.
- C. Provide temporary wiring and connections to maintain existing systems in service during construction. When work must be performed on energized equipment or circuits, use personnel experienced in such operations.
- D. Existing Electrical Service: Maintain existing system in service until new system is complete and ready for service. Disable system only to make switchovers and connections. Minimize outage duration.
  - 1. Obtain written permission from Owner at least 10 days before partially or completely disabling system.
  - 2. Include schedule of work to be performed and time required to accomplish work request for interruption.
  - 3. Work during interruptions may occur after normal working hours. Include premium (overtime) time labor in bid.
  - 4. Make temporary connections to maintain service in areas adjacent to work area.

### 3.03 DEMOLITION AND EXTENSION OF EXISTING ELECTRICAL WORK

- A. Perform work for removal and disposal of equipment and materials containing toxic substances regulated under the Federal Toxic Substances Control Act (TSCA) in accordance with applicable federal, state, and local regulations. Applicable equipment and materials include, but are not limited to:
  - 1. PCB-containing electrical equipment, including transformers, capacitors, and switches.
  - 2. PCB- and DEHP-containing lighting ballasts.
  - 3. Mercury-containing lamps and tubes, including fluorescent lamps, high intensity discharge (HID), arc lamps, ultra-violet, high pressure sodium, mercury vapor, ignitron tubes, neon, and incandescent.
- B. Remove, relocate, and extend existing installations to accommodate new construction.
- C. Remove abandoned wiring to source of supply.
- D. Remove exposed abandoned conduit, including abandoned conduit above accessible ceiling finishes. Cut conduit flush with walls and patch surfaces.
- E. Cut off conduits concealed in slab two inches below top of base floor slab and patch slab or floor to match existing.
- F. Leave existing branch circuits and feeders which run through reworked areas and serve existing equipment to remain in service, continuous and uninterrupted.
- G. Repair, re-terminate, re-support, etc. any damaged circuits.
- H. Disconnect abandoned outlets and remove devices. Remove abandoned outlets if conduit servicing them is abandoned and removed. Provide blank cover for abandoned outlets that are not removed.
- I. Abandon outlets in existing masonry walls: Remove plaster frames, fill outlet box with grout and patch finish to match existing wall. Cut off conduits at wall where stubbed-out in furred ceiling space.
- J. Disconnect and remove abandoned panelboards and distribution equipment.
- K. Disconnect and remove electrical devices and equipment serving utilization equipment that has been removed.
- L. Disconnect and remove abandoned luminaires. Remove brackets, stems, hangers, and other accessories.
- M. Repair adjacent construction and finishes damaged during demolition and extension work.
- N. Maintain access to existing electrical installations that remain active. Modify installation or provide access panel as appropriate.
- O. Extend existing installations using materials and methods compatible with existing electrical installations, or as specified.

### 3.04 CLEANING AND REPAIR

- A. General Contractor shall do all cutting and repairing of walls, floors, roof, etc., required for installation of work installed in this Division but shall back-charge the Electrical Contractor for this work. Advise General Contractor of amount and nature of cutting and repairing necessary to install work prior to bid date.
- B. Do not pierce exterior walls below grade with hanger bolts. Do not cut building structural members except as approved by Architect. Architect must approve cutting methods.
- C. Clean and repair existing materials and equipment that remain or that are to be reused.
- D. Panelboards: Clean exposed surfaces and check tightness of electrical connections. Replace damaged circuit breakers and provide closure plates for vacant positions. Provide typed circuit directory showing revised circuiting arrangement.
- E. Luminaires: Remove existing luminaires for cleaning or for demolition as noted.
- F. Repair work comparable with work cut. New finishes shall match adjacent finishes. Architect will approve repaired work and may reject unsuitable work.

### 3.05 SALVAGE

- A. Electrical equipment, wiring, etc., removed and not required to be part of new electrical installation is classed as salvage.
- B. Salvageable equipment remains property of Owner. Store at site and/or within building as directed by Owner.

END OF SECTION

SECTION 26 05 19 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Single conductor building wire.
- B. Metal-clad cable.
- C. Manufactured wiring systems.
- D. Wiring connectors.
- E. Electrical tape.
- F. Wire pulling lubricant.
- G. Cable ties.

1.02 RELATED REQUIREMENTS

- A. Section 078400 - Firestopping.
- B. Section 260505 - Selective Demolition for Electrical: Disconnection, removal, and/or extension of existing electrical conductors and cables.
- C. Section 260526 - Grounding and Bonding for Electrical Systems: Additional requirements for grounding conductors and grounding connectors.
- D. Section 260553 - Identification for Electrical Systems: Identification products and requirements.
- E. Section 262100 - Low-Voltage Electrical Service Entrance: Additional requirements for electrical service conductors.
- F. Section 284600 - Fire Detection and Alarm: Fire alarm system conductors and cables.

1.03 REFERENCE STANDARDS

- A. ASTM B3 - Standard Specification for Soft or Annealed Copper Wire 2013 (Reapproved 2018).
- B. ASTM B8 - Standard Specification for Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft 2011 (Reapproved 2017).
- C. ASTM B33 - Standard Specification for Tin-Coated Soft or Annealed Copper Wire for Electrical Purposes 2010 (Reapproved 2014).
- D. ASTM B787/B787M - Standard Specification for 19 Wire Combination Unilay-Stranded Copper Conductors for Subsequent Insulation 2004 (Reapproved 2014).
- E. FS A-A-59544 - Cable and Wire, Electrical (Power, Fixed Installation); Federal Specification 2008a (Validated 2013).
- F. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- G. NECA 120 - Standard for Installing Armored Cable (AC) and Metal-Clad Cable (MC) 2012.
- H. NETA ATS - Acceptance Testing Specifications for Electrical Power Equipment and Systems 2017.
- I. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

- J. UL 44 - Thermoset-Insulated Wires and Cables Current Edition, Including All Revisions.
- K. UL 83 - Thermoplastic-Insulated Wires and Cables Current Edition, Including All Revisions.
- L. UL 486A-486B - Wire Connectors Current Edition, Including All Revisions.
- M. UL 486C - Splicing Wire Connectors Current Edition, Including All Revisions.
- N. UL 486D - Sealed Wire Connector Systems Current Edition, Including All Revisions.
- O. UL 493 - Thermoplastic-Insulated Underground Feeder and Branch-Circuit Cables Current Edition, Including All Revisions.
- P. UL 510 - Polyvinyl Chloride, Polyethylene, and Rubber Insulating Tape Current Edition, Including All Revisions.
- Q. UL 1569 - Metal-Clad Cables Current Edition, Including All Revisions.

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate sizes of raceways, boxes, and equipment enclosures installed under other sections with the actual conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
  - 2. Coordinate with electrical equipment installed under other sections to provide terminations suitable for use with the conductors to be installed.
  - 3. Notify Dewberry|Edmonds Engineering, Inc. of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

#### 1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for conductors and cables, including detailed information on materials, construction, ratings, listings, and available sizes, configurations, and stranding.
- C. Field Quality Control Test Reports.
- D. Manufacturer's Installation Instructions: Indicate application conditions and limitations of use stipulated by product testing agency. Include instructions for storage, handling, protection, examination, preparation, and installation of product.
- E. Project Record Documents: Record actual installed circuiting arrangements. Record actual routing for underground circuits.
- F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 016000 - Product Requirements, for additional provisions.
  - 2. Extra Manufactured Wiring Systems Cable Assemblies: One of each configuration, 6 feet length.

#### 1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Maintain at the project site a copy of each referenced document that prescribes execution requirements.

- C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- D. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store conductors and cables in accordance with manufacturer's instructions.

#### 1.08 FIELD CONDITIONS

- A. Do not install or otherwise handle thermoplastic-insulated conductors at temperatures lower than 14 degrees F, unless otherwise permitted by manufacturer's instructions. When installation below this temperature is unavoidable, notify Edmonds Engineering, Inc. and obtain direction before proceeding with work.

### PART 2 PRODUCTS

#### 2.01 CONDUCTOR AND CABLE APPLICATIONS

- A. Do not use conductors and cables for applications other than as permitted by NFPA 70 and product listing.
- B. Provide single conductor building wire installed in suitable raceway unless otherwise indicated, permitted, or required.
  - 1. Exceptions:
    - 1) Exception: Provide single conductor building wire in raceway for circuit homerun from distribution box to panelboard.
- C. Metal-clad cable is permitted only as follows:
  - 1. Where not otherwise restricted, may be used:
    - a. Where concealed above accessible ceilings for final connections from junction boxes to luminaires.
    - b. Where concealed in hollow stud walls, above accessible ceilings and under raised floors for branch circuits up to 20 A.
      - 1) Exception: Provide single conductor building wire in raceway for circuit homerun from first outlet to panelboard.
  - 2. In addition to other applicable restrictions, may not be used:
    - a. Unless approved by Owner.
    - b. Where not approved for use by the authority having jurisdiction.
    - c. Where exposed to view.
    - d. Where exposed to damage.
    - e. For damp, wet, or corrosive locations, unless provided with a PVC jacket listed as suitable for those locations.
    - f. For isolated ground circuits.



## 2.02 CONDUCTOR AND CABLE GENERAL REQUIREMENTS

- A. Provide products that comply with requirements of NFPA 70.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Provide new conductors and cables manufactured not more than one year prior to installation.
- D. Unless specifically indicated to be excluded, provide all required conduit, boxes, wiring, connectors, etc. as required for a complete operating system.
- E. Comply with NEMA WC 70.
- F. Thermoplastic-Insulated Conductors and Cables: Listed and labeled as complying with UL 83.
- G. Conductors for Grounding and Bonding: Also comply with Section 260526.
- H. Conductor Material:
  - 1. Provide copper conductors except where aluminum conductors are specifically indicated or permitted for substitution. Conductor sizes indicated are based on copper unless specifically indicated as aluminum.
  - 2. Copper Conductors: Soft drawn annealed, 98 percent conductivity, uncoated copper conductors complying with ASTM B3, ASTM B8, or ASTM B787/B787M unless otherwise indicated.
  - 3. Tinned Copper Conductors: Comply with ASTM B33.
- I. Minimum Conductor Size:
  - 1. Branch Circuits: 12 AWG.
    - a. Exceptions:
      - 1) 20 A, 120 V circuits longer than 75 feet: 10 AWG, for voltage drop.
      - 2) 20 A, 120 V circuits longer than 150 feet: 8 AWG, for voltage drop.
  - 2. Control Circuits: 14 AWG.
- J. Where conductor size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
- K. Conductor Color Coding:
  - 1. Color code conductors as indicated unless otherwise required by the authority having jurisdiction. Maintain consistent color coding throughout project.
  - 2. Color Coding Method: Integrally colored insulation.
    - a. Conductors size 4 AWG and larger may have black insulation color coded using vinyl color coding electrical tape.

## 2.03 SINGLE CONDUCTOR BUILDING WIRE

- A. Manufacturers:
  - 1. Copper Building Wire:
    - a. Cerro Wire LLC.
    - b. Encore Wire Corporation.
    - c. Southwire Company.

- d. Substitutions: See Section 016000 - Product Requirements.
- B. Description: Single conductor insulated wire.
- C. Conductor Stranding:
  - 1. Feeders and Branch Circuits:
    - a. Size 10 AWG and Smaller: Solid.
    - b. Size 8 AWG and Larger: Stranded.
  - 2. Control Circuits: Stranded.
- D. Insulation Voltage Rating: 600 V.
- E. Insulation:
  - 1. Copper Building Wire: Type THHN/THWN or THHN/THWN-2, except as indicated below.
    - a. Size 4 AWG and Larger: Type XHHW-2.
    - b. Fixture Wiring Within Luminaires: Type TFFN/TFN for luminaires with labeled maximum temperature of 90 degrees C; Approved suitable type for luminaires with labeled maximum temperature greater than 90 degrees C.

#### 2.04 WIRING CONNECTORS

- A. Description: Wiring connectors appropriate for the application, suitable for use with the conductors to be connected, and listed as complying with UL 486A-486B or UL 486C as applicable.
- B. Connectors for Grounding and Bonding: Comply with Section 260526.
- C. Wiring Connectors for Splices and Taps:
  - 1. Copper Conductors Size 8 AWG and Smaller: Use twist-on insulated spring connectors, push-in wire connectors, mechanical connectors or compression connectors.
  - 2. Copper Conductors Size 6 AWG and Larger: Use mechanical connectors or compression connectors.
- D. Wiring Connectors for Terminations:
  - 1. Provide terminal lugs for connecting conductors to equipment furnished with terminations designed for terminal lugs.
  - 2. Provide compression adapters for connecting conductors to equipment furnished with mechanical lugs when only compression connectors are specified.
  - 3. Where over-sized conductors are larger than the equipment terminations can accommodate, provide connectors suitable for reducing to appropriate size, but not less than required for the rating of the overcurrent protective device.
  - 4. Provide motor pigtail connectors for connecting motor leads in order to facilitate disconnection.
  - 5. Copper Conductors Size 8 AWG and Larger: Use mechanical connectors or compression connectors where connectors are required.
  - 6. Stranded Conductors Size 10 AWG and Smaller: Use crimped terminals for connections to terminal screws.

7. Conductors for Control Circuits: Use crimped terminals for all connections.
- E. Do not use insulation-piercing or insulation-displacement connectors designed for use with conductors without stripping insulation.
- F. Do not use push-in wire connectors as a substitute for twist-on insulated spring connectors.
- G. Twist-on Insulated Spring Connectors: Rated 600 V, 221 degrees F for standard applications and 302 degrees F for high temperature applications; pre-filled with sealant and listed as complying with UL 486D for damp and wet locations.
  1. Manufacturers:
    - a. 3M.
    - b. Ideal Industries, Inc.
    - c. NSI Industries LLC.
    - d. Substitutions: See Section 016000 - Product Requirements.
- H. Push-in Wire Connectors: Rated 600 V, 221 degrees F.
  1. Manufacturers:
    - a. Ideal Industries, Inc.
    - b. NSI Industries LLC.
    - c. Wago Corporation.
- I. Mechanical Connectors: Provide bolted type or set-screw type.
  1. Manufacturers:
    - a. Burndy LLC.
    - b. IlSCO.
    - c. Thomas & Betts Corporation.

## 2.05 WIRING ACCESSORIES

- A. Electrical Tape:
  1. Manufacturers:
    - a. 3M.
    - b. Plymouth Rubber Europa.
    - c. Substitutions: See Section 016000 - Product Requirements.
  2. Vinyl Color Coding Electrical Tape: Integrally colored to match color code indicated; listed as complying with UL 510; minimum thickness of 7 mil; resistant to abrasion, corrosion, and sunlight; suitable for continuous temperature environment up to 221 degrees F.
  3. Vinyl Insulating Electrical Tape: Complying with ASTM D3005 and listed as complying with UL 510; minimum thickness of 8.5 mil; resistant to abrasion, corrosion, and sunlight; conformable for application down to 0 degrees F and suitable for continuous temperature environment up to 221 degrees F.
  4. Moisture Sealing Electrical Tape: Insulating mastic compound laminated to flexible, all-weather vinyl backing; minimum thickness of 90 mil.

- B. Oxide Inhibiting Compound: Listed; suitable for use with the conductors or cables to be installed.
  - 1. Manufacturers:
    - a. Burndy LLC.
    - b. Ideal Industries, Inc.
    - c. IlSCO.
- C. Wire Pulling Lubricant: Listed; suitable for use with the conductors or cables to be installed and suitable for use at the installation temperature.
  - 1. Manufacturers:
    - a. 3M.
    - b. American Polywater Corporation.
    - c. Ideal Industries, Inc.
- D. Cable Ties: Material and tensile strength rating suitable for application.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that interior of building has been protected from weather.
- B. Verify that work likely to damage wire and cable has been completed.
- C. Verify that raceways, boxes, and equipment enclosures are installed and are properly sized to accommodate conductors and cables in accordance with NFPA 70.
- D. Verify that field measurements are as indicated.
- E. Verify that conditions are satisfactory for installation prior to starting work.

#### 3.02 PREPARATION

- A. Clean raceways thoroughly to remove foreign materials before installing conductors and cables.

#### 3.03 INSTALLATION

- A. Circuiting Requirements:
  - 1. Unless dimensioned, circuit routing indicated is diagrammatic.
  - 2. When circuit destination is indicated without specific routing, determine exact routing required.
  - 3. Arrange circuiting to minimize splices.
  - 4. Include circuit lengths required to install connected devices within 10 ft of location indicated.
  - 5. Maintain separation of Class 1, Class 2, and Class 3 remote-control, signaling, and power-limited circuits in accordance with NFPA 70.
  - 6. Circuiting Adjustments: Unless otherwise indicated, when branch circuits are shown as separate, combining them together in a single raceway is permitted, under the following conditions:
    - a. Provide no more than six current-carrying conductors in a single raceway. Dedicated neutral conductors are considered current-carrying conductors.

- b. Increase size of conductors as required to account for ampacity derating.
  - c. Size raceways, boxes, etc. to accommodate conductors.
- 7. Common Neutrals: Unless otherwise indicated, sharing of neutral/grounded conductors up to three single phase branch circuits of different phases installed in the same raceway is permitted where not otherwise prohibited, except for the following:
  - a. Branch circuits fed from ground fault circuit interrupter (GFCI) circuit breakers.
  - b. Branch circuits fed from feed-through protection of GFI receptacles.
  - c. Branch circuits with dimming controls.
  - d. Branch circuits with isolated grounding conductor.
- B. Install products in accordance with manufacturer's instructions.
- C. Perform work in accordance with NECA 1 (general workmanship).
- D. Install metal-clad cable (Type MC) in accordance with NECA 120.
- E. Installation in Raceway:
  - 1. Tape ends of conductors and cables to prevent infiltration of moisture and other contaminants.
  - 2. Pull all conductors and cables together into raceway at same time.
  - 3. Do not damage conductors and cables or exceed manufacturer's recommended maximum pulling tension and sidewall pressure.
  - 4. Use suitable wire pulling lubricant where necessary, except when lubricant is not recommended by the manufacturer.
- F. Exposed Cable Installation (only where specifically permitted):
  - 1. Route cables parallel or perpendicular to building structural members and surfaces.
  - 2. Protect cables from physical damage.
- G. Paralleled Conductors: Install conductors of the same length and terminate in the same manner.
- H. Secure and support conductors and cables in accordance with NFPA 70 using suitable supports and methods approved by the authority having jurisdiction. Provide independent support from building structure. Do not provide support from raceways, piping, ductwork, or other systems.
  - 1. Installation Above Suspended Ceilings: Do not provide support from ceiling support system. Do not provide support from ceiling grid or allow conductors and cables to lay on ceiling tiles.
- I. Terminate cables using suitable fittings.
  - 1. Metal-Clad Cable (Type MC):
    - a. Use listed fittings.
    - b. Cut cable armor only using specialized tools to prevent damaging conductors or insulation. Do not use hacksaw or wire cutters to cut armor.
    - c. Do not use direct-bearing set-screw type fittings for cables with aluminum armor.
- J. Install conductors with a minimum of 12 inches of slack at each outlet.

- K. Where conductors are installed in enclosures for future termination by others, provide a minimum of 5 feet of slack.
- L. Neatly train and bundle conductors inside boxes, wireways, panelboards and other equipment enclosures.
- M. Group or otherwise identify neutral/grounded conductors with associated ungrounded conductors inside enclosures in accordance with NFPA 70.
- N. Make wiring connections using specified wiring connectors.
  - 1. Make splices and taps only in accessible boxes. Do not pull splices into raceways or make splices in conduit bodies or wiring gutters.
  - 2. Remove appropriate amount of conductor insulation for making connections without cutting, nicking or damaging conductors.
  - 3. Do not remove conductor strands to facilitate insertion into connector.
  - 4. Clean contact surfaces on conductors and connectors to suitable remove corrosion, oxides, and other contaminants. Do not use wire brush on plated connector surfaces.
  - 5. Mechanical Connectors: Secure connections according to manufacturer's recommended torque settings.
  - 6. Compression Connectors: Secure connections using manufacturer's recommended tools and dies.
- O. Insulate splices and taps that are made with uninsulated connectors using methods suitable for the application, with insulation and mechanical strength at least equivalent to un-spliced conductors.
  - 1. Dry Locations: Use insulating covers specifically designed for the connectors, electrical tape or heat shrink tubing.
    - a. For taped connections, first apply adequate amount of rubber splicing electrical tape, electrical filler tape followed by outer covering of vinyl insulating electrical tape.
    - b. For taped connections likely to require re-entering, including motor leads, first apply varnished cambric electrical tape, followed by adequate amount of rubber splicing electrical tape, followed by outer covering of vinyl insulating electrical tape.
  - 2. Damp Locations: Use insulating covers specifically designed for the connectors, electrical tape or heat shrink tubing.
    - a. For connections with insulating covers, apply outer covering of moisture sealing electrical tape.
    - b. For taped connections, follow same procedure as for dry locations but apply outer covering of moisture sealing electrical tape.
  - 3. Wet Locations: Use heat shrink tubing.
- P. Insulate ends of spare conductors using vinyl insulating electrical tape.
- Q. Field-Applied Color Coding: Where vinyl color coding electrical tape is used in lieu of integrally colored insulation as permitted in Part 2 under "Color Coding", apply half overlapping turns of tape at each termination and at each location conductors are accessible.
- R. Identify conductors and cables in accordance with Section 260553.



- S. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- T. Unless specifically indicated to be excluded, provide final connections to all equipment and devices, including those furnished by others, as required for a complete operating system.

#### 3.04 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Inspect and test in accordance with NETA ATS, except Section 4.
- C. Perform inspections and tests listed in NETA ATS, Section 7.3.2. The insulation resistance test is required for all conductors. The resistance test for parallel conductors listed as optional is not required.
- D. Correct deficiencies and replace damaged or defective conductors and cables.

END OF SECTION 26 05 19

## SECTION 26 05 26 - GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Grounding and bonding requirements.
- B. Conductors for grounding and bonding.
- C. Connectors for grounding and bonding.

#### 1.02 RELATED REQUIREMENTS

- A. Section 260519 - Low-Voltage Electrical Power Conductors and Cables: Additional requirements for conductors for grounding and bonding, including conductor color coding.
  - 1. Includes oxide inhibiting compound.
- B. Section 260553 - Identification for Electrical Systems: Identification products and requirements.

#### 1.03 REFERENCE STANDARDS

- A. IEEE 81 - IEEE Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Grounding System 2012.
- B. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- C. NEMA GR 1 - Grounding Rod Electrodes and Grounding Rod Electrode Couplings 2007.
- D. NETA ATS - Acceptance Testing Specifications for Electrical Power Equipment and Systems 2017.
- E. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- F. UL 467 - Grounding and Bonding Equipment Current Edition, Including All Revisions.

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Verify exact locations of underground metal water service pipe entrances to building.
  - 2. Coordinate the work with other trades to provide steel reinforcement complying with specified requirements for concrete-encased electrode.
  - 3. For signal reference grids, coordinate the work with access flooring furnished in accordance with Section 096900.
  - 4. Notify Dewberry Engineering, Inc. of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.
- B. Sequencing:
  - 1. Do not install ground rod electrodes until final backfill and compaction is complete.

#### 1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittals procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for grounding and bonding system components.

C. Shop Drawings:

1. Indicate proposed arrangement for signal reference grids. Include locations of items to be bonded and methods of connection.
- D. Manufacturer's Instructions: Indicate application conditions and limitations of use stipulated by product testing agency. Include instructions for storage, handling, protection, examination, preparation, and installation of product.
- E. Field quality control test reports.
- F. Project Record Documents: Record actual locations of grounding electrode system components and connections.

1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Maintain at the project site a copy of each referenced document that prescribes execution requirements.
- C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- D. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 GROUNDING AND BONDING REQUIREMENTS

- A. Existing Work: Where existing grounding and bonding system components are indicated to be reused, they may be reused only where they are free from corrosion, integrity and continuity are verified, and where acceptable to the authority having jurisdiction.
- B. Do not use products for applications other than as permitted by NFPA 70 and product listing.
- C. Unless specifically indicated to be excluded, provide all required components, conductors, connectors, conduit, boxes, fittings, supports, accessories, etc. as necessary for a complete grounding and bonding system.
- D. Where conductor size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
- E. Grounding System Resistance:
1. Achieve specified grounding system resistance under normally dry conditions unless otherwise approved by Dewberry Engineering, Inc. Precipitation within the previous 48 hours does not constitute normally dry conditions.
  2. Grounding Electrode System: Not greater than 10 ohms to ground, when tested according to IEEE 81 using "fall-of-potential" method.
  3. Between Grounding Electrode System and Major Electrical Equipment Frames, System Neutral, and Derived Neutral Points: Not greater than 0.5 ohms, when tested using "point-to-point" methods.

F. Grounding Electrode System:

1. Provide connection to required and supplemental grounding electrodes indicated to form grounding electrode system.
  - a. Provide continuous grounding electrode conductors without splice or joint.
  - b. Install grounding electrode conductors in raceway where exposed to physical damage. Bond grounding electrode conductor to metallic raceways at each end with bonding jumper.
2. Metal Underground Water Pipe(s):
  - a. Provide connection to underground metal domestic and fire protection (where present) water service pipe(s) that are in direct contact with earth for at least 10 feet at an accessible location not more than 5 feet from the point of entrance to the building.
  - b. Provide bonding jumper(s) around insulating joints/pipes as required to make pipe electrically continuous.
  - c. Provide bonding jumper around water meter of sufficient length to permit removal of meter without disconnecting jumper.
3. Ground Rod Electrode(s):
  - a. Space electrodes not less than 10 feet from each other and any other ground electrode.
  - b. Where location is not indicated, locate electrode(s) at least 5 feet outside building perimeter foundation as near as possible to electrical service entrance; where possible, locate in softscape (uncovered) area.
  - c. Provide ground enhancement material around electrode where indicated.
  - d. Provide ground access well for each electrode.
4. Provide additional ground electrode(s) as required to achieve specified grounding electrode system resistance.

G. Service-Supplied System Grounding:

1. For each service disconnect, provide grounding electrode conductor to connect neutral (grounded) service conductor to grounding electrode system. Unless otherwise indicated, make connection at neutral (grounded) bus in service disconnect enclosure.
2. For each service disconnect, provide main bonding jumper to connect neutral (grounded) bus to equipment ground bus where not factory-installed. Do not make any other connections between neutral (grounded) conductors and ground on load side of service disconnect.

H. Bonding and Equipment Grounding:

1. Provide bonding for equipment grounding conductors, equipment ground busses, metallic equipment enclosures, metallic raceways and boxes, device grounding terminals, and other normally non-current-carrying conductive materials enclosing electrical conductors/equipment or likely to become energized as indicated and in accordance with NFPA 70.

2. Provide insulated equipment grounding conductor in each feeder and branch circuit raceway. Do not use raceways as sole equipment grounding conductor.
3. Where circuit conductor sizes are increased for voltage drop, increase size of equipment grounding conductor proportionally in accordance with NFPA 70.
4. Unless otherwise indicated, connect wiring device grounding terminal to branch circuit equipment grounding conductor and to outlet box with bonding jumper.
5. Terminate branch circuit equipment grounding conductors on solidly bonded equipment ground bus only. Do not terminate on neutral (grounded) or isolated/insulated ground bus.
6. Provide bonding for interior metal piping systems in accordance with NFPA 70. This includes, but is not limited to:
  - a. Metal water piping where not already effectively bonded to metal underground water pipe used as grounding electrode.
  - b. Metal gas piping.
7. Provide bonding for interior metal air ducts.
8. Provide bonding for metal building frame.

## 2.02 GROUNDING AND BONDING COMPONENTS

### A. General Requirements:

1. Provide products listed, classified, and labeled as suitable for the purpose intended.
2. Provide products listed and labeled as complying with UL 467 where applicable.

### B. Conductors for Grounding and Bonding, in Addition to Requirements of Section 260526:

1. Use insulated copper conductors unless otherwise indicated.
  - a. Exceptions:
    - 1) Use bare copper conductors where installed underground in direct contact with earth.
    - 2) Use bare copper conductors where directly encased in concrete (not in raceway).
2. Factory Pre-fabricated Bonding Jumpers: Furnished with factory-installed ferrules; size braided cables to provide equivalent gage of specified conductors.

### C. Connectors for Grounding and Bonding:

1. Description: Connectors appropriate for the application and suitable for the conductors and items to be connected; listed and labeled as complying with UL 467.
2. Unless otherwise indicated, use exothermic welded connections for underground, concealed and other inaccessible connections.
3. Unless otherwise indicated, use mechanical connectors, compression connectors or exothermic welded connections for accessible connections.
  - a. Exceptions:
    - 1) Use exothermic welded connections for connections to metal building frame.

### D. Ground Rod Electrodes:

1. Comply with NEMA GR 1.
  2. Material: Copper-bonded (copper-clad) steel.
  3. Size: 3/4 inch diameter by 10 feet length, unless otherwise indicated.
  4. Where rod lengths of greater than 10 feet are indicated or otherwise required, sectionalized ground rods may be used.
  5. Manufacturers:
    - a. Advanced Lightning Technology (ALT).
    - b. Erico International Corporation.
    - c. Galvan Industries, Inc.
- E. Oxide Inhibiting Compound: Comply with Section 260519.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that work likely to damage grounding and bonding system components has been completed.
- B. Verify that field measurements are as indicated.
- C. Verify that conditions are satisfactory for installation prior to starting work.

#### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Ground Rod Electrodes: Unless otherwise indicated, install ground rod electrodes vertically. Where encountered rock prohibits vertical installation, install at 45 degree angle or bury horizontally in trench at least 30 inches (750 mm) deep in accordance with NFPA 70 or provide ground plates.
  1. Outdoor Installations: Unless otherwise indicated, install with top of rod 6 inches below finished grade.
  2. Indoor Installations: Unless otherwise indicated, install with 4 inches of top of rod exposed.
- D. Make grounding and bonding connections using specified connectors.
  1. Remove appropriate amount of conductor insulation for making connections without cutting, nicking or damaging conductors. Do not remove conductor strands to facilitate insertion into connector.
  2. Remove nonconductive paint, enamel, or similar coating at threads, contact points, and contact surfaces.
  3. Exothermic Welds: Make connections using molds and weld material suitable for the items to be connected in accordance with manufacturer's recommendations.
  4. Mechanical Connectors: Secure connections according to manufacturer's recommended torque settings.
  5. Compression Connectors: Secure connections using manufacturer's recommended tools and dies.



- E. Identify grounding and bonding system components in accordance with Section 260553.

### 3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Inspect and test in accordance with NETA ATS except Section 4.
- C. Perform inspections and tests listed in NETA ATS, Section 7.13.
- D. Perform ground electrode resistance tests under normally dry conditions. Precipitation within the previous 48 hours does not constitute normally dry conditions.
- E. Investigate and correct deficiencies where measured ground resistances do not comply with specified requirements.
- F. Submit detailed reports indicating inspection and testing results and corrective actions taken.

END OF SECTION 260526

SECTION 26 05 29 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Support and attachment components for equipment, conduit, cable, boxes, and other electrical work.
- B. Construction requirements for concrete bases.

1.02 RELATED REQUIREMENTS

- A. Section 260533.13 - Conduit for Electrical Systems: Additional support and attachment requirements for conduits.
- B. Section 260533.16 - Boxes for Electrical Systems: Additional support and attachment requirements for boxes.
- C. Section 265100 - Interior Lighting: Additional support and attachment requirements for interior luminaires.
- D. Section 265600 - Exterior Lighting: Additional support and attachment requirements for exterior luminaires.

1.03 REFERENCE STANDARDS

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- B. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate sizes and arrangement of supports and bases with the actual equipment and components to be installed.
  - 2. Coordinate the work with other trades to provide additional framing and materials required for installation.
  - 3. Coordinate compatibility of support and attachment components with mounting surfaces at the installed locations.
  - 4. Coordinate the arrangement of supports with ductwork, piping, equipment and other potential conflicts installed under other sections or by others.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.

1.06 QUALITY ASSURANCE

- A. Comply with NFPA 70.
- B. Comply with applicable building code.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 SUPPORT AND ATTACHMENT COMPONENTS

A. General Requirements:

1. Provide all required hangers, supports, anchors, fasteners, fittings, accessories, and hardware as necessary for the complete installation of electrical work.
2. Provide products listed, classified, and labeled as suitable for the purpose intended, where applicable.
3. Where support and attachment component types and sizes are not indicated, select in accordance with manufacturer's application criteria as required for the load to be supported. Include consideration for vibration, equipment operation, and shock loads where applicable.
4. Do not use products for applications other than as permitted by NFPA 70 and product listing.
5. Do not use wire, chain, perforated pipe strap or wood for permanent supports unless specifically indicated or permitted.
6. Steel Components: Use corrosion resistant materials suitable for the environment where installed.
  - a. Indoor Dry Locations: Use zinc-plated steel or approved equivalent unless otherwise indicated.
  - b. Outdoor and Damp or Wet Indoor Locations: Use galvanized steel, stainless steel or approved equivalent unless otherwise indicated.
  - c. Zinc-Plated Steel: Electroplated in accordance with ASTM B633.
  - d. Galvanized Steel: Hot-dip galvanized after fabrication in accordance with ASTM A123/A123M or ASTM A153/A153M.

B. Conduit and Cable Supports: Straps, clamps, etc. suitable for the conduit or cable to be supported.

1. Conduit Straps: One-hole or two-hole type; steel or stainless steel.
2. Conduit Clamps: Bolted type unless otherwise indicated.
3. Manufacturers:
  - a. Cooper Crouse-Hinds, a division of Eaton Corporation
  - b. Erico International Corporation
  - c. O-Z/Gedney, a brand of Emerson Industrial Automation
  - d. Thomas & Betts Corporation

C. Outlet Box Supports: Hangers, brackets, etc. suitable for the boxes to be supported.

1. Manufacturers:
  - a. Cooper Crouse-Hinds, a division of Eaton Corporation
  - b. Erico International Corporation
  - c. O-Z/Gedney, a brand of Emerson Industrial Automation
  - d. Thomas & Betts Corporation

D. Anchors and Fasteners:

1. Unless otherwise indicated and where not otherwise restricted, use the anchor and fastener types indicated for the specified applications.
2. Concrete: Use preset concrete inserts, expansion anchors or screw anchors.
3. Solid or Grout-Filled Masonry: Use expansion anchors or screw anchors.
4. Hollow Masonry: Use toggle bolts.
5. Hollow Stud Walls: Use toggle bolts.
6. Sheet Metal: Use sheet metal screws.
7. Wood: Use wood screws.
8. Plastic and lead anchors are not permitted.
9. Powder-actuated fasteners are permitted only as follows:
10. Use only threaded studs; do not use pins.
11. Preset Concrete Inserts: Continuous metal channel (strut) and spot inserts specifically designed to be cast in concrete ceilings, walls, and floors.
12. Comply with MFMA-4.
13. Channel Material: Use galvanized steel.
14. Minimum Channel Thickness: Steel sheet, 12-gauge, 0.1046 inch minimum base metal thickness.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive support and attachment components.
- C. Verify that conditions are satisfactory for installation prior to starting work.

#### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
- D. Unless specifically indicated or approved by Dewberry Engineering, Inc., do not provide support from suspended ceiling support system or ceiling grid.
- E. Unless specifically indicated or approved by Dewberry Engineering, Inc., do not provide support from roof deck.
- F. Do not penetrate or otherwise notch or cut structural members without approval of Architect.
- G. Conduit Support and Attachment: Also comply with Section 260533.13.
- H. Box Support and Attachment: Also comply with Section 260533.16.
- I. Interior Luminaire Support and Attachment: Also comply with Section 265100.
- J. Exterior Luminaire Support and Attachment: Also comply with Section 265600.

- K. Preset Concrete Inserts: Use manufacturer provided closure strips to inhibit concrete seepage during concrete pour.
- L. Secure fasteners according to manufacturer's recommended torque settings.
- M. Remove temporary supports.
- N. Identify independent electrical component support wires above accessible ceilings (only where specifically indicated or permitted) with color distinguishable from ceiling support wires in accordance with NFPA 70.

### 3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Inspect support and attachment components for damage and defects.
- C. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- D. Correct deficiencies and replace damaged or defective support and attachment components.

END OF SECTION 26 05 29

SECTION 26 05 33.13 - CONDUIT FOR ELECTRICAL SYSTEMS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Conduit fittings.

1.02 RELATED REQUIREMENTS

- A. Section 078400 - Firestopping.
- B. Section 260519 - Low-Voltage Electrical Power Conductors and Cables: Metal clad cable (Type MC), and manufactured wiring systems, including uses permitted.
- C. Section 260526 - Grounding and Bonding for Electrical Systems.
  - 1. Includes additional requirements for fittings for grounding and bonding.
- D. Section 260529 - Hangers and Supports for Electrical Systems.
- E. Section 260553 - Identification for Electrical Systems: Identification products and requirements.
- F. Section 262100 - Low-Voltage Electrical Service Entrance: Additional requirements for electrical service conduits.

1.03 REFERENCE STANDARDS

- A. ANSI C80.1 - American National Standard for Electrical Rigid Steel Conduit (ERSC) 2015.
- B. ANSI C80.3 - American National Standard for Electrical Metallic Tubing -- Steel (EMT-S) 2015.
- C. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- D. NECA 101 - Standard for Installing Steel Conduits (Rigid, IMC, EMT) 2013.
- E. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable 2014.
- F. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 1 - Flexible Metal Conduit Current Edition, Including All Revisions.
- H. UL 6 - Electrical Rigid Metal Conduit-Steel Current Edition, Including All Revisions.
- I. UL 360 - Liquid-Tight Flexible Steel Conduit Current Edition, Including All Revisions.
- J. UL 514B - Conduit, Tubing, and Cable Fittings Current Edition, Including All Revisions.
- K. UL 797 - Electrical Metallic Tubing-Steel Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate minimum sizes of conduits with the actual conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
  - 2. Coordinate the arrangement of conduits with structural members, ductwork, piping, equipment and other potential conflicts installed under other sections or by others.
  - 3. Verify exact conduit termination locations required for boxes, enclosures, and equipment installed under other sections or by others.



4. Coordinate the work with other trades to provide roof penetrations that preserve the integrity of the roofing system and do not void the roof warranty.
- B. Sequencing:
  1. Do not begin installation of conductors and cables until installation of conduit is complete between outlet, junction and splicing points.

#### 1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittals procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for conduits and fittings.

#### 1.06 QUALITY ASSURANCE

- A. Maintain at the project site a copy of each referenced document that prescribes execution requirements.
- B. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store conduit and fittings in accordance with manufacturer's instructions.

### PART 2 PRODUCTS

#### 2.01 CONDUIT APPLICATIONS

- A. Do not use conduit and associated fittings for applications other than as permitted by NFPA 70 and product listing.
- B. Do not use conduit and associated fittings for applications other than as permitted by NFPA 70 and product listing.
- C. Unless otherwise indicated and where not otherwise restricted, use the conduit types indicated for the specified applications. Where more than one listed application applies, comply with the most restrictive requirements. Where conduit type for a particular application is not specified, use galvanized steel rigid metal conduit.
- D. Concealed Within Hollow Stud Walls: Use galvanized steel rigid metal conduit, or electrical metallic tubing (EMT).
- E. Concealed Above Accessible Ceilings: Use galvanized steel rigid metal conduit, or electrical metallic tubing (EMT).
- F. Interior, Damp or Wet Locations: Use galvanized steel rigid metal conduit.
- G. Exposed, Interior, Not Subject to Physical Damage: Use galvanized steel rigid metal conduit or electrical metallic tubing (EMT).
- H. Exposed, Interior, Subject to Physical Damage: Use galvanized steel rigid metal conduit.
  1. Locations subject to physical damage include, but are not limited to:
    - a. Where exposed below 8 feet, except within electrical and communication rooms or closets.
- I. Exposed, Exterior: Use galvanized steel rigid metal conduit.

- J. Connections to Luminaires Above Accessible Ceilings: Use flexible metal conduit.
  - 1. Maximum Length: 6 feet.
- K. Connections to Vibrating Equipment:
  - 1. Dry Locations: Use flexible metal conduit.
  - 2. Damp, Wet, or Corrosive Locations: Use liquidtight flexible metal conduit.
  - 3. Maximum Length: 6 feet unless otherwise indicated.
  - 4. Vibrating equipment includes, but is not limited to:
    - a. Transformers.
    - b. Motors.
- L. Fished in Existing Walls, Where Necessary: Use flexible metal conduit.

## 2.02 CONDUIT REQUIREMENTS

- A. Existing Work: Where existing conduits are indicated to be reused, they may be reused only where they comply with specified requirements, are free from corrosion, and integrity is verified by pulling a mandrel through them.
- B. Electrical Service Conduits: Also comply with Section 262100.
- C. Fittings for Grounding and Bonding: Also comply with Section 260526.
- D. Provide all conduit, fittings, supports, and accessories required for a complete raceway system.
- E. Provide products listed, classified, and labeled as suitable for the purpose intended.
- F. Minimum Conduit Size, Unless Otherwise Indicated:
  - 1. Branch Circuits: 1/2inch (21 mm) trade size.
  - 2. Branch Circuit Homeruns: 1/2 inch (21 mm) trade size.
  - 3. Control Circuits: 1/2 inch (16 mm) trade size.
  - 4. Flexible Connections to Luminaires: 3/8 inch (12 mm) trade size.
- G. Where conduit size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.

## 2.03 GALVANIZED STEEL RIGID METAL CONDUIT (RMC)

- A. Manufacturers:
  - 1. Allied Tube & Conduit.
  - 2. Republic Conduit.
  - 3. Wheatland Tube Company.
- B. Description: NFPA 70, Type RMC galvanized steel rigid metal conduit complying with ANSI C80.1 and listed and labeled as complying with UL 6.
- C. Fittings:
  - 1. Manufacturers:
    - a. Bridgeport Fittings Inc.
    - b. O-Z/Gedney, a brand of Emerson Industrial Automation.

- c. Thomas & Betts Corporation.
- 2. Non-Hazardous Locations: Use fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
- 3. Material: Use steel or malleable iron.
  - a. Do not use die cast zinc fittings.
- 4. Connectors and Couplings: Use threaded type fittings only. Threadless set screw and compression (gland) type fittings are not permitted.

#### 2.04 FLEXIBLE METAL CONDUIT (FMC)

A. Manufacturers:

- 1. AFC Cable Systems, Inc.
- 2. Electri-Flex Company.
- 3. International Metal Hose.

B. Description: NFPA 70, Type FMC standard wall steel flexible metal conduit listed and labeled as complying with UL 1, and listed for use in classified firestop systems to be used.

C. Fittings:

1. Manufacturers:

- a. Bridgeport Fittings Inc.
- b. O-Z/Gedney, a brand of Emerson Industrial Automation.
- c. Thomas & Betts Corporation.

2. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.

- 3. Material: Use steel or malleable iron.
  - a. Do not use die cast zinc fittings.

#### 2.05 LIQUIDTIGHT FLEXIBLE METAL CONDUIT (LFMC)

A. Manufacturers:

- 1. AFC Cable Systems, Inc.
- 2. Electri-Flex Company.
- 3. International Metal Hose.

B. Description: NFPA 70, Type LFMC polyvinyl chloride (PVC) jacketed steel flexible metal conduit listed and labeled as complying with UL 360.

C. Fittings:

1. Manufacturers:

- a. Bridgeport Fittings Inc.
- b. O-Z/Gedney, a brand of Emerson Industrial Automation.
- c. Thomas & Betts Corporation.

2. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.

3. Material: Use steel or malleable iron.
  - a. Do not use die cast zinc fittings.

## 2.06 ELECTRICAL METALLIC TUBING (EMT)

### A. Manufacturers:

1. Allied Tube & Conduit.
2. Republic Conduit.
3. Wheatland Tube Company.

### B. Description: NFPA 70, Type EMT steel electrical metallic tubing complying with ANSI C80.3 and listed and labeled as complying with UL 797.

### C. Fittings:

#### 1. Manufacturers:

- a. Bridgeport Fittings Inc.
- b. O-Z/Gedney, a brand of Emerson Industrial Automation.
- c. Thomas & Betts Corporation.

#### 2. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.

#### 3. Material: Use steel or malleable iron.

- a. Do not use die cast zinc fittings.

#### 4. Connectors and Couplings: Use set-screw type.

- a. Do not use indenter type connectors and couplings.

## 2.07 ACCESSORIES

### A. Conduit Joint Compound: Corrosion-resistant, electrically conductive; suitable for use with the conduit to be installed.

### B. Pull Strings: Use nylon cord with average breaking strength of not less than 200 pound-force.

### C. Sealing Compound for Sealing Fittings: Listed for use with the particular fittings to be installed.

### D. Modular Seals for Conduit Penetrations: Rated for minimum of 40 psig; Suitable for the conduits to be installed.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive conduits.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).

- C. Install galvanized steel rigid metal conduit (RMC) in accordance with NECA 101.
- D. Conduit Routing:
  - 1. Unless dimensioned, conduit routing indicated is diagrammatic.
  - 2. When conduit destination is indicated without specific routing, determine exact routing required.
  - 3. Conceal all conduits unless specifically indicated to be exposed.
  - 4. Arrange conduit to maintain adequate headroom, clearances, and access.
  - 5. Arrange conduit to provide no more than the equivalent of four 90 degree bends between pull points.
  - 6. Arrange conduit to provide no more than 150 feet between pull points.
  - 7. Route conduits above water and drain piping where possible.
  - 8. Arrange conduit to prevent moisture traps. Provide drain fittings at low points and at sealing fittings where moisture may collect.
  - 9. Maintain minimum clearance of 6 inches between conduits and piping for other systems.
  - 10. Maintain minimum clearance of 12 inches between conduits and hot surfaces. This includes, but is not limited to:
    - a. Heaters.
    - b. Hot water piping.
    - c. Flues.
  - 11. Group parallel conduits in the same area together on a common rack.
- E. Conduit Support:
  - 1. Secure and support conduits in accordance with NFPA 70 and Section 260529 using suitable supports and methods approved by the authority having jurisdiction.
  - 2. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
  - 3. Installation Above Suspended Ceilings: Do not provide support from ceiling support system. Do not provide support from ceiling grid or allow conduits to lay on ceiling tiles.
  - 4. Use conduit strap to support single surface-mounted conduit.
    - a. Use clamp back spacer with conduit strap for damp and wet locations to provide space between conduit and mounting surface.
  - 5. Use metal channel (strut) with accessory conduit clamps to support multiple parallel surface-mounted conduits.
  - 6. Use conduit clamp to support single conduit from beam clamp or threaded rod.
  - 7. Use trapeze hangers assembled from threaded rods and metal channel (strut) with accessory conduit clamps to support multiple parallel suspended conduits.
  - 8. Use non-penetrating rooftop supports to support conduits routed across rooftops (only where approved).

9. Use of spring steel conduit clips for support of conduits is not permitted.
  10. Use of wire for support of conduits is not permitted.
  11. Where conduit support intervals specified in NFPA 70 and NECA standards differ, comply with the most stringent requirements.
- F. Connections and Terminations:
1. Use approved zinc-rich paint or conduit joint compound on field-cut threads of galvanized steel conduits prior to making connections.
  2. Where two threaded conduits must be joined and neither can be rotated, use three-piece couplings or split couplings. Do not use running threads.
  3. Use suitable adapters where required to transition from one type of conduit to another.
  4. Provide drip loops for liquidtight flexible conduit connections to prevent drainage of liquid into connectors.
  5. Terminate threaded conduits in boxes and enclosures using threaded hubs or double lock nuts for dry locations and raintight hubs for wet locations.
  6. Provide insulating bushings or insulated throats at all conduit terminations to protect conductors.
  7. Secure joints and connections to provide maximum mechanical strength and electrical continuity.
- G. Penetrations:
1. Do not penetrate or otherwise notch or cut structural members, including footings and grade beams, without approval of Structural Engineer.
  2. Make penetrations perpendicular to surfaces unless otherwise indicated.
  3. Provide sleeves for penetrations as indicated or as required to facilitate installation. Set sleeves flush with exposed surfaces unless otherwise indicated or required.
  4. Conceal bends for conduit risers emerging above ground.
  5. Seal interior of conduits entering the building from underground at first accessible point to prevent entry of moisture and gases.
  6. Provide suitable modular seal where conduits penetrate exterior wall below grade.
  7. Where conduits penetrate waterproof membrane, seal as required to maintain integrity of membrane.
  8. Make penetrations for roof-mounted equipment within associated equipment openings and curbs where possible to minimize roofing system penetrations. Where penetrations are necessary, seal as indicated or as required to preserve integrity of roofing system and maintain roof warranty. Include proposed locations of penetrations and methods for sealing with submittals.
  9. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- H. Provide pull string in all empty conduits and in conduits where conductors and cables are to be installed by others. Leave minimum slack of 12 inches at each end.
- I. Provide grounding and bonding in accordance with Section 260526.



- J. Identify conduits in accordance with Section 260553.

### 3.03 FIELD QUALITY CONTROL

- A. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- B. Correct deficiencies and replace damaged or defective conduits.

### 3.04 CLEANING

- A. Clean interior of conduits to remove moisture and foreign matter.

### 3.05 PROTECTION

- A. Immediately after installation of conduit, use suitable manufactured plugs to provide protection from entry of moisture and foreign material and do not remove until ready for installation of conductors.

END OF SECTION 26 05 33.13

SECTION 26 05 33.16 - BOXES FOR ELECTRICAL SYSTEMS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Outlet and device boxes up to 100 cubic inches, including those used as junction and pull boxes.
- B. Cabinets and enclosures, including junction and pull boxes larger than 100 cubic inches.
- C. Floor boxes.

1.02 RELATED REQUIREMENTS

- A. Section 033000 - Cast-in-Place Concrete.
- B. Section 078400 - Firestopping.
- C. Section 260526 - Grounding and Bonding for Electrical Systems.
- D. Section 260529 - Hangers and Supports for Electrical Systems.
- E. Section 260533.13 - Conduit for Electrical Systems:
  - 1. Conduit bodies and other fittings.
  - 2. Additional requirements for locating boxes to limit conduit length and/or number of bends between pulling points.
- F. Section 260553 - Identification for Electrical Systems: Identification products and requirements.
- G. Section 262726 - Wiring Devices:
  - 1. Wall plates.
  - 2. Floor box service fittings.
  - 3. Additional requirements for locating boxes for wiring devices.

1.03 REFERENCE STANDARDS

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- B. NECA 130 - Standard for Installing and Maintaining Wiring Devices 2010.
- C. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable 2014.
- D. NEMA OS 1 - Sheet-Steel Outlet Boxes, Device Boxes, Covers, and Box Supports 2013.
- E. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2018.
- F. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 514A - Metallic Outlet Boxes Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate the work with other trades to avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and working clearances for electrical equipment required by NFPA 70.

2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
3. Coordinate minimum sizes of boxes with the actual installed arrangement of conductors, clamps, support fittings, and devices, calculated according to NFPA 70.
4. Coordinate the placement of boxes with millwork, furniture, devices, equipment, etc. installed under other sections or by others.
5. Coordinate the work with other trades to preserve insulation integrity.
6. Coordinate the work with other trades to provide walls suitable for installation of flush-mounted boxes where indicated.

#### 1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for cabinets and enclosures, boxes for hazardous (classified) locations, floor boxes and underground boxes/enclosures.

#### 1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

### PART 2 PRODUCTS

#### 2.01 BOXES

- A. General Requirements:
  1. Do not use boxes and associated accessories for applications other than as permitted by NFPA 70 and product listing.
  2. Provide all boxes, fittings, supports, and accessories required for a complete raceway system and to accommodate devices and equipment to be installed.
  3. Provide products listed, classified, and labeled as suitable for the purpose intended.
  4. Where box size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
  5. Provide grounding terminals within boxes where equipment grounding conductors terminate.
- B. Outlet and Device Boxes Up to 100 cubic inches, Including Those Used as Junction and Pull Boxes:
  1. Use sheet-steel boxes for dry locations unless otherwise indicated or required.
  2. Use cast iron boxes or cast aluminum boxes for damp or wet locations unless otherwise indicated or required; furnish with compatible weatherproof gasketed covers.

3. Use cast iron boxes or cast aluminum boxes where exposed galvanized steel rigid metal conduit or exposed intermediate metal conduit (IMC) is used.
  4. Use cast aluminum boxes where aluminum rigid metal conduit is used.
  5. Use nonmetallic boxes where exposed rigid PVC conduit is used.
  6. Use suitable concrete type boxes where flush-mounted in concrete.
  7. Use suitable masonry type boxes where flush-mounted in masonry walls.
  8. Use raised covers suitable for the type of wall construction and device configuration where required.
  9. Use shallow boxes where required by the type of wall construction.
  10. Do not use "through-wall" boxes designed for access from both sides of wall.
  11. Sheet-Steel Boxes: Comply with NEMA OS 1, and list and label as complying with UL 514A.
  12. Cast Metal Boxes: Comply with NEMA FB 1, and list and label as complying with UL 514A; furnish with threaded hubs.
  13. Boxes for Supporting Luminaires and Ceiling Fans: Listed as suitable for the type and weight of load to be supported; furnished with fixture stud to accommodate mounting of luminaire where required.
  14. Boxes for Ganged Devices: Use multigang boxes of single-piece construction. Do not use field-connected gangable boxes.
  15. Minimum Box Size, Unless Otherwise Indicated:
    - a. Wiring Devices (Other Than Communications Systems Outlets): 4 inch square by 1-1/2 inch deep (100 by 38 mm) trade size.
    - b. Communications Systems Outlets: 4 inch square by 2-1/8 inch (100 by 54 mm) trade size.
    - c. Ceiling Outlets: 4 inch octagonal or square by 2-1/8 inch deep (100 by 54 mm) trade size.
  16. Wall Plates: Comply with Section 262726.
- C. Floor Boxes:
1. Description: Floor boxes compatible with floor box service fittings provided in accordance with Section 262726; with partitions to separate multiple services; furnished with all components, adapters, and trims required for complete installation.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive boxes.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.

- B. Install boxes in accordance with NECA 1 (general workmanship) and, where applicable, NECA 130, including mounting heights specified in those standards where mounting heights are not indicated.
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- D. Provide separate boxes for emergency power and normal power systems.
- E. Unless otherwise indicated, provide separate boxes for line voltage and low voltage systems.
- F. Flush-mount boxes in finished areas unless specifically indicated to be surface-mounted.
- G. Unless otherwise indicated, boxes may be surface-mounted where exposed conduits are indicated or permitted.
- H. Box Locations:
  - 1. Locate boxes to be accessible. Provide access panels in accordance with Section 083100 as required where approved by the Architect.
  - 2. Unless dimensioned, box locations indicated are approximate.
  - 3. Locate boxes as required for devices installed under other sections or by others.
    - a. Switches, Receptacles, and Other Wiring Devices: Comply with Section 262726.
    - b. Communications Systems Outlets: Comply with Section 271000.
  - 4. Locate boxes so that wall plates do not span different building finishes.
  - 5. Locate boxes so that wall plates do not cross masonry joints.
  - 6. Unless otherwise indicated, where multiple outlet boxes are installed at the same location at different mounting heights, install along a common vertical center line.
  - 7. Do not install flush-mounted boxes on opposite sides of walls back-to-back. Provide minimum 6 inches horizontal separation unless otherwise indicated.
  - 8. Acoustic-Rated Walls: Do not install flush-mounted boxes on opposite sides of walls back-to-back; provide minimum 24 inches horizontal separation.
  - 9. Fire Resistance Rated Walls: Install flush-mounted boxes such that the required fire resistance will not be reduced.
    - a. Do not install flush-mounted boxes on opposite sides of walls back-to-back; provide minimum 24 inches separation where wall is constructed with individual noncommunicating stud cavities or protect both boxes with listed putty pads.
    - b. Do not install flush-mounted boxes with area larger than 16 square inches or such that the total aggregate area of openings exceeds 100 square inches for any 100 square feet of wall area.
  - 10. Locate junction and pull boxes as indicated, as required to facilitate installation of conductors, and to limit conduit length and/or number of bends between pulling points in accordance with Section 260533.13.
  - 11. Locate junction and pull boxes in the following areas, unless otherwise indicated or approved by the Architect:
    - a. Concealed above accessible suspended ceilings.

- b. Within joists in areas with no ceiling.
  - c. Electrical rooms.
  - d. Mechanical equipment rooms.
- I. Box Supports:
  - 1. Secure and support boxes in accordance with NFPA 70 and Section 260529 using suitable supports and methods approved by the authority having jurisdiction.
  - 2. Provide independent support from building structure except for cast metal boxes (other than boxes used for fixture support) supported by threaded conduit connections in accordance with NFPA 70. Do not provide support from piping, ductwork, or other systems.
  - 3. Installation Above Suspended Ceilings: Do not provide support from ceiling grid or ceiling support system.
  - 4. Use far-side support to secure flush-mounted boxes supported from single stud in hollow stud walls. Repair or replace supports for boxes that permit excessive movement.
- J. Install boxes plumb and level.
- K. Flush-Mounted Boxes:
  - 1. Install boxes in noncombustible materials such as concrete, tile, gypsum, plaster, etc. so that front edge of box or associated raised cover is not set back from finished surface more than 1/4 inch or does not project beyond finished surface.
  - 2. Install boxes in combustible materials such as wood so that front edge of box or associated raised cover is flush with finished surface.
  - 3. Repair rough openings around boxes in noncombustible materials such as concrete, tile, gypsum, plaster, etc. so that there are no gaps or open spaces greater than 1/8 inch at the edge of the box.
- L. Floor-Mounted Cabinets: Mount on properly sized 3 inch high concrete pad constructed in accordance with Section 033000.
- M. Install boxes as required to preserve insulation integrity.
- N. Metallic Floor Boxes: Install box level at the proper elevation to be flush with finished floor.
- O. Nonmetallic Floor Boxes: Cut box flush with finished floor after concrete pour.
- P. Underground Boxes/Enclosures:
  - 1. Install enclosure on gravel base, minimum 6 inches deep.
  - 2. Flush-mount enclosures located in concrete or paved areas.
  - 3. Mount enclosures located in landscaped areas with top at 1 inch above finished grade.
  - 4. Provide cast-in-place concrete collar constructed in accordance with Section 033000, minimum 10 inches wide by 12 inches deep, around enclosures that are not located in concrete areas.



- 5. Install additional bracing inside enclosures in accordance with manufacturer's instructions to minimize box sidewall deflections during backfilling. Backfill with cover bolted in place.
- Q. Install permanent barrier between ganged wiring devices when voltage between adjacent devices exceeds 300 V.
- R. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- S. Close unused box openings.
- T. Install blank wall plates on junction boxes and on outlet boxes with no devices or equipment installed or designated for future use.
- U. Provide grounding and bonding in accordance with Section 260526.
- V. Identify boxes in accordance with Section 260553.

### 3.03 CLEANING

- A. Clean interior of boxes to remove dirt, debris, plaster and other foreign material.

### 3.04 PROTECTION

- A. Immediately after installation, protect boxes from entry of moisture and foreign material until ready for installation of conductors.

END OF SECTION 26 05 33.16

SECTION 26 05 53 - IDENTIFICATION FOR ELECTRICAL SYSTEMS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electrical identification requirements.
- B. Identification nameplates and labels.
- C. Wire and cable markers.

1.02 RELATED REQUIREMENTS

- A. Section 260519 - Low-Voltage Electrical Power Conductors and Cables: Color coding for power conductors and cables 600 V and less; vinyl color coding electrical tape.

1.03 REFERENCE STANDARDS

- A. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- B. NFPA 70E - Standard for Electrical Safety in the Workplace 2018.
- C. UL 969 - Marking and Labeling Systems Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Verify final designations for equipment, systems, and components to be identified prior to fabrication of identification products.
- B. Sequencing:
  - 1. Do not conceal items to be identified, in locations such as above suspended ceilings, until identification products have been installed.
  - 2. Do not install identification products until final surface finishes and painting are complete.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittals procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for each product.
- C. Shop Drawings: Provide schedule of items to be identified indicating proposed designations, materials, legends, and formats.

1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.07 FIELD CONDITIONS

- A. Do not install adhesive products when ambient temperature is lower than recommended by manufacturer.

PART 2 PRODUCTS

2.01 IDENTIFICATION REQUIREMENTS

- A. Existing Work: Unless specifically excluded, identify existing elements to remain that are not already identified in accordance with specified requirements.

B. Identification for Equipment:

1. Use identification nameplate to identify each piece of electrical distribution and control equipment and associated sections, compartments, and components.
  - a. Panelboards:
    - 1) Identify ampere rating.
    - 2) Identify voltage and phase.
    - 3) Identify power source and circuit number. Include location.
    - 4) Use typewritten circuit directory to identify load(s) served for panelboards with a door. Do not identify spares and spaces.
2. Use identification label or identification nameplate to identify overcurrent protective devices for branch circuits serving fire alarm circuits. Identify with text "FIRE ALARM CIRCUIT". Color red.

C. Identification for Conductors and Cables:

1. Use identification nameplate or identification label to identify color code for ungrounded and grounded power conductors inside door or enclosure at each piece of feeder or branch-circuit distribution equipment when premises has feeders or branch circuits served by more than one nominal voltage system.
2. Use wire and cable markers to identify circuit number or other designation indicated for power, control, and instrumentation conductors and cables at the following locations:
  - a. At each source and load connection.
  - b. Within boxes when more than one circuit is present.
  - c. Within equipment enclosures when conductors and cables enter or leave the enclosure.

D. Identification for Raceways:

1. Use voltage markers to identify highest voltage present for accessible conduits at maximum intervals of 20 feet.
2. Use voltage markers or color-coded bands to identify specified systems for accessible conduits at maximum intervals of 20 feet.
  - a. Color-Coded Bands: Use field-painting or vinyl color coding electrical tape to mark bands 3 inches wide.
    - 1) Color Code:
      - (a) Fire Alarm System: Orange.

E. Identification for Luminaires:

1. Use permanent red dot on luminaire frame to identify luminaires connected to emergency power system.

2.02 IDENTIFICATION NAMEPLATES AND LABELS

A. Identification Nameplates:

1. Manufacturers:

- a. Brimar Industries, Inc
    - b. Kolbi Pipe Marker Co
    - c. Seton Identification Products
  2. Materials:
    - a. Indoor Clean, Dry Locations: Use plastic nameplates.
    - b. Outdoor Locations: Use plastic, stainless steel or aluminum nameplates suitable for exterior use.
  3. Plastic Nameplates: Two-layer or three-layer laminated acrylic or electrically non-conductive phenolic with beveled edges; minimum thickness of 1/16 inch; engraved text.
    - a. Exception: Provide minimum thickness of 1/8 inch when any dimension is greater than 4 inches.
- B. Identification Labels:
1. Manufacturers:
    - a. Brady Corporation
    - b. Brother International Corporation
    - c. Panduit Corp
  2. Materials: Use self-adhesive laminated plastic labels; UV, chemical, water, heat, and abrasion resistant.
    - a. Use only for indoor locations.
  3. Text: Use factory pre-printed or machine-printed text. Do not use handwritten text unless otherwise indicated.
- C. Format for Equipment Identification:
1. Minimum Size: 1 inch by 2.5 inches.
  2. Legend:
    - a. System designation where applicable:
      - 1) Fire Alarm System: Identify with text "FIRE ALARM".
  3. Minimum Text Height:
    - a. System Designation: 1 inch.
    - b. Equipment Designation: 1/2 inch.
    - c. Other Information: 1/4 inch.
    - d. Exception: Provide minimum text height of 1 inch for equipment located more than 10 feet above floor or working platform.
  4. Color:
    - a. Fire Alarm System: White text on red background.
- D. Format for Fire Alarm Device Identification:
1. Minimum Size: 3/8 inch by 1.5 inches.

2. Legend: Designation indicated and device zone or address.
3. Text: All capitalized unless otherwise indicated.
4. Minimum Text Height: 3/16 inch.
5. Color: Red text on white background.

## 2.03 WIRE AND CABLE MARKERS

- A. Manufacturers:
  1. Brady Corporation
  2. HellermannTyton
  3. Panduit Corp
- B. Markers for Conductors and Cables: Use wrap-around self-adhesive vinyl cloth, wrap-around self-adhesive vinyl self-laminating, heat-shrink sleeve, plastic sleeve, plastic clip-on or vinyl split sleeve type markers suitable for the conductor or cable to be identified.
- C. Markers for Conductor and Cable Bundles: Use plastic marker tags secured by nylon cable ties.
- D. Legend: Power source and circuit number or other designation indicated.
- E. Text: Use factory pre-printed or machine-printed text, all capitalized unless otherwise indicated.
  1. Do not use handwritten text.
- F. Minimum Text Height: 1/8 inch.
- G. Color: Black text on white background unless otherwise indicated.

## PART 3 EXECUTION

### 3.01 PREPARATION

- A. Clean surfaces to receive adhesive products according to manufacturer's instructions.

### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Install identification products to be plainly visible for examination, adjustment, servicing, and maintenance. Unless otherwise indicated, locate products as follows:
  1. Surface-Mounted Equipment: Enclosure front.
  2. Flush-Mounted Equipment: Inside of equipment door.
  3. Branch Devices: Adjacent to device.
- C. Install identification products centered, level, and parallel with lines of item being identified.
- D. Secure nameplates to exterior surfaces of enclosures using stainless steel screws and to interior surfaces using self-adhesive backing or epoxy cement.
  1. Do not use adhesives on exterior surfaces except where substrate cannot be penetrated.
- E. Mark all handwritten text, where permitted, to be neat and legible.

END OF SECTION 26 05 53

## SECTION 26 24 16 - PANELBOARDS

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Power distribution panelboards.
- B. Lighting and appliance panelboards.
- C. Overcurrent protective devices for panelboards.

#### 1.02 RELATED REQUIREMENTS

- A. Section 260526 - Grounding and Bonding for Electrical Systems.
- B. Section 260529 - Hangers and Supports for Electrical Systems.
- C. Section 260553 - Identification for Electrical Systems: Identification products and requirements.

#### 1.03 REFERENCE STANDARDS

- A. FS W-C-375 - Circuit Breakers, Molded Case; Branch Circuit and Service 2013e (Amended 2017).
- B. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- C. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2018.
- D. NEMA PB 1 - Panelboards 2011.
- E. NEMA PB 1.1 - General Instructions for Proper Installation, Operation and Maintenance of Panelboards Rated 600 Volts or Less 2013.
- F. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations Current Edition, Including All Revisions.
- H. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations Current Edition, Including All Revisions.
- I. UL 67 - Panelboards Current Edition, Including All Revisions.

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate the work with other trades to avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and working clearances for electrical equipment required by NFPA 70.
  - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
  - 3. Coordinate the work with other trades to provide walls suitable for installation of flush-mounted panelboards where indicated.
  - 4. Verify with manufacturer that conductor terminations are suitable for use with the conductors to be installed.

#### 1.05 SUBMITTALS



- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for panelboards, enclosures, overcurrent protective devices, and other installed components and accessories.
- C. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 016000 - Product Requirements, for additional provisions.
  - 2. Panelboard Keys: Two of each different key.

#### 1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store panelboards in accordance with manufacturer's instructions and NECA 407.
- B. Store in a clean, dry space. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- C. Handle carefully in accordance with manufacturer's written instructions to avoid damage to panelboard internal components, enclosure, and finish.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. Eaton Corporation.
- B. General Electric Company.
- C. Schneider Electric; Square D Products.
- D. Siemens Industry, Inc.

#### 2.02 POWER DISTRIBUTION PANELBOARDS

- A. Description: Panelboards complying with NEMA PB 1, power and feeder distribution type, circuit breaker type, and listed and labeled as complying with UL 67; ratings, configurations and features as indicated on the drawings.
- B. Conductor Terminations:
  - 1. Main and Neutral Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
  - 2. Main and Neutral Lug Type: Mechanical.
- C. Bussing:
  - 1. Phase and Neutral Bus Material: Copper.
  - 2. Ground Bus Material: Copper.
- D. Circuit Breakers:
  - 1. Provide bolt-on type.

2. Provide thermal magnetic circuit breakers unless otherwise indicated.
  3. Provide electronic trip circuit breakers where indicated.
- E. Enclosures:
1. Provide surface-mounted enclosures unless otherwise indicated.
  2. Fronts: Provide door-in-door trim with hinged cover for access to load terminals and wiring gutters, and separate lockable hinged door with concealed hinges for access to overcurrent protective device handles without exposing live parts.
  3. Provide clear plastic circuit directory holder mounted on inside of door.

## 2.03 LIGHTING AND APPLIANCE PANELBOARDS

- A. Description: Panelboards complying with NEMA PB 1, lighting and appliance branch circuit type, circuit breaker type, and listed and labeled as complying with UL 67; ratings, configurations and features as indicated on the drawings.
- B. Conductor Terminations:
1. Main and Neutral Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
  2. Main and Neutral Lug Type: Mechanical.
- C. Bussing:
1. Phase Bus Connections: Arranged for sequential phasing of overcurrent protective devices.
  2. Phase and Neutral Bus Material: Copper.
  3. Ground Bus Material: Copper.
- D. Circuit Breakers: Thermal magnetic bolt-on type unless otherwise indicated.
- E. Enclosures:
1. Provide surface-mounted or flush-mounted enclosures as indicated.
  2. Fronts: Provide door-in-door trim with hinged cover for access to load terminals and wiring gutters, and separate lockable hinged door with concealed hinges for access to overcurrent protective device handles without exposing live parts.
  3. Provide clear plastic circuit directory holder mounted on inside of door.

## 2.04 OVERCURRENT PROTECTIVE DEVICES

- A. Molded Case Circuit Breakers:
1. Description: Quick-make, quick-break, over center toggle, trip-free, trip-indicating circuit breakers listed and labeled as complying with UL 489, and complying with FS W-C-375 where applicable; ratings, configurations, and features as indicated on the drawings.
  2. Interrupting Capacity:
    - a. Provide circuit breakers with interrupting capacity as required to provide the short circuit current rating indicated on the schedules.
    - b. Fully Rated Systems: Provide circuit breakers with interrupting capacity not less than the short circuit current rating indicated.

3. Conductor Terminations:
  - a. Provide mechanical lugs unless otherwise indicated.
  - b. Provide compression lugs where indicated.
  - c. Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
4. Thermal Magnetic Circuit Breakers: For each pole, furnish thermal inverse time tripping element for overload protection and magnetic instantaneous tripping element for short circuit protection.
  - a. Provide interchangeable trip units where indicated.
5. Multi-Pole Circuit Breakers: Furnish with common trip for all poles.
6. Provide the following circuit breaker types where indicated:
  - a. Ground Fault Circuit Interrupter (GFCI) Circuit Breakers: Listed as complying with UL 943, class A for protection of personnel.
  - b. Ground Fault Equipment Protection Circuit Breakers: Designed to trip at 30 mA for protection of equipment.
7. Do not use tandem circuit breakers.
8. Do not use handle ties in lieu of multi-pole circuit breakers.

## 2.05 SOURCE QUALITY CONTROL

- A. Factory test panelboards according to NEMA PB 1.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that the ratings and configurations of the panelboards and associated components are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive panelboards.
- D. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 INSTALLATION

- A. Perform work in accordance with NECA 1 (general workmanship).
- B. Install products in accordance with manufacturer's instructions.
- C. Install panelboards in accordance with NECA 407 and NEMA PB 1.1.
- D. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- E. Provide required supports in accordance with Section 260529.
- F. Install panelboards plumb.
- G. Install flush-mounted panelboards so that trims fit completely flush to wall with no gaps and rough opening completely covered.
- H. Mount panelboards such that the highest position of any operating handle for circuit breakers or switches does not exceed 79 inches above the floor or working platform.

- I. Provide minimum of six spare 1 inch trade size conduits out of each flush-mounted panelboard stubbed into accessible space above ceiling and below floor.
- J. Provide grounding and bonding in accordance with Section 260526.
  - 1. Terminate branch circuit equipment grounding conductors on solidly bonded equipment ground bus only. Do not terminate on isolated/insulated ground bus.
- K. Install all field-installed branch devices, components, and accessories.
- L. Multi-Wire Branch Circuits: Not allowed. Use a separate neutral for each phase conductor. Derate conductors per NEC. Neutrals shall be considered as current carrying conductors.
- M. Provide filler plates to cover unused spaces in panelboards.
- N. Provide circuit breaker lock-on devices to prevent unauthorized personnel from de-energizing essential loads where indicated. Also provide for the following:
  - 1. Fire detection and alarm circuits.
- O. Identify panelboards in accordance with Section 260553.

### 3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Inspect and test in accordance with NETA ATS, except Section 4.
- C. Molded Case Circuit Breakers: Perform inspections and tests listed in NETA ATS, Section 7.6.1.1 for all main circuit breakers. Tests listed as optional are not required.
- D. Systems: Test in accordance with manufacturer's instructions as required by NFPA 70.
- E. Test GFCI circuit breakers to verify proper operation.
- F. Correct deficiencies and replace damaged or defective panelboards or associated components.

### 3.04 ADJUSTING

- A. Adjust tightness of mechanical and electrical connections to manufacturer's recommended torque settings.

### 3.05 CLEANING

- A. Clean dirt and debris from panelboard enclosures and components according to manufacturer's instructions.
- B. Repair scratched or marred exterior surfaces to match original factory finish.

END OF SECTION 26 24 16

SECTION 26 27 26 - WIRING DEVICES

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK:

- A. Wiring devices and plates (receptacles, switches, Floor service outlets, poke-through assemblies, and multi-outlet assemblies) and their installation.”
- B. Product Data: For each type of product indicated.
- C. Shop Drawings: Listed legends and description of materials and process used for pre-marking wall plates
- D. Operation and Maintenance Data: For wiring devices to include in all manufacturers’ packing label warnings and instruction materials that include labeling conditions.

1.2 QUALITY ASSURANCE:

- A. Source Limitations: Obtain each type of wiring device and associated wall plate through one (1) source from a single manufacturer. Insofar as they are available, obtain all wiring devices and associated wall plates from a single manufacturer and one (1) source.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70 Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- C. Comply with NFPA 70.

1.3 COORDINATION:

- A. Receptacles for equipment: Match plug configurations.
  - 1. Cord and Plug Set: Match equipment requirements.

PART 2 -PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, the following:
  - 1. Hubbell
  - 2. Pass & Seymour
  - 3. Leviton

2.2 DEVICES:

- A. Furnish devices as shown in Table 1. Catalog numbers establish minimum standard of quality. Submit list of devices with catalog number proposed for review prior to

ordering.

B. Use white color, except in special areas designated elsewhere. Verify with Architect.

C. Device Plates:

1. Furnish devices with cover plates, .04" thick, type 302, stainless steel with brushed finish.
2. Device plates in special areas to match device color.
3. Furnish configuration of device plates required for multi-gang installations.
4. Furnish weatherproof devices with individual gasketed aluminum or stainless steel covers U. L. listed for wet locations "In-Use".

## 2.3 GFI RECEPTACLES

A. General Description: Straight blade, non-feed through type. Comply with NEMA WD 1, NEMA WD 6 UL 498, and UL 943, Class A, and include indicator light that is lighted when device is tripped.

## 2.4 SNAP SWITCHES:

A. Comply with NEMA WD 1 and UL 20.

B. Switches, 120/277 volt, 20 amp.

## 2.5 FLOOR SERVICE FITTINGS:

A. Type: Modular dual-service units suitable for wiring method used.

B. Compartments: Barrier separates power from voice and data communication cabling.

C. Service Plate: Rectangular die-cast aluminum with satin finish.

D. Power Receptacle: NEMA WD 6 configuration 5-20R white finish, unless otherwise indicated.

E. Voice and Data Communication Outlet: two modular, keyed, color-coded, RJ-45 Category 6a jacks for UTP cable



TABLE 1 – BASIS-OF-DESIGN WIRING DEVICES

| DEVICE                                   | NEMA<br>CONF. | MANUFACTURER | CATALOG #<br>COMMERCIAL<br>SPEC GRADE | DEVICE<br>STYLE |
|------------------------------------------|---------------|--------------|---------------------------------------|-----------------|
| Single Receptacle                        | 5-20R         | Leviton      | HBL5361                               |                 |
| Single Receptacle                        | 6-20R         | Leviton      | HBL5461                               |                 |
| Single Receptacle                        | 14-20R        | Leviton      | HBL8410                               |                 |
| Single Receptacle                        | 15-20R        | Leviton      | HBL8420                               |                 |
| Single Receptacle                        | 5-30R         | Leviton      | HBL9308                               |                 |
| Single Receptacle                        | 6-30R         | Leviton      | HBL9330                               |                 |
| Single Receptacle                        | 14-30R        | Leviton      | HBL9430A with 6ft.<br>rubber cord set |                 |
| Single Receptacle                        | 6-50R         | Leviton      | HBL9367 w/9368<br>plug                |                 |
| Single Receptacle                        | 14-50R        | Leviton      | HBL9450A w/ cord<br>set               |                 |
| Single Receptacle                        | 15-50R        | Leviton      | HBL8450A w/ cord<br>set               |                 |
| Single Receptacle                        | L5-20R        | Leviton      | HBL2310                               |                 |
| Duplex Receptacle                        | 5-20R         | Leviton      | HBL5362                               | DECORA          |
| Duplex Receptacle,<br>GFCI, Weatherproof | 5-20R GF      | Leviton      | GF5362 w/ WP26M<br>cover              | DECORA          |
| Duplex Receptacle,<br>Tamper-Proof       | 5-20R TP      | Leviton      | HBL8300SG                             | DECORA          |
| Duplex Receptacle, GFCI                  | 5-20R GF      | Leviton      | GF5362                                | DECORA          |
| Wall Switch 1-Pole                       | 20A,120/277V  | Leviton      | CS1221                                | DECORA          |
| Wall Switch 2-Pole                       | 20A,120/277V  | Leviton      | CS1222                                | DECORA          |
| Wall Switch 3-Way                        | 20A,120/277V  | Leviton      | CS1223                                | DECORA          |
| Wall Switch 4-Way                        | 20A,120/277V  | Leviton      | CS1224                                | DECORA          |

## PART 3 EXECUTION

### 1.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that outlet boxes are installed in proper locations and at proper mounting heights and are properly sized to accommodate devices and conductors in accordance with NFPA 70.
- C. Verify that wall openings are neatly cut and will be completely covered by wall plates.
- D. Verify that final surface finishes are complete, including painting.
- E. Verify that branch circuit wiring installation is completed, tested, and ready for connection to wiring devices.

F. Verify that core drilled holes for poke-through assemblies are in proper locations.

G. Verify that conditions are satisfactory for installation prior to starting work.

#### 1.02 PREPARATION

A. Provide extension rings to bring outlet boxes flush with finished surface.

B. Clean dirt, debris, plaster, and other foreign materials from outlet boxes.

#### 1.03 INSTALLATION

A. Perform work in accordance with NECA 1 (general workmanship) and, where applicable, NECA 130, including mounting heights specified in those standards unless otherwise indicated.

B. Coordinate locations of outlet boxes provided under Section 260533.16 as required for installation of wiring devices provided under this section.

1. Mounting Heights (to center of device): Unless otherwise indicated, as follows:
  - a. Wall Switches: 48 inches above finished floor.
  - b. Wall Dimmers: 48 inches above finished floor.
  - c. Receptacles: 18 inches above finished floor or 6 inches above counter.
2. Orient outlet boxes for vertical installation of wiring devices unless otherwise indicated.
3. Where multiple receptacles, wall switches or wall dimmers are installed at the same location and at the same mounting height, gang devices together under a common wall plate.
4. Locate wall switches on strike side of door with edge of wall plate 3 inches from edge of door frame. Where locations are indicated otherwise, notify Dewberry Engineering, Inc. to obtain direction prior to proceeding with work.
5. Locate receptacles for electric drinking fountains concealed behind drinking fountain according to manufacturer's instructions.

C. Install wiring devices in accordance with manufacturer's instructions.

D. Install permanent barrier between ganged wiring devices when voltage between adjacent devices exceeds 300 V.

E. Where required, connect wiring devices using pigtails not less than 6 inches long. Do not connect more than one conductor to wiring device terminals.

F. Connect wiring devices by wrapping conductor clockwise 3/4 turn around screw terminal and tightening to proper torque specified by the manufacturer. Where present, do not use push-in pressure terminals that do not rely on screw-actuated binding.

G. Unless otherwise indicated, connect wiring device grounding terminal to branch circuit equipment grounding conductor and to outlet box with bonding jumper.

H. Unless otherwise indicated, GFCI receptacles may be connected to provide feed-through protection to downstream devices. Label such devices to indicate they are protected by upstream GFCI protection.

- I. Where split-wired duplex receptacles are indicated, remove tabs connecting top and bottom receptacles.
- J. Install wiring devices plumb and level with mounting yoke held rigidly in place.
- K. Install wall switches with OFF position down.
- L. Install wall dimmers to achieve full rating specified and indicated after derating for ganging as instructed by manufacturer.
- M. Do not share neutral conductor on branch circuits utilizing wall dimmers.
- N. Install vertically mounted receptacles with grounding pole on top and horizontally mounted receptacles with grounding pole on left.
- O. Install wall plates to fit completely flush to wall with no gaps and rough opening completely covered without strain on wall plate. Repair or reinstall improperly installed outlet boxes or improperly sized rough openings. Do not use oversized wall plates in lieu of meeting this requirement.
- P. Install blank wall plates on junction boxes and on outlet boxes with no wiring devices installed or designated for future use.
- Q. Identify wiring devices in accordance with Section 260553.

#### 1.04 FIELD QUALITY CONTROL

- A. Inspect each wiring device for damage and defects.
- B. Operate each wall switch, wall dimmer and fan speed controller with circuit energized to verify proper operation.
- C. Test each receptacle to verify operation and proper polarity.
- D. Test each GFCI receptacle for proper tripping operation according to manufacturer's instructions.
- E. Inspect each surge protection receptacle to verify surge protection is active.
- F. Correct wiring deficiencies and replace damaged or defective wiring devices.

#### 1.05 ADJUSTING

- A. Adjust devices and wall plates to be flush and level.
- B. Adjust presets for wall dimmers according to manufacturer's instructions as directed by Dewberry Engineering, Inc.

#### 1.06 CLEANING

- A. Clean exposed surfaces to remove dirt, paint, or other foreign material and restore to match original factory finish.

END OF SECTION 26 27 26

## SECTION 262813 - FUSES

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Fuses.

#### 1.02 RELATED REQUIREMENTS

- A. Section 260553-Identification for Electrical Systems: Identification products and requirements.
- B. Section 262816.16-Enclosed Switches: Fusible switches.

#### 1.03 REFERENCE STANDARDS

- A. NEMA FU 1 - Low Voltage Cartridge Fuses 2012.
- B. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- C. UL 248-1 - Low-Voltage Fuses - Part 1: General Requirements Current Edition, Including All Revisions.
- D. UL 248-12 - Low-Voltage Fuses - Part 12: Class R Fuses Current Edition, Including All Revisions.

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate fuse requirements according to manufacturer's recommendations and nameplate data for actual equipment to be installed.
  - 2. Notify Dewberry Engineers, Inc. of any conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

#### 1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard data sheets including voltage and current ratings, interrupting ratings, time-current curves, and current limitation curves.
  - 1. Spare Fuse Cabinet: Include dimensions.
- C. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 016000-Product Requirements for additional provisions.
  - 2. Extra Fuses: One set(s) of three for each type and size installed.
  - 3. Fuse Pullers: One set(s) compatible with each type and size installed.
  - 4. Spare Fuse Cabinet Keys: Two.

#### 1.06 QUALITY ASSURANCE

- A. Comply with requirements of NFPA 70.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years' experience.
- C. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. Bussmann, a division of Eaton Corporation.

- B. Littelfuse, Inc.
- C. Mersen.
- D. Ferraz Shawmut, Inc.
- E. Substitutions: See Section 016000-Product Requirements.

## 2.02 APPLICATIONS

- A. Individual Motor Branch Circuits: Class RK1, time-delay.

## 2.03 FUSES

- A. Provide products listed, classified, and labeled as suitable for the purpose intended.
- B. Unless specifically indicated to be excluded, provide fuses for all fusible equipment as required for a complete operating system.
- C. Provide fuses of the same type, rating, and manufacturer within the same switch.
- D. Comply with UL 248-1.
- E. Unless otherwise indicated, provide cartridge type fuses complying with NEMA FU 1, Class and ratings as indicated.
- F. Voltage Rating: Suitable for circuit voltage.
- G. Class R Fuses: Comply with UL 248-12.
- H. Provide the following accessories where indicated or where required to complete installation:
  - 1. Fuseholders: Compatible with indicated fuses.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that fuse ratings are consistent with circuit voltage and manufacturer's recommendations and nameplate data for equipment.
- B. Verify that mounting surfaces are ready to receive spare fuse cabinet.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 INSTALLATION

- A. Do not install fuses until circuits are ready to be energized.
- B. Install fuses with label oriented such that manufacturer, type, and size are easily read.

END OF SECTION

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SECTION 262816.16 - ENCLOSED SWITCHES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Enclosed safety switches.

1.02 RELATED REQUIREMENTS

- A. Section 260526-Grounding and Bonding for Electrical Systems.
- B. Section 260529-Hangers and Supports for Electrical Systems.
- C. Section 260553-Identification for Electrical Systems: Identification products and requirements.
- D. Section 262813-Fuses.

1.03 REFERENCE STANDARDS

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- B. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2020.
- C. NEMA KS 1 - Heavy Duty Enclosed and Dead-Front Switches (600 Volts Maximum) 2013.
- D. NETA ATS - Standard For Acceptance Testing Specifications For Electrical Power Equipment And Systems 2021.
- E. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- F. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations Current Edition, Including All Revisions.
- G. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations Current Edition, Including All Revisions.
- H. UL 98 - Enclosed and Dead-Front Switches Current Edition, Including All Revisions.
- I. UL 869A - Reference Standard for Service Equipment Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate the work with other trades. Avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and within working clearances for electrical equipment required by NFPA 70.
  - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
  - 3. Verify with manufacturer that conductor terminations are suitable for use with the conductors to be installed.
  - 4. Notify Dewberry Engineers, Inc. of any conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for enclosed switches and other installed components and accessories.
- C. Manufacturer's equipment seismic qualification certification.
- D. Field Quality Control Test Reports.
- E. Manufacturer's Installation Instructions: Indicate application conditions and limitations of use stipulated by product testing agency. Include instructions for storage, handling, protection, examination, preparation, installation, and starting of product.
- F. Project Record Documents: Record actual locations of enclosed switches.

- G. Maintenance Data: Include information on replacement parts and recommended maintenance procedures and intervals.
- H. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 016000-Product Requirements, for additional provisions.
  - 2. See Section 262813 for requirements for spare fuses and spare fuse cabinets.

#### 1.06 QUALITY ASSURANCE

- A. Comply with requirements of NFPA 70.
- B. Maintain at the project site a copy of each referenced document that prescribes execution requirements.
- C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of experience.
- D. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Store in a clean, dry space. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- B. Handle carefully in accordance with manufacturer's written instructions to avoid damage to enclosed switch internal components, enclosure, and finish.

#### 1.08 FIELD CONDITIONS

- A. Maintain ambient temperature between -22 degrees F (-30 degrees C) and 104 degrees F (40 degrees C) during and after installation of enclosed switches.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. ABB/GE: [www.electrification.us.abb.com/#sle](http://www.electrification.us.abb.com/#sle).
- B. Eaton Corporation: [www.eaton.com](http://www.eaton.com).
- C. Schneider Electric; Square D Products: [www.schneider-electric.us](http://www.schneider-electric.us).
- D. Siemens Industry, Inc: [www.usa.siemens.com](http://www.usa.siemens.com).
- E. Substitutions: See Section 016000-Product Requirements.

#### 2.02 ENCLOSED SAFETY SWITCHES

- A. Description: Quick-make, quick-break enclosed safety switches listed and labeled as complying with UL 98; heavy duty; ratings, configurations, and features as indicated on the drawings.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Horsepower Rating: Suitable for connected load.
- D. Voltage Rating: Suitable for circuit voltage.
- E. Short Circuit Current Rating:
  - 1. Provide enclosed safety switches, when protected by the fuses or supply side overcurrent protective devices to be installed, with listed short circuit current rating not less than the available fault current at the installed location as indicated on the drawings. Where no available fault current is indicated at the enclosed switch location, use the available fault current shown at the immediately upstream distribution board.
- F. Provide with switch blade contact position that is visible when the cover is open.
- G. Fuse Clips for Fusible Switches: As required to accept fuses indicated.
  - 1. Where NEMA Class R fuses are installed, provide rejection feature to prevent installation of fuses other than Class R.

- H. Conductor Terminations: Suitable for use with the conductors to be installed.
- I. Provide insulated, groundable fully rated solid neutral assembly, with a suitable lug for terminating each neutral conductor.
- J. Provide solidly bonded equipment ground bus in each enclosed safety switch, with a suitable lug for terminating each equipment grounding conductor.
- K. Enclosures: Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E.
  - 1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
    - a. Indoor Clean, Dry Locations: Type 1.
    - b. Outdoor Locations: Type 3R.
  - 2. Finish for Painted Steel Enclosures: Manufacturer's standard, factory applied grey unless otherwise indicated.
- L. Provide safety interlock to prevent opening the cover with the switch in the ON position with capability of overriding interlock for testing purposes.
- M. Heavy Duty Switches:
  - 1. Comply with NEMA KS 1.
  - 2. Conductor Terminations:
    - a. Provide mechanical lugs unless otherwise indicated.
    - b. Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
  - 3. Provide externally operable handle with means for locking in the OFF position, capable of accepting three padlocks.
    - a. Provide means for locking handle in the ON position where indicated.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that the ratings of the enclosed switches are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive enclosed safety switches.
- D. Verify that conditions are satisfactory for installation prior to starting work.

#### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- D. Provide required support and attachment in accordance with Section 260529.
- E. Install enclosed switches plumb.
- F. Except where indicated to be mounted adjacent to the equipment they supply, mount enclosed switches such that the highest position of the operating handle does not exceed 79 inches (2000 mm) above the floor or working platform.
- G. Provide grounding and bonding in accordance with Section 260525.
- H. Provide fuses complying with Section 262813 for fusible switches as indicated or as required by equipment manufacturer's recommendations.
- I. Identify enclosed switches in accordance with Section 260553.

#### 3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Inspect and test in accordance with NETA ATS, except Section 4.
- C. Perform inspections and tests listed in NETA ATS, Section 7.5.1.1.

- D. Correct deficiencies and replace damaged or defective enclosed safety switches or associated components.

3.04 ADJUSTING

- A. Adjust tightness of mechanical and electrical connections to manufacturer's recommended torque settings.

3.05 CLEANING

- A. Clean dirt and debris from switch enclosures and components according to manufacturer's instructions.
- B. Repair scratched or marred exterior surfaces to match original factory finish.

END OF SECTION

SECTION 26 28 16.13 - ENCLOSED CIRCUIT BREAKERS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Enclosed circuit breakers.

1.02 RELATED REQUIREMENTS

- A. Section 260526 - Grounding and Bonding for Electrical Systems.

1.03 REFERENCE STANDARDS

- A. FS W-C-375 - Circuit Breakers, Molded Case; Branch Circuit and Service 2013e (Amended 2017).
- B. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- C. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2018.
- D. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- E. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate work with other trades. Avoid placement of ductwork, piping, equipment, or other potential obstructions within dedicated equipment spaces and within working clearances for electrical equipment required by NFPA 70.
  - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for circuit breakers, enclosures, and other installed components and accessories.

1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.07 FIELD CONDITIONS

- A. Maintain ambient temperature between 23 degrees F and 104 degrees F during and after installation of enclosed circuit breakers.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Eaton Corporation.
- B. General Electric Company.
- C. Schneider Electric; Square D Products.
- D. Siemens Industry, Inc.

- E. Source Limitations: Furnish enclosed circuit breakers and associated components produced by the same manufacturer as the other electrical distribution equipment used for this project and obtained from a single supplier.

## 2.02 ENCLOSED CIRCUIT BREAKERS

- A. Description: Units consisting of molded case circuit breakers individually mounted in enclosures.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Unless otherwise indicated, provide products suitable for continuous operation under the following service conditions:
  - 1. Altitude: Less than 6,600 feet.
  - 2. Ambient Temperature: Between 23 degrees F and 104 degrees F.
- D. Conductor Terminations: Suitable for use with the conductors to be installed.
- E. Provide insulated, groundable fully rated solid neutral assembly where a neutral connection is required, with a suitable lug for terminating each neutral conductor.
- F. Provide solidly bonded equipment ground bus in each enclosed circuit breaker, with a suitable lug for terminating each equipment grounding conductor.
- G. Enclosures: Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E.
  - 1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
    - a. Indoor Clean, Dry Locations: Type 1.
    - b. Outdoor Locations: Type 3R.
  - 2. Finish for Painted Steel Enclosures: Manufacturer's standard, factory applied grey unless otherwise indicated.
  - 3. Provide surface-mounted enclosures unless otherwise indicated.
- H. Provide externally operable handle with means for locking in the OFF position.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that the ratings of the enclosed circuit breakers are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive enclosed circuit breakers.
- D. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.



- D. Except where indicated to be mounted adjacent to the equipment they supply, mount enclosed circuit breakers such that the highest position of the operating handle does not exceed 79 inches above the floor or working platform.
- E. Provide grounding and bonding in accordance with Section 260526.
- F. Where accessories are not self-powered, provide control power source as indicated or as required to complete installation.

END OF SECTION 26 28 16.13

SECTION 26 51 00 - INTERIOR LIGHTING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Interior luminaires.
- B. Emergency lighting units.
- C. Exit signs.
- D. Drivers.
- E. Lamps.
- F. Luminaire accessories.

1.02 RELATED REQUIREMENTS

- A. Section 260533.16 - Boxes for Electrical Systems.
- B. Section 260553 - Identification for Electrical Systems: Identification products and requirements.
- C. Section 262726 - Wiring Devices: Manual wall switches and wall dimmers.

1.03 REFERENCE STANDARDS

- A. 47 CFR 15 - Radio Frequency Devices current edition.
- B. ANSI C82.4 - American National Standard for Ballasts for High-Intensity-Discharge and Low-Pressure Sodium Lamps (Multiple-Supply Type) 2002.
- C. ANSI C82.11 - American National Standard for Lamp Ballasts - High Frequency Fluorescent Lamp Ballasts - Supplements 2011.
- D. IEEE C62.41.2 - IEEE Recommended Practice on Characterization of Surges in Low-Voltage (1000 V and less) AC Power Circuits 2002 (Corrigendum 2012).
- E. IESNA LM-63 - ANSI Approved Standard File Format for Electronic Transfer of Photometric Data and Related Information 2002 (Reaffirmed 2008).
- F. IES LM-79 - Approved Method: Electrical and Photometric Measurements of Solid-State Lighting Products 2008.
- G. IES LM-80 - Approved Method: Measuring Luminous Flux and Color Maintenance of LED Packages, Arrays, and Modules 2015, with Errata (2017).
- H. NECA/IESNA 500 - Standard for Installing Indoor Commercial Lighting Systems 2006.
- I. NECA/IESNA 502 - Standard for Installing Industrial Lighting Systems 2006.
- J. NEMA 410 - Performance Testing for Lighting Controls and Switching Devices with Electronic Drivers and Discharge Ballasts 2016.
- K. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- L. NFPA 101 - Life Safety Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- M. UL 924 - Emergency Lighting and Power Equipment Current Edition, Including All Revisions.

- N. UL 1598 - Luminaires Current Edition, Including All Revisions.
- O. UL 8750 - Light Emitting Diode (LED) Equipment for Use in Lighting Products Current Edition, Including All Revisions.

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate the installation of luminaires with mounting surfaces installed under other sections or by others. Coordinate the work with placement of supports, anchors, etc. required for mounting. Coordinate compatibility of luminaires and associated trims with mounting surfaces at installed locations.
  - 2. Coordinate the placement of luminaires with structural members, ductwork, piping, equipment, diffusers, fire suppression system components, and other potential conflicts installed under other sections or by others.
  - 3. Coordinate the placement of exit signs with furniture, equipment, signage or other potential obstructions to visibility installed under other sections or by others.
  - 4. Notify Edmonds Engineering, Inc. of any conflicts or deviations from the contract documents to obtain direction prior to proceeding with work.

#### 1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets including detailed information on luminaire construction, dimensions, ratings, finishes, mounting requirements, listings, service conditions, photometric performance, installed accessories, and ceiling compatibility; include model number nomenclature clearly marked with all proposed features.
  - 1. LED Luminaires:
    - a. Include estimated useful life, calculated based on IES LM-80 test data.
    - b. Include IES LM-79 test report upon request.
  - 2. Provide electronic files of photometric data certified by a National Voluntary Laboratory Accreditation Program (NVLAP) lab or independent testing agency in IESNA LM-63 standard format upon request.
  - 3. Lamps: Include rated life, color temperature, color rendering index (CRI), and initial and mean lumen output.
  - 4. Fluorescent Emergency Power Supply Unit: Include list of compatible lamp configurations and associated lumen output.
- C. Project Record Documents: Record actual connections and locations of luminaires and any associated remote components.

#### 1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Maintain at the project site a copy of each referenced document that prescribes execution requirements.

#### 1.07 DELIVERY, STORAGE, AND PROTECTION

- A. Receive, handle, and store products according to NECA/IESNA 500 (commercial lighting), NECA/IESNA 502 (industrial lighting) and manufacturer's written instructions.
- B. Keep products in original manufacturer's packaging and protect from damage until ready for installation.

#### 1.08 FIELD CONDITIONS

- A. Maintain field conditions within manufacturer's required service conditions during and after installation.

#### 1.09 WARRANTY

- A. See Section 017800 - Closeout Submittals, for additional warranty requirements.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS - LUMINAIRES

- A. Refer to Luminaire Schedule and Drawings.

#### 2.02 LUMINAIRE TYPES

- A. Furnish products as indicated in luminaire schedule included on the drawings.
- B. Substitutions: See Section 016000 - Product Requirements except where individual luminaire types are designated with substitutions not permitted.

#### 2.03 LUMINAIRES

- A. Provide products that comply with requirements of NFPA 70.
- B. Provide products that are listed and labeled as complying with UL 1598, where applicable.
- C. Provide products listed, classified, and labeled as suitable for the purpose intended.
- D. Unless otherwise indicated, provide complete luminaires including lamp(s) and all sockets, ballasts, reflectors, lenses, housings and other components required to position, energize and protect the lamp and distribute the light.
- E. Unless specifically indicated to be excluded, provide all required conduit, boxes, wiring, connectors, hardware, supports, trims, accessories, etc. as necessary for a complete operating system.
- F. Provide products suitable to withstand normal handling, installation, and service without any damage, distortion, corrosion, fading, discoloring, etc.

#### 2.04 EMERGENCY LIGHTING UNITS

- A. Description: Emergency lighting units complying with NFPA 101 and all applicable state and local codes and listed and labeled as complying with UL 924.
- B. Operation: Upon interruption of normal power source or brownout condition exceeding 20 percent voltage drop from nominal, solid-state control automatically switches connected lamps to integral battery power for minimum of 90 minutes of rated emergency illumination, and automatically recharges battery upon restoration of normal power source.
- C. Battery:
  - 1. Sealed maintenance-free lead calcium unless otherwise indicated.
  - 2. Size battery to supply all connected lamps, including emergency remote heads where indicated.

- D. Diagnostics: Provide power status indicator light and accessible integral test switch to manually activate emergency operation.
- E. Provide low voltage disconnect to prevent battery damage from deep discharge.

## 2.05 EXIT SIGNS

- A. Description: Internally illuminated exit signs with LEDs unless otherwise indicated; complying with NFPA 101 and all applicable state and local codes, and listed and labeled as complying with UL 924.
  - 1. Number of Faces: Single or double as indicated or as required for the installed location.
  - 2. Directional Arrows: As indicated or as required for the installed location.
- B. Self-Powered Exit Signs:
  - 1. Operation: Upon interruption of normal power source or brownout condition exceeding 20 percent voltage drop from nominal, solid-state control automatically switches connected lamps to integral battery power for minimum of 90 minutes of rated emergency illumination, and automatically recharges battery upon restoration of normal power source.
  - 2. Battery: Sealed maintenance-free nickel cadmium unless otherwise indicated.
  - 3. Diagnostics: Provide power status indicator light and accessible integral test switch to manually activate emergency operation.
  - 4. Provide low voltage disconnect to prevent battery damage from deep discharge.

## 2.06 DRIVERS

- A. LED Drivers:
  - 1. Dimming Range: Continuous dimming from 100 percent to five percent relative light output unless dimming capability to lower level is indicated, without flicker.
  - 2. Control Compatibility: Fully compatible with the dimming controls to be installed.
    - a. Wall Dimmers: See Section 262726.
    - b. Daylighting Controls: See Section 260923.

## 2.07 ACCESSORIES

- A. Stems for Suspended Luminaires: Steel tubing, minimum 1/2" size, factory finished to match luminaire or field-painted as directed.
- B. Threaded Rods for Suspended Luminaires: Zinc-plated steel, minimum 1/4" size, field-painted as directed.
- C. Provide accessory plaster frames for luminaires recessed in plaster ceilings.
- D. Tube Guards for Linear Fluorescent Lamps: Provide clear virgin polycarbonate sleeves with endcaps where indicated.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that field measurements are as indicated.

- B. Verify that outlet boxes are installed in proper locations and at proper mounting heights and are properly sized to accommodate conductors in accordance with NFPA 70.
- C. Verify that suitable support frames are installed where required.
- D. Verify that branch circuit wiring installation is completed, tested, and ready for connection to luminaires.
- E. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 PREPARATION

- A. Provide extension rings to bring outlet boxes flush with finished surface.
- B. Clean dirt, debris, plaster, and other foreign materials from outlet boxes.

### 3.03 INSTALLATION

- A. Coordinate locations of outlet boxes provided under Section 260533.16 as required for installation of luminaires provided under this section.
- B. Install products in accordance with manufacturer's instructions.
- C. Install luminaires securely, in a neat and workmanlike manner, as specified in NECA 500 (commercial lighting) and NECA 502 (industrial lighting).
- D. Install luminaires plumb and square and aligned with building lines and with adjacent luminaires.
- E. Suspended Ceiling Mounted Luminaires:
  - 1. Do not use ceiling tiles to bear weight of luminaires.
  - 2. Do not use ceiling support system to bear weight of luminaires unless ceiling support system is certified as suitable to do so.
  - 3. Secure surface-mounted and recessed luminaires to ceiling support channels or framing members or to building structure.
  - 4. Secure pendant-mounted luminaires to building structure.
  - 5. Secure lay-in luminaires to ceiling support channels using listed safety clips at four corners.
  - 6. In addition to ceiling support wires, provide two galvanized steel safety wire(s), minimum 12 gage, connected from opposing corners of each recessed luminaire to building structure.
  - 7. See appropriate Division 9 section where suspended grid ceiling is specified for additional requirements.
- F. Recessed Luminaires:
  - 1. Install trims tight to mounting surface with no visible light leakage.
  - 2. Non-IC Rated Luminaires: Maintain required separation from insulation and combustible materials according to listing.
  - 3. Luminaires Recessed in Fire-Rated Ceilings: Install using accessories and firestopping materials to meet regulatory requirements for fire rating.
- G. Suspended Luminaires:
  - 1. Unless otherwise indicated, specified mounting heights are to bottom of luminaire.



2. Install using the suspension method indicated, with support lengths and accessories as required for specified mounting height.
3. Provide minimum of two supports for each luminaire equal to or exceeding 4 feet nominal length, with no more than 4 feet between supports.
4. Install canopies tight to mounting surface.
5. Unless otherwise indicated, support pendants from swivel hangers.
- H. Wall-Mounted Luminaires: Unless otherwise indicated, specified mounting heights are to center of luminaire.
- I. Install accessories furnished with each luminaire.
- J. Bond products and metal accessories to branch circuit equipment grounding conductor.
- K. Emergency Lighting Units:
  1. Unless otherwise indicated, connect unit to unswitched power from same circuit feeding normal lighting in same room or area. Bypass local switches, contactors, or other lighting controls.
- L. Exit Signs:
  1. Unless otherwise indicated, connect unit to unswitched power from same circuit feeding normal lighting in same room or area. Bypass local switches, contactors, or other lighting controls.
- M. Remote Drivers: Install in accessible location as indicated or as required to complete installation, using conductors per manufacturer's recommendations not exceeding manufacturer's recommended maximum conductor length to luminaire.
- N. Identify luminaires connected to emergency power system in accordance with Section 260553.
- O. Install lamps in each luminaire.
- P. Lamp Burn-In: Operate lamps at full output for prescribed period per manufacturer's recommendations prior to use with any dimming controls. Replace lamps that fail prematurely due to improper lamp burn-in.

### 3.04 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Inspect each product for damage and defects.
- C. Operate each luminaire after installation and connection to verify proper operation.
- D. Test self-powered exit signs, emergency lighting units and fluorescent emergency power supply units to verify proper operation upon loss of normal power supply.
- E. Correct wiring deficiencies and repair or replace damaged or defective products. Repair or replace excessively noisy ballasts as determined by Edmonds Engineering, Inc..

### 3.05 ADJUSTING

- A. Aim and position adjustable luminaires to achieve desired illumination as indicated or as directed by the Authority Having Jurisdiction.
- B. Aim and position adjustable emergency lighting unit lamps to achieve optimum illumination of egress path as required or as directed by Authority Having Jurisdiction.

- C. Exit Signs with Field-Selectable Directional Arrows: Set as indicated or as required to properly designate egress path as directed by Authority Having Jurisdiction.

### 3.06 CLEANING

- A. Clean surfaces according to NECA 500 (commercial lighting), NECA 502 (industrial lighting) and manufacturer's instructions to remove dirt, fingerprints, paint, or other foreign material and restore finishes to match original factory finish.

### 3.07 CLOSEOUT ACTIVITIES

- A. See Section 017800 - Closeout Submittals, for closeout submittals.
- B. See Section 017900 - Demonstration and Training, for additional requirements.
- C. Demonstration: Demonstrate proper operation of luminaires to Edmonds Engineering, Inc., and correct deficiencies or make adjustments as directed.
- D. Just prior to Substantial Completion, replace all lamps that have failed.

### 3.08 PROTECTION

- A. Protect installed luminaires from subsequent construction operations.

END OF SECTION 26 51 00

## SECTION 27 15 00 - VOICE & DATA CABLING

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Communications system design requirements.
- B. Communications pathways.
- C. Communications outlets.
- D. Communications grounding and bonding.

#### 1.02 RELATED REQUIREMENTS

- A. Section 260526 - Grounding.
- B. Section 260533 - Raceways.
- C. Section 260553 – Electrical Identification.

#### 1.03 REFERENCE STANDARDS

- A. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- B. TIA-568-C.1 - Commercial Building Telecommunications Cabling Standard; Telecommunications Industry Association; Rev C, 2009 (with Addenda; 2012).
- C. TIA-569-C - Telecommunications Pathways and Spaces; Telecommunications Industry Association; Rev C, 2012 (with Addenda; 2013).
- D. TIA-606-B - Administration Standard for the Telecommunications Infrastructure; Telecommunications Industry Association; Rev B, 2012.
- E. TIA-607-B - Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises; Telecommunications Industry Association; Rev B, 2012 (with Addenda; 2013).

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate requirements for service entrance and entrance facilities with Communications Service Provider.
  - 2. Coordinate the work with other trades to avoid placement of other utilities or obstructions within the spaces dedicated for communications equipment.
  - 3. Coordinate arrangement of communications equipment with the dimensions and clearance requirements of the actual equipment to be installed.
  - 4. Notify Architect of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

#### 1.05 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for each product.

### PART 2 PRODUCTS

#### 2.01 SYSTEM DESCRIPTION

- A. Provide a complete permanent system of pathways for voice and data communications, including conduits and wireways, pull wires, support structures, enclosures and cabinets, and outlets.

1. Comply with TIA-569 (pathways), latest editions (commercial standards).

## 2.02 PATHWAYS

- A. Conduit: As specified in Section 260533.13.

## 2.03 COPPER CABLE AND TERMINATIONS

- A. Copper Backbone Cable:
  1. Description: Nylon Pullcord
- B. Copper Horizontal Cable:
  1. Description: Nylon Pullcord

## 2.04 COMMUNICATIONS OUTLETS

- A. Outlet Boxes: Comply with Section 260537.
  1. Minimum Size, Unless Otherwise Indicated:
    - a. Voice Only Outlets: 4 inch by 2 inch by 2-1/8 inch deep (100 by 50 by 54 mm) trade size.
    - b. Data or Combination Voice/Data Outlets: 4 inch square by 2-1/8 inch deep (100 by 54 mm) trade size.
- B. Wall Plates:
  1. Comply with system design standards and UL 514C.
  2. Blank Cover
  4. Wall Plate Material/Finish - Flush-Mounted Outlets: High impact thermoplastic, color to be selected.

## 2.05 GROUNDING AND BONDING COMPONENTS

- A. Comply with TIA-607.

## 2.06 IDENTIFICATION PRODUCTS

- A. Comply with TIA-606.

## 2.07 SOURCE QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements, for additional requirements.
- B. Factory test cables according to TIA-568.

## PART 3 EXECUTION

### 3.01 INSTALLATION - GENERAL

- A. Comply with latest editions and addenda of TIA-569 (pathways), TIA-607 (grounding and bonding), NECA/BICSI 568, NFPA 70, and System Description as specified in PART 2.
- B. Comply with Communication Service Provider requirements.
- C. Grounding and Bonding: Perform in accordance with TIA-607 and NFPA 70.
- D. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 07 8400.

### 3.02 INSTALLATION OF PATHWAYS

- A. Install pathways with the following minimum clearances:
  1. 48 inches (1220 mm) from motors, generators, frequency converters, transformers, x-ray equipment, and uninterruptible power systems.
  2. 12 inches (300 mm) from power conduits and cables and panelboards.
  3. 5 inches (125 mm) from fluorescent and high frequency lighting fixtures.
  4. 6 inches (150 mm) from flues, hot water pipes, and steam pipes.
- B. Conduit, in Addition to Requirements of Section 260534:

1. Arrange conduit to provide no more than the equivalent of two 90-degree bend(s) between pull points.
2. Conduit Bends: Inside radius not less than 10 times conduit internal diameter.
3. Arrange conduit to provide no more than 100 feet (30 m) between pull points.
4. Do not use conduit bodies.

C. Outlet Boxes:

1. Coordinate locations of outlet boxes provided under Section 260537 as required for installation of telecommunications outlets provided under this section.
  - a. Mounting Heights: Unless otherwise indicated, as follows:
    - 1) Telephone and Data Outlets: 18 inches (450 mm) above finished floor.
    - 2) Telephone Outlets for Side-Reach Wall-Mounted Telephones: 54 inches (1.4 m) above finished floor to top of telephone.
    - 3) Telephone Outlets for Forward-Reach Wall-Mounted Telephones: 48 inches (1.2 m) above finished floor to top of telephone.
  - b. Orient outlet boxes for vertical installation of wiring devices unless otherwise indicated.
  - c. Provide minimum of 24 inches (600 mm) horizontal separation between flush mounted outlet boxes installed on opposite sides of fire rated walls.
  - d. Unless otherwise indicated, provide separate outlet boxes for line voltage and low voltage devices.
  - e. Locate outlet boxes so that wall plate does not span different building finishes.
  - f. Locate outlet boxes so that wall plate does not cross masonry joints.

3.04 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.

END OF SECTION 27 15 00

## SECTION 284600 - DIGITAL, ADDRESSABLE FIRE ALARM SYSTEM

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

#### 1.2 RELATED SPECIFICATION SECTIONS:

- A. Section 260519 - Low-Voltage Electrical Power Conductors and Cables: Manufactured wiring systems for use with access floor boxes with compatible pre-wired connectors.
- B. Section 260526- Grounding and Bonding for Electrical Systems.
- C. 260533-13-Conduit for Electrical Systems
- D. Section 260533-16 - Boxes for Electrical Systems.
- E. Section 260553 - Identification for Electrical Systems: Identification products and requirements.

#### 1.3 DEFINITIONS

- A. FACP: Fire alarm control panel.
- B. LED: Light-emitting diode.
- C. NICET: National Institute for Certification in Engineering Technologies.
- D. Definitions in NFPA 72 apply to fire alarm terms used in this Section.

#### 1.4 SYSTEM DESCRIPTION

- A. Non-coded, addressable system; multiplexed signal transmission dedicated to fire alarm service only.

#### 1.5 PERFORMANCE REQUIREMENTS

- A. Comply with NFPA 72.
- B. Fire alarm signal initiation shall be by one or more of the following devices:
- C. Manual stations.
- D. Heat detectors.
- E. Smoke detectors.
- F. Automatic sprinkler system water flow.

- G. Fire standpipe system.
  - H. Kitchen hood fire protection system activation.
  - I. Fire alarm signal shall initiate the following actions:
  - J. Alarm notification appliances shall operate continuously.
  - K. Activate alarm communication system.
  - L. Identify alarm at the FACP and remote annunciators.
  - M. Transmit an alarm signal to the remote alarm receiving station.
  - N. Switch heating, ventilating, and air-conditioning equipment controls to fire alarm mode.
  - O. Record events in the system memory.
  - P. Supervisory signal initiation shall be by one or more of the following devices or actions:
  - Q. Operation of a fire-protection system valve tamper.
  - R. System trouble signal initiation shall be by one or more of the following devices or actions:
  - S. Open circuits, shorts and grounds of wiring for initiating device, signaling line, and notification-appliance circuits.
  - T. Opening, tampering, or removal of alarm-initiating and supervisory signal-initiating devices.
  - U. Loss of primary power at the FACP.
  - V. Ground or a single break in FACP internal circuits.
  - W. Abnormal ac voltage at the FACP.
  - X. A break in standby battery circuitry.
  - Y. Failure of battery charging.
  - Z. Abnormal position of any switch at the FACP or annunciator.
- 1.5 System Trouble and Supervisory Signal Actions: Annunciate at the FACP and remote annunciators.
- 1.6 SUBMITTALS
- A. Product Data: For each type of product indicated.



B. Shop Drawings:

1. Shop Drawings shall be prepared by persons with the following qualifications:
  - a. Trained and certified by manufacturer in fire alarm system design.
  - b. Fire alarm certified by NICET, minimum Level III.
2. System Operation Description: Detailed description for this Project, including method of operation and supervision of each type of circuit and sequence of operations for manually and automatically initiated system inputs and outputs. Manufacturer's standard descriptions for generic systems are not acceptable.
3. Device Address List: Coordinate with final system programming.
4. System riser diagram with device addresses, conduit sizes, and cable and wire types and sizes.
5. Wiring Diagrams: Power, signal, and control wiring. Include diagrams for equipment and for system with all terminals and interconnections identified. Show wiring color code.
6. Provide voltage drop calculations.
7. Batteries: Size calculations.
8. Duct Smoke Detectors: Performance parameters and installation details for each detector, verifying that each detector is listed for the complete range of air velocity, temperature, and humidity possible when air-handling system is operating.
9. Ductwork Coordination Drawings: Plans, sections, and elevations of ducts, drawn to scale and coordinating the installation of duct smoke detectors and access to them. Show critical dimensions that relate to placement and support of sampling tubes, the detector housing, and remote status and alarm indicators. Locate detectors according to manufacturer's written recommendations.
10. Floor Plans: Indicate final outlet locations showing address of each addressable device. Show size and route of cable and conduits.

C. Qualification Data: For Installer.

D. Operation and Maintenance Data: For fire alarm system to include in emergency, operation, and maintenance manuals. Comply with NFPA 72, Appendix A, recommendations for Owner's manual. Include abbreviated operating instructions for mounting at the FACP.

E. Submittals to Authorities Having Jurisdiction: In addition to distribution requirements for submittals specified in Division 1 Section "Submittals," make an identical submittal to authorities having jurisdiction. To facilitate review, include copies of annotated Contract Drawings as needed to depict component locations. Resubmit if required to make clarifications or revisions to obtain approval. On receipt of comments from authorities having jurisdiction, submit them to Architect for review.

F. Documentation:

1. Approval and Acceptance: Provide the "Record of Completion" form according to NFPA 72 to Owner, Architect, and authorities having jurisdiction.

2. Record of Completion Documents: Provide the "Permanent Records" according to NFPA 72 to Owner, Architect, and authorities having jurisdiction. Format of the written sequence of operation shall be the optional input/output matrix.
  - a. Hard copies on paper to Owner, Architect, and authorities having jurisdiction.
  - b. Electronic media may be provided to Architect and authorities having jurisdiction.

## 1.7 QUALITY ASSURANCE

- A. Installer Qualifications: Personnel shall be trained and certified by manufacturer for installation of units required for this Project and NICET Level III certified.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

## PART 2 - PRODUCTS

### 2.1 FIRE ALARM CONTROL PANEL (FACP)

- A. Acceptable Manufacturers:
  1. Edwards Systems Technology
  2. Notifier
  3. Simplex
- B. General Description:
  1. Modular, power-limited design with electronic modules, UL 864 listed.
  2. Addressable initiation devices that communicate device identity and status.
    - a. Smoke sensors shall additionally communicate sensitivity setting.
    - b. Temperature sensors shall additionally test for and communicate the sensitivity range of the device.
  3. Addressable control circuits for operation of mechanical equipment.
- C. Alphanumeric Display and System Controls: Arranged for interface between human operator at the FACP and addressable system components including annunciation and supervision. Display alarm, supervisory, and component status messages and the programming and control menu.
  1. Annunciator and Display: Liquid-crystal type, three line(s) of 80 characters, minimum.
  2. Keypad: Arranged to permit entry and execution of programming, display, and control commands.

- D. Circuits:
  - 1. Signaling Line Circuits: NFPA 72, Class B
    - a. System Layout: Install no more than 25 addressable devices on each signaling line circuit.
  - 2. Notification-Appliance Circuits: NFPA 72, Class B
  - 3. Actuation of alarm notification appliances, and actuation of suppression systems shall occur within 10 seconds after the activation of an initiating device.
  - 4. Electrical monitoring for the integrity of wiring external to the FACP for mechanical equipment shutdown and magnetic door-holding circuits is not required, provided a break in the circuit will cause doors to close and mechanical equipment to shut down.
- E. Notification-Appliance Circuit: Operation shall sound in a temporal pattern, complying with ANSI S3.41.
- F. Power Supply for Supervision Equipment: Supply for audible and visual equipment for supervision of the ac power shall be from a dedicated dc power supply, and power for the dc component shall be from the ac supply connected to the emergency power system.
- G. Alarm Silencing, Trouble, and Supervisory Alarm Reset: Manual reset at the FACP after initiating devices are restored to normal.
  - 1. Silencing-switch operation halts alarm operation of notification appliances and activates an "alarm silence" light. Display of identity of the alarm zone or device is retained.
  - 2. Subsequent alarm signals from other devices or zones reactivate notification appliances until silencing switch is operated again.
  - 3. When alarm-initiating devices return to normal and system reset switch is operated, notification appliances operate again until alarm silence switch is reset.
- H. Walk Test: A test mode to allow one person to test alarm and supervisory features of initiating devices. Enabling of this mode shall require the entry of a password. The FACP and annunciators shall display a test indication while the test is underway. If testing ceases while in walk-test mode, after a preset delay, the system shall automatically return to normal.
- I. Primary Power: 24-V dc obtained from 120-V ac service and a power-supply module. Initiating devices, notification appliances, signaling lines, trouble signal, supervisory signal supervisory and digital alarm communicator transmitter and digital alarm radio transmitter shall be powered by the 24-V dc source.
  - 1. The alarm current draw of the entire fire alarm system shall not exceed 80 percent of the power-supply module rating.
  - 2. Power supply shall have a dedicated fused safety switch for this connection at the service entrance equipment. Paint the switch box red and identify it with "FIRE ALARM SYSTEM POWER."
- J. Secondary Power: 24-V dc supply system with batteries and automatic battery charger and an automatic transfer switch.

1. Batteries: Sealed lead calcium.
  2. Battery and Charger Capacity: Comply with NFPA 72.
- K. Surge Protection:
1. Install surge protection on ac power for the FACP and its accessories. Comply with Section 264313 "Transient Voltage Suppression" for auxiliary panel suppressors.
  2. Install surge protectors recommended by FACP manufacturer. Install on all system wiring external to the building housing the FACP.
- L. Instructions: Computer printout or typewritten instruction card mounted behind a plastic or glass cover in a stainless steel or aluminum frame. Include interpretation and describe appropriate response for displays and signals. Briefly describe the functional operation of the system under normal, alarm, and trouble conditions.
- M. Enclosure finish shall be white paint.
- N. Provide a digital communicator to allow for transmission of system condition to a remote monitoring company. Coordinate with the Owner to obtain two Owner leased dedicated telephone lines for system reporting. Lines and monitoring company shall be in place prior to final system testing.

## 2.2 MANUAL FIRE ALARM BOXES

- A. Description: UL 38 listed; finished in red with molded, raised-letter operating instructions in contrasting color. Station shall show visible indication of operation. Mounted on recessed outlet box; if indicated as surface mounted, provide manufacturer's surface back box.
1. Double-action mechanism requiring two actions to initiate an alarm, pull-lever type. With integral addressable module, arranged to communicate manual-station status (normal, alarm, or trouble) to the FACP.
  2. Station Reset: Key- or wrench-operated switch.

## 2.3 SYSTEM SMOKE DETECTORS

- A. General Description:
1. UL 268 listed, operating at 24-V dc, nominal.
  2. Multipurpose type, containing the following:
    - a. Integral Addressable Module: Arranged to communicate detector status (normal, alarm, or trouble) to the FACP.
    - b. Piezoelectric sounder rated at 88 dBA at 10 feet according to UL 464.
    - c. Heat sensor, combination rate-of-rise and fixed temperature.
  3. Plug-in Arrangement: Detector and associated electronic components shall be mounted in a plug-in module that connects to a fixed base. Provide terminals in the fixed base for connection of building wiring.

4. Self-Restoring: Detectors do not require resetting or readjustment after actuation to restore them to normal operation.
  5. Integral Visual-Indicating Light: LED type. Indicating detector has operated and power-on status.
- B. Photoelectric Smoke Detectors:
1. Sensor: LED or infrared light source with matching silicon-cell receiver.
  2. Detector Sensitivity: Between 2.5 and 3.5 percent/foot smoke obscuration when tested according to UL 268A.
- C. Ionization Smoke Detector:
1. Sensor: Responsive to both visible and invisible products of combustion. Self-compensating for changes in environmental conditions.
  2. Detector Sensitivity: Between 0.5 and 1.7 percent/foot smoke obscuration when tested according to UL 268A.
- D. Duct Smoke Detectors:
1. Photoelectric Smoke Detectors:
    - a. Sensor: LED or infrared light source with matching silicon-cell receiver.
    - b. Detector Sensitivity: Between 2.5 and 3.5 percent/foot smoke obscuration when tested according to UL 268A.
  2. UL 268A listed, operating at 24-V dc, nominal.
  3. Integral Addressable Module: Arranged to communicate detector status (normal, alarm, or trouble) to the FACP.
  4. Plug-in Arrangement: Detector and associated electronic components shall be mounted in a plug-in module that connects to a fixed base. The fixed base shall be designed for mounting directly to the air duct. Provide terminals in the fixed base for connection to building wiring.
  5. Self-Restoring: Detectors shall not require resetting or readjustment after actuation to restore them to normal operation.
  6. Integral Visual-Indicating Light: LED type. Indicating detector has operated and power-on status. Provide remote status and alarm indicator and test station for each duct detector located where accessible from floor level.
  7. Each sensor shall have multiple levels of detection sensitivity.
  8. Sampling Tubes: Design and dimensions as recommended by manufacturer for the specific duct size, air velocity, and installation conditions where applied.
  9. Relay Fan Shutdown: Rated to interrupt fan motor-control circuit.

## 2.4 HEAT DETECTORS

- A. General: UL 521 listed.

- B. Heat Detector, Fixed-Temperature Type: Actuated by temperature that exceeds a fixed temperature of 190 deg F. Detectors for elevator power-disconnect system may require lower temperature rating.
  - 1. Mounting: Plug-in base, interchangeable with smoke detector bases.
  - 2. Integral Addressable Module: Arranged to communicate detector status (normal, alarm, or trouble) to the FACP.

## 2.5 NOTIFICATION APPLIANCES

- A. Description: Equipped for mounting as indicated and with screw terminals for system connections. Housings shall be white thermoplastic
  - 1. Combination Devices: Factory-integrated audible and visible devices in a single-mounting assembly.
- B. Horns: Electric-vibrating-polarized type, 24-V dc; with provision for housing the operating mechanism behind a grille. Horns shall produce a sound-pressure level of 90 dBA, measured 10 feet from the horn.
- C. Visible Alarm Devices: Xenon strobe lights listed under UL 1971, with clear or nominal white polycarbonate lens. The word "FIRE" is engraved on the lens. Synchronize strobes located in the same area.
  - 1. Rated Light Output: 75 candela unless otherwise noted.
  - 2. Strobe Leads: Factory connected to screw terminals.

## 2.6 ADDRESSABLE INTERFACE DEVICE

- A. Description: Microelectronic monitor module listed for use in providing a system address for listed alarm-initiating devices for wired applications with normally open contacts.
- B. Integral Relay: Capable of providing a direct signal to the elevator controller to initiate elevator recall and to a circuit breaker shunt trip for power shutdown.

## 2.7 WIRE AND CABLE

- A. Wire and cable for fire alarm systems shall be UL listed and labeled as complying with NFPA 70, Article 760.
- B. Signaling Line Circuits: Twisted, shielded pair, size as recommended by system manufacturer.
- C. Non-Power-Limited Circuits: Solid-copper conductors with 600-V rated, 75 deg C, color-coded insulation.
  - 1. Low-Voltage Circuits: No. 16 AWG, minimum.

2. Line-Voltage Circuits: No. 12 AWG, minimum.

### PART 3 - EXECUTION

#### 3.1 EQUIPMENT INSTALLATION

- A. Smoke or Heat Detector Spacing:
  1. Smooth ceiling spacing shall not exceed 30 feet.
  2. Spacing of heat detectors for irregular areas, for irregular ceiling construction, and for high ceiling areas, shall be determined according to Appendix A in NFPA 72.
  3. Spacing of heat detectors shall be determined based on guidelines and recommendations in NFPA 72.
- B. HVAC: Locate detectors not closer than 3 feet from air-supply diffuser or return-air opening. Locate to avoid areas subject to condensation or humidification injection points.
- C. Duct Smoke Detectors: Comply with NFPA 72 and NFPA 90A. Install sampling tubes so they extend the full width of the duct.
- D. Outdoor Notification Devices: Provide a weatherproof 4" vibrating red bell and visual notification strobe in a weatherproof, clear polycarbonate cover.
- E. Remote Status and Alarm Indicators: Install near each smoke detector and each sprinkler water-flow switch and valve-tamper switch that is not readily visible from normal viewing position.
- F. Audible Alarm-Indicating Devices: Install not less than 6 inches below the ceiling. Install speakers and horns on flush-mounted back boxes with the device-operating mechanism concealed behind a grille.
- G. Visible Alarm-Indicating Devices: Install adjacent to each alarm speaker or alarm horn and at least 6 inches below the ceiling.
- H. Device Location-Indicating Lights: Locate in public space near the device they monitor.
- I. FACP: Surface or flush mount as indicated on Drawings or as required by the architectural conditions with tops of cabinets not more than 72 inches above the finished floor.
- J. Annunciator: Install with top of panel not more than 72 inches above the finished floor.

#### 3.2 WIRING INSTALLATION

- A. Install wiring according to the following:
  1. NECA 1.



2. TIA/EIA 568-A.
- B. Wiring Method: Install wiring in metal raceway according to Section 260533 "Raceways and Boxes."
  1. Fire alarm circuits and equipment control wiring associated with the fire alarm system shall be installed in a dedicated raceway system. This system shall not be used for any other wire or cable.
- C. Wiring within Enclosures: Separate power-limited and non-power-limited conductors as recommended by manufacturer. Install conductors parallel with or at right angles to sides and back of the enclosure. Bundle, lace, and train conductors to terminal points with no excess. Connect conductors that are terminated, spliced, or interrupted in any enclosure associated with the fire alarm system to terminal blocks. Mark each terminal according to the system's wiring diagrams. Make all connections with approved crimp-on terminal spade lugs, pressure-type terminal blocks, or plug connectors.
- D. Cable Taps: Use numbered terminal strips in junction, pull, and outlet boxes, cabinets, or equipment enclosures where circuit connections are made.
- E. Color-Coding: Color-code fire alarm conductors differently from the normal building power wiring. Use one color-code for alarm circuit wiring and a different color-code for supervisory circuits. Color-code audible alarm-indicating circuits differently from alarm-initiating circuits. Use different colors for visible alarm-indicating devices. Paint fire alarm system junction boxes and covers red.
- F. Risers: Install at least two vertical cable risers to serve the fire alarm system. Separate risers in close proximity to each other with a minimum 1-hour-rated wall, so the loss of one riser does not prevent the receipt or transmission of signals from other floors or zones.
- G. Wiring to Remote Alarm Transmitting Device: 1-inch conduit between the FACP and the transmitter. Install number of conductors and electrical supervision for connecting wiring as needed to suit monitoring function.

### 3.3 IDENTIFICATION

- A. Identify system components, wiring, cabling, and terminals according to Section 16014 "Electrical Identification."
- B. Install instructions frame in a location visible from the FACP.
- C. Paint power-supply disconnect switch red and label "FIRE ALARM."

### 3.4 GROUNDING

- A. Ground the FACP and associated circuits; comply with IEEE 1100. Install a ground wire from main service ground to the FACP.

### 3.5 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust field-assembled components and equipment installation, including connections, and to assist in field testing. Report results in writing.
- B. Perform the following field tests and inspections and prepare test reports:
  - 1. Before requesting final approval of the installation, submit a written statement using the form for Record of Completion shown in NFPA 72.
  - 2. Perform each electrical test and visual and mechanical inspection listed in NFPA 72. Certify compliance with test parameters. All tests shall be conducted under the direct supervision of a NICET technician certified under the Fire Alarm Systems program at Level III.
  - 3. Visual Inspection: Conduct a visual inspection before any testing. Use as-built drawings and system documentation for the inspection. Identify improperly located, damaged, or nonfunctional equipment, and correct before beginning tests.
  - 4. Testing: Follow procedure and record results complying with requirements in NFPA 72.
    - a. Detectors that are outside their marked sensitivity range shall be replaced.
  - 5. Test and Inspection Records: Prepare according to NFPA 72, including demonstration of sequences of operation by using the matrix-style form in Appendix A in NFPA 70.

### 3.6 ADJUSTING

- A. Occupancy Adjustments: When requested within 12 months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project outside normal occupancy hours for this purpose.
- B. Follow-Up Tests and Inspections: After date of Substantial Completion, test the fire alarm system complying with testing and visual inspection requirements in NFPA 72. Perform tests and inspections listed for three monthly, and one quarterly, periods.

### 3.7 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain the fire alarm system, appliances, and devices. Refer to Division 1 Section "Closeout Procedures."

END OF SECTION 28 46 00

SECTION 31 00 00 - EARTHWORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of earthwork is indicated on drawings and described herein.
- B. Site grading to elevations indicated on drawings is included as part of this work.
- C. Preparation of subgrade for building slabs, walks, and pavements is included as part of this work.
- D. Soil compaction and control is included as a part of this work.
- E. Drainage fill course for support of building slabs is included as part of this work.
- F. Backfilling of trenches within building lines is included as part of this work.
- G. Definition: "Excavation" consists of removal of material encountered to subgrade elevations indicated and subsequent disposal or relocation of materials removed.

1.3 QUALITY ASSURANCE:

- A. Codes and Standards: Perform excavation work in compliance with applicable requirements of governing authorities having jurisdiction.
- B. Testing and Inspection Service: Employ, at contractor's expense, testing laboratory to perform soil testing and inspection service for quality control testing during earthwork operations.

1.4 JOB CONDITIONS:

- A. Existing Utilities: Locate existing underground utilities in areas of work. If utilities are to remain in place, provide adequate means of support and protection during earthwork operations.
- B. Should uncharted, or incorrectly charted, piping or other utilities be encountered during excavation, consult utility owner immediately for directions. Cooperate with Owner and utility companies in keeping respective services and facilities in operation. Repair damaged utilities to satisfaction of utility owner.

1.5 SITE CLEARING AND PROTECTION

- A. Demolish and completely remove from site existing underground utilities indicated to be removed. Coordinate with utility companies for shut-off of services if lines are active.
- B. Use of Explosives: The use of explosives is not permitted.
- C. Protection of Persons and Property: Barricade open excavations occurring as part of this work.
- D. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout and other hazards created by earthwork operations.

PART 2 - PRODUCTS

2.1 GENERAL:

- A. All materials specified herein are intended to be as shown on the Soils Report, a copy of which is included elsewhere in this specification. Where a conflict exists, the requirements of the Soil Report shall govern.

2.2 SOIL MATERIALS:

- A. Select Fill - select clayey sands (SC) or slightly clayey silty sands (SM) with a plasticity index (PI) in the range of 3 to 15 and a liquid limit less than 35, or silty clays (CL) or sandy clays (CL) having a plasticity index (PI) within the range of 10 to 24 and a liquid limit less than 45.
- B. Select on Site Material shall be non-organic material of the optimum moisture content that will allow the prescribed compaction and approved for use outside of building area by testing laboratory.
- C. Red Clay Sand: All fill shall have a liquid limit of not more than 25 and a plasticity index (P.I.) of not more than 8.
- D. Washed Gravel shall be graded clean, washed pea gravel.
- E. Drainage Course shall be crushed concrete as specified in SECTION 31 00 02 for concrete.
- F. Backfill and Fill Materials: Satisfactory soil must be one of the above materials free of clay, rock or gravel larger than 2" in any dimension, debris, waste, frozen materials, vegetable and other deleterious matter.

### PART 3 - EXECUTION

#### 3.1 GENERAL:

- A. All execution of earthwork specified herein are intended to be as shown on the Soils Report, a copy of which is included elsewhere in this specification. Where a conflict exists, the requirements of the Soil Report shall govern.

#### 3.2 EXCAVATION:

- A. Earth Excavation includes excavation of pavements and other obstructions visible on ground surface; underground structures, utilities and other items indicated to be demolished and removed; together with earth and other materials encountered that are not classified as rock or unauthorized excavation.
- B. Unauthorized excavation consists of removal of materials beyond indicated subgrade elevations or dimensions without specific direction of Architect. Unauthorized excavation, as well as remedial work directed by Architect, shall be at contractor's expense.
- C. Under footings, foundation bases, or retaining walls, fill unauthorized excavation by extending indicated bottom elevation of footing or base to excavation bottom without altering required top elevation.
- D. Elsewhere, backfill and compact unauthorized excavations as specified for authorized excavations of same classification, unless otherwise directed by Architect.
- E. In areas other than indicated for over-excavation unsuitable bearing materials are encountered at required subgrade elevations, carry excavations deeper and replace excavated material as directed by Architect.
- F. Additional Excavation: Where excavation has reached required subgrade elevations, notify Architect who will make an inspection of conditions.
- G. If unsuitable bearing materials are encountered at required subgrade elevations, carry excavations deeper and replace excavated material as directed by Architect.
- H. Removal of unsuitable material and its replacement as directed will be paid on basis of contract conditions relative to changes in work.
- I. Stability of Excavations: Slope sides of excavations to comply with local codes and ordinances having jurisdiction. Shore and brace where sloping is not possible because of space restrictions or stability of material excavated.
- J. Maintain sides and slopes of excavations in safe condition until completion of backfilling.

### 3.3 OVER-EXCAVATION

#### A. Under The building

1. The plans indicate areas under the building where expansive soils were indicated by the soil borings. These areas are to be excavated to the depth indicated and to a distance 5' outside of the building line.
2. The areas indicated are interpolations of the information obtained from the soil borings and may not indicate all conditions as they exist.
3. During the course of the excavation, the architect shall be notified to examine the excavation area to determine if the extent of the excavation is required or if additional excavation is needed.

### 3.4 SHORING AND BRACING

- A. Provide materials for shoring and bracing in good serviceable condition.
- B. Establish requirements for trench shoring and bracing to comply with local codes and authorities having jurisdiction.
- C. Maintain shoring and bracing in excavations regardless of time period excavations will be open. Carry down shoring and bracing as excavation progresses.

### 3.5 DEWATERING

- A. Prevent surface water from flowing into excavations and from flooding project site, surrounding area and existing building.
- B. Do not allow water to accumulate in excavations. Remove water to prevent softening of foundation bottoms, undercutting footings, and soil changes detrimental to stability of subgrades and foundations. Provide and maintain pumps, sumps, suction and discharge lines, and other dewatering system components necessary to convey water away from excavations.
- C. Establish and maintain temporary drainage ditches and other diversions outside excavation limits to convey rain water and water removed from excavations to collecting or run-off areas. Do not use trench excavations as temporary drainage ditches.

### 3.6 MATERIAL STORAGE

- A. Stockpile satisfactory excavated materials where directed, until required for backfill or fill. Place, grade and shape stockpiles for proper drainage.
- B. Locate and retain soil materials away from edge of excavations. Do not store within drip line of trees indicated to remain.
- C. Dispose of excess soil material and waste materials as herein specified.

3.7 EXCAVATION FOR STRUCTURES

- A. Conform to elevations and dimensions shown within a tolerance of plus or minus 0.10', and extending a sufficient distance from footings and foundations to permit placing and removal of concrete formwork, installation of services, other construction, and for inspection.
- B. In excavating for footings and foundations, take care not to disturb bottom of excavation. Excavate by hand to final grade just before concrete reinforcement is placed. Trim bottoms to required lines and grades to leave solid base to receive other work.

3.8 EXCAVATION FOR PAVEMENTS

- A. Cut surface under pavements to comply with elevations and grades as shown making provisions for 8" minimum red sandy clay.

3.9 EXCAVATION FOR TRENCHES

- A. Dig trenches to the uniform width required for particular item to be installed, sufficiently wide to provide ample working room. Provide 6" to 9" clearance on both sides of pipe or conduit.
- B. Excavate trenches to depth indicated or required. Carry depth of trenches for piping to establish indicated flow lines and invert elevations. Beyond building perimeter, keep bottoms of trenches sufficiently below finish grade to avoid freezing.
- C. Except as otherwise indicated, excavate for exterior water-bearing piping (water, steam, condensate, drainage) so top of piping is not less than 2'0" below finished grade.
- D. Grade bottoms of trenches as indicated, including notching under pipe bells to provide solid bearing for entire body of pipe.
- E. Backfill trenches with concrete where trench excavations pass within 18" of column or wall footings and which are carried below bottom of such footings, or which pass under wall footings. Place concrete to level of bottom of adjacent footing.
- F. Do not backfill trenches until tests and inspections have been made and backfilling authorized by Architect. Use care in backfilling to avoid damage or displacement of pipe systems.

3.10 COMPACTION:

- A. General: Control soil compaction during construction providing minimum percentage of density specified for each area classification indicated below.
- B. Percentage of Maximum Density Requirements: Compact soil to not less than the following percentages of maximum density.
- C. STRUCTURES, BUILDING SLABS, STEPS AND PAVEMENT
  - 1. Compact 9" loose lifts for all layers of backfill or fill material at 98% standard proctor (ASTM D-698) within 3% of optimum moisture.



D. LAWN OR UNPAVE AREAS

1. Compact top 6" of subgrade and each layer of backfill or fill material at 90% maximum density.

E. WALKWAYS

1. Compact top 6" of subgrade and each layer of backfill or fill material at 95% maximum density.

3.11 MOISTURE CONTROL

- A. Where subgrade or layer of soil material must be moisture conditioned before compaction, uniformly apply water to surface of subgrade, or layer of soil material, to prevent free water appearing on surface during or subsequent to compaction operations.
- B. Remove and replace, or scarify and air dry, soil material that is too wet to permit compaction to specified density.
- C. Soil material that has been removed because it is too wet to permit compaction may be stockpiled or spread and allowed to dry. Assist drying by discing, harrowing or pulverizing until moisture content is reduced to a satisfactory value.

3.12 BACKFILL AND FILL:

A. General

1. Place acceptable soil material in layers in required subgrade elevations, for each area classification listed below.

B. Inside Building Area

1. Areas requiring fill within building boundaries shall be Select Fill. In the areas requiring fill below five feet, select onsite material may be used if available.

C. Inside Building Area with Drainage Course

1. Top four inches of material under all building slabs shall be building slab drainage course. Areas requiring fill (under drainage coverage) within building boundaries shall be Select Fill. In the areas requiring fill below five feet, select onsite material may be used if available.

D. Outside Building Area

1. Use select on-site material against foundation walls, under grassed areas, trenches, and piping areas not indicated to be paved shall have a minimum of 4" of topsoil.

E. Under Walks and Pavement

1. Use select on-site material. Cut existing grade as necessary to maintain 8" of select on-site material.

F. Backfill excavations as promptly as work permits, but not until completion of the following:

1. Acceptance of construction below finish grade including, where applicable, dampproofing, and waterproofing.
2. Inspection, testing, approval, and recording locations of underground utilities.
3. Removal of concrete formwork.
4. Removal of shoring and bracing, and backfilling of voids with satisfactory materials.
5. Removal of trash and debris.
6. Permanent or temporary horizontal bracing is in place on horizontally supported walls.

3.13 GROUND SURFACE PREPARATION

- A. Remove vegetation, debris, unsatisfactory soil materials, obstructions, and deleterious materials from ground surface prior to placement of fills. Plow, strip, or break-up sloped surfaces steeper than one vertical to four horizontal so that fill material will bond with existing surface.
- B. When existing ground surface has a density less than that specified under "Compaction" for particular area classification. Break up ground surface, pulverize, moisture-condition to optimum moisture content, and compact to required depth and percentage of maximum density.

3.14 PLACEMENT AND COMPACTION

- A. Place backfill and fill materials in layers not more than 9" under building and 12" outside building in loose depth for material compacted by heavy compaction equipment, and not more than 6" in loose depth for material compacted by hand-operated tampers.
- B. Before compaction, moisten or aerate each layer as necessary to provide optimum moisture content. Compact each layer to required percentage of maximum dry density or relative dry density for each area classification. Do not place backfill or fill material on surfaces that are muddy, frozen, or contain frost or ice.
- C. Place backfill and fill materials evenly adjacent to structures, piping or conduit to required elevations. Take care to prevent wedging action of backfill against structures or displacement of piping or conduit by carrying material uniformly around structure, piping or conduit to approximately same elevation in each lift.

3.15 GRADING:

- A. General: Uniformly grade areas within limits of grading under this section, including adjacent transition areas. Smooth finished surface within specified tolerances, compact with uniform levels or slopes between points where elevations are indicated, or between such points and existing grades.
- B. Grading Outside Building Lines: Grade areas adjacent to building lines to drain away from structures and to prevent ponding.
- C. Finish surfaces free from irregular surface changes, and as follows:
  - 1. Lawn or Unpaved Areas: Finish areas to receive topsoil to within not more than 0.10' above or below required subgrade elevations.
  - 2. Walks: Shape surface of areas under walks to line, grade and cross-section, with finish surface not more than 0.10' above or below required sub-grade elevation.
  - 3. Pavements: Shape surface of areas under pavement to line, grade and cross-section, with finish surface not more than 1/2" above or below required subgrade elevation.
  - 4. Grading Surface of Fill under Building Slabs: Grade smooth and even, free of voids, compacted as specified, and to required elevation. Provide final grades within a tolerance of 1/2" when tested with a 10' straightedge.
  - 5. Compaction: After grading, compact subgrade surfaces to the depth and indicated percentage of maximum or relative density for each area classification.
- D. If in opinion of Architect based on testing service reports and inspection, subgrade or fills which have been placed are below specified density, provide additional compaction and testing at no additional expense.

3.16 DRAINAGE COURSE:

- A. General: A drainage course shall be provided consisting of placement of gravel fill material, 6" thick, over subgrade surface.

3.17 FIELD QUALITY CONTROL:

- A. Quality Control Testing During Construction: Allow testing service to inspect and approve subgrades and fill layers before further construction work is performed.
- B. Perform field density tests in accordance with ASTM D2922 Density of Soil and Soil Aggregates in Place by Nuclear Methods.
- C. Paved Areas and Building Slab Subgrade: Make at least one field density test of subgrade for every 2000 sq. ft. of paved area or building slab, but in no case less than three tests. In each compacted fill layer, make one field density test for every 2000 sq. ft. of overlaying building slab or paved area, but in no case less than three tests.

- D. Foundation Wall Backfill: Take at least two field density tests at locations and elevations as directed.

3.18 MAINTENANCE:

- A. Protection of Graded Areas: Protect newly graded areas from traffic and erosion. Keep free of trash and debris.
- B. Repair and re-establish grades in settled, eroded, and rutted areas to specified tolerances.
- C. Reconditioning Compacted Areas: Where completed compacted areas are disturbed by subsequent construction operations or adverse weather, scarify surface, re-shape, and compact to required density prior to further construction.
- D. Settling: Where settling is measurable or observable at excavated areas during general project warranty period, remove surface (pavement, lawn or other finish), add backfill material, compact, and replace surface treatment. Restore appearance, quality, and condition of surface or finish to match adjacent work, and eliminate evidence of restoration to greatest extent possible.

3.19 DISPOSAL OF EXCESS AND WASTE MATERIALS:

- A. Removal from Owner's Property: Remove waste materials, including unacceptable and acceptable excavated material, trash and debris, and dispose of it off Owner's property.

END OF SECTION

SECTION 31 00 02 - CRUSHED CONCRETE

PART 1 - GENERAL

1.1 DESCRIPTION

- A. CONTRACTOR shall furnish and place crushed concrete, of the types specified at locations shown.
- B. Work includes providing a crushed concrete surface on a prepared subgrade as required for building slab.

1.2 SUBMITTALS

- A. CONTRACTOR shall furnish representative samples of the crushed concrete and shall advise of the source location.

1.3 QUALITY ASSURANCE

- A. Tests:
  - 1. Source Quality Control: CONTRACTOR shall be responsible for payment for all testing required to determine acceptability of crushed concrete at the locations where the material is obtained.
  - 2. Field Quality Control Testing: The CONTRACTOR shall retain the services of a qualified testing laboratory to make tests and determine acceptability of the crushed concrete upon delivery to the job site.
  - 3. CONTRACTOR shall give full cooperation to the testing lab personnel so that the required tests can be taken in an efficient and timely manner.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Crushed Concrete (Recycled Concrete) Gradation size shall be the same as that required by no. 610 crushed limestone aggregate as specified in Section 703.04.2 of the *“Mississippi Standard Specification for Road and Bridge Construction”*, 2004 Edition.
- B. CONTRACTOR shall submit samples meeting the above requirements to an approved commercial testing laboratory for sieve analysis. The laboratory analysis results shall be approved by the ARCHITECT before any material is ordered.
- C. After the materials are delivered to the job site, the ARCHITECT will take two samples from each shipment of material. The CONTRACTOR shall have a sieve analysis performed on these samples

by the CONTRACTOR's testing laboratory. If the results of the samples taken in the field do not conform to those previously approved, the material will be rejected and shall be modified or removed from the job site.

### PART 3 -EXECUTION

#### 3.1 COMPACTION

- A. Crushed concrete sub-base should be compacted to not less than 100 percent of standard Proctor maximum dry density (ASTM D 698) at moisture contents within 3 percentage points of optimum water content.

#### 3.2 INSPECTION

- A. Examine the subgrade on which the crushed concrete shall be installed and notify the ARCHITECT in writing of conditions detrimental to the proper and timely completion of the Work. Do not proceed with the Work until unsatisfactory conditions have been corrected in a manner acceptable to the ARCHITECT.

#### 3.3 GENERAL PLACEMENT OF CRUSHED CONCRETE

- A. Material shall be spread in layers of uniform thickness not exceeding four inches and shall be thoroughly compacted with suitable power-driven tampers or other power driven equipment.

END OF SECTION

SECTION 31 10 00 - SITE CLEARING

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.

1.2 SCOPE

- A. The work required under this section consists of clearing and grubbing of area within construction limits and related items to complete the work as indicated on the drawings and described in the specifications.

1.3 DESCRIPTION OF WORK:

- A. Site clearing work includes, but is not limited to:
  - 1. Protection of existing trees.
  - 2. Removal of trees and other vegetation.
  - 3. Topsoil stripping.
  - 4. Clearing and grubbing.
  - 5. Removing above-grade improvements.
  - 6. Removing below-grade improvements.

1.4 JOB CONDITIONS:

- A. Traffic: Conduct site clearing operations to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities. Do not close or obstruct streets, walks or other occupied or used facilities without permission from authorities having jurisdiction.
- B. Protection of Existing Improvements: Provide protections necessary to prevent damage to existing improvements indicated to remain in place.
- C. Protect improvements on adjoining properties and on Owner's property.
- D. Restore damaged improvements to their original condition, as acceptable to parties having jurisdiction.

PART 2 - PRODUCTS

Not applicable to work of this section.



### PART 3 - EXECUTION

#### 3.1 SITE CLEARING:

- A. General: Remove trees, shrubs, grass and other vegetation, improvements, or obstructions interfering with installation of new work. Remove such items elsewhere on site or premises as specifically indicated. Removal includes digging out stumps and roots.
- B. Topsoil
  - 1. Topsoil is defined as friable clay loam surface soil found in a depth of not less than 4". Satisfactory topsoil is reasonably free of subsoil, clay lumps, stones, and other objects and without weeds, roots, and other objectionable material.
  - 2. Strip topsoil to whatever depths encountered in a manner to prevent intermingling with underlying subsoil or other objectionable material.
  - 3. Remove heavy growths of grass from areas before stripping.
  - 4. Where trees are indicated to be left standing, stop topsoil stripping a sufficient distance to prevent damage to main root system.
  - 5. Stockpile topsoil in storage piles. Construct storage piles to freely drain surface water. Cover storage piles if required to prevent wind-blown dust.
  - 6. Excess topsoil to be stored on owner's property at a location as directed by the architect.
- C. Clearing and Grubbing
  - 1. Clear site of trees, shrubs and other vegetation, except for those indicated to be left standing.
  - 2. Completely remove stumps, roots, and other debris protruding through ground surface or within building lines.
  - 3. Use only hand methods for grubbing inside drip line of trees indicated to be left standing.
  - 4. Fill depressions caused by clearing and grubbing operations with satisfactory soil material, unless further excavation or earthwork is indicated.
- D. Place fill material in horizontal layers not exceeding 6" loose depth, and thoroughly compact to a density equal to adjacent original ground.
- E. Contractor shall install erosion control barricades constructed of wood stakes and erosion control fabric or other suitable material to control erosion of existing site after commencement of work. Erosion control shall be in accordance with state and federal requirements.

3.2 REMOVAL OF IMPROVEMENTS:

- A. Remove existing above-grade and below-grade improvements necessary to permit construction, and other work as indicated including but not limited to pipe, sidewalks, paving, etc.
- B. Remove abandoned underground piping or conduit interfering with construction is included under this section.

3.3 DISPOSAL OF WASTE MATERIALS:

- A. Burning on Owner's Property: Burning is not permitted on Owner's property.
- B. Removal from Owner's Property: Remove waste materials and unsuitable and excess topsoil from Owner's property and dispose of offsite in legal manner.

END OF SECTION

SECTION 312500 - EROSION AND SEDIMENTATION CONTROLS

PART 1 — GENERAL

- 1.1 This section consists of Silt Fence, Temporary Erosion Checks, Temporary Silt Basins, Temporary Construction Entrance, and Ditch Liner described as follows:
- A. SILT FENCE. Furnishing, constructing and maintaining a water permeable filter type fence for the purpose of removing suspended soil particles from the water passing through it in accordance with the requirements shown on the plans and specifications.
  - B. TEMPORARY EROSION CHECKS. Furnishing, constructing and maintaining baled hay or straw erosion checks for the retention of soil along the toe of fill slopes, around inlets, swale areas, small ditches, sediment basins and other areas as directed by the ARCHITECT in accordance with the requirements in the plans and specifications. Also, the work includes removing and disposing of the erosion checks and silt accumulations as directed by the ARCHITECT.
  - C. TEMPORARY SILT BASINS. Excavation and satisfactory disposal of all materials excavated in the construction, clean out, and maintenance of silt basins.
  - D. DITCH LINER. This work shall consist of furnishing, placing, and maintaining ditch liner on seeded, or other designated areas in accordance with the requirements shown on the plans and specifications.

The CONTRACTOR shall construct earth dikes and overflow spillways, furnish and install outfall pipe, perforated elbows, perforated risers, and trash racks in silt basins where shown on the plans or as directed by the ARCHITECT. The quantity of silt basins to be placed will be affected by the actual conditions which occur during the construction of the project.

PART 2 — PRODUCTS

- 2.1 SILT FENCE. Geotextile fabric, posts, staples and woven wire backing, when required, shall meet the requirements of Section 714.13 of the Mississippi Standard Specifications for State Aid Road and Bridge Construction, Latest Edition. Unless otherwise specified, geotextile fabric for silt fence shall be woven.
- 2.2 TEMPORARY EROSION CHECKS. Approved baled hay or straw material (Type I or II) shall be rectangular in shape with a minimum length of 32 inches and shall meet the requirements be low. The wooden stakes used in securing the baled material in place shall be approximately 2" x 2" x 34" meeting the approval of the ARCHITECT.
- A. Material shall be classified as follows:
    - 1. Type I: Approved baled straw or wheat, oat, rye grain, or rice or broomsage or Bahia grass (with seed heads) which has reached maturity prior to cutting.
    - 2. Type II: Approved baled hay produced from Bermuda, Bahia, Fescue, Dallis Grass, any of the Lespedezas, or combinations thereof.

- B. All of the above materials shall have been properly cured prior to baling and shall be reasonably free from Johnson Grass and other obnoxious grasses and weeds. Vegetative material shall be reasonably bright in color, dry, and shall not be musty, moldy, or of otherwise low quality. Vegetative material that is wet or that has been baled green (nor cured properly) shall not be used.
  - C. Unless otherwise permitted in writing by the ARCHITECT, Type I shall be furnished and used. The ARCHITECT may permit the use of Type II when the CONTRACTOR has furnished satisfactory evidence in writing that Type I material is not available.
- 2.3 DITCH LINER. The ditch liner shall meet the requirements of S-715.09.02 of the Mississippi Standard Specifications for State Aid Road & Bridge Construction, Latest Edition.

### PART 3 — EXECUTION

- 3.1 SILT FENCE. The silt fences shall be constructed at the locations shown on the plans or as directed by the ARCHITECT.

All posts shall be installed so that no more than three feet of the post shall protrude above the ground. Extra post for bracing shall be installed as directed by the ARCHITECT. The woven wire shall be securely fastened to the wood posts with staples. Metal posts shall be used, and the wire shall be fastened to the post with wire or other approved means. The fabric shall be attached to the wire fence by wire or other approved means. The bottom edge of the fabric shall be buried 6" below the ground surface to prevent undermining. When splicing of the fabric is necessary, two posts shall be installed approximately 18" apart and each piece of fabric shall be fastened to both posts.

The fabric will be rejected if it has defects, rips, holes, flaws, deterioration, or damage incurred during manufacture, transportation, storage or installation.

Type II fabric may be installed without the woven wire fence backing provided all of the following conditions are met:

- A. Post spacing is reduced to six feet or less.
- B. The fabric has been approved by the ARCHITECT and the manufacturer recommends its use without the woven wire backing.
- C. Fence posts shall be inclined toward the runoff source at an angle of not more than 20° from vertical.
- D. Fabric shall be attached to the posts in such a manner that purpose intended is satisfied and maintained.

The CONTRACTOR shall maintain the silt fence and the fabric shall be removed and replaced when deteriorated to such extent that it reduces the effectiveness of the silt fence. Excessive accumulations against the fence shall be removed and disposed of as directed by the ARCHITECT.

Unless otherwise noted, all temporary silt fences shall be removed. Upon removal, the CONTRACTOR shall remove and dispose of any excess silt accumulations, dress the area to give a

pleasing appearance and vegetate all bare areas in accordance with the contract requirements. The temporary fence materials will remain the property of the CONTRACTOR and may be used at other locations provided the materials are acceptable to the ARCHITECT.

- 3.2 TEMPORARY EROSION CHECKS. The erosion control checks shall be constructed at the locations and according to the requirements shown on the plans or as directed by the ARCHITECT. Erosion checks require along the toe of fill slopes shall be constructed prior to grading operations at the site. For other locations, the erosion checks shall be constructed when directed by the ARCHITECT.

The soil shall be excavated at least three inches in depth to embed the baled material. After securing in place, a sufficient quantity of the excavated material shall be placed around the erosion check and compacted to prevent undermining.

The CONTRACTOR shall maintain the erosion checks and remove and dispose of silt accumulations as directed by the ARCHITECT.

When the erosion checks are no longer needed, they shall be removed; and the CONTRACTOR shall dispose of silt accumulations and treat the disturbed areas in accordance with the contract requirements.

- 3.3 TEMPORARY SILT BASINS. The Contractor shall excavate silt basins to the dimensions and at the locations shown on the plans or as directed by the ARCHITECT. The silt basins shall be cleaned out as frequently as necessary to have at least 50% of the basin capacity available at all times. The silt basins shall be backfilled in layers of maximum 9" loose lifts, each compacted to 95% standard proctor density, and the areas shaped and dressed for seeding and mulching prior to completion of the project unless otherwise directed by the ARCHITECT. Grassing shall be done in accordance with the provisions of Specification Section 02270.

The silt basins shall be maintained so they will function properly until their need no longer exists, all as determined by the ARCHITECT.

All excavated materials shall be utilized in the construction of the basin except where otherwise directed by the ARCHITECT. Materials not used shall be disposed of as directed by the ARCHITECT.

The pipe, elbows, risers and trash racks upon removal will become the property of the CONTRACTOR and may be used at other locations provided they are in condition acceptable to the ARCHITECT.

- 3.4 DITCH LINER. The area to be covered shall be prepared, fertilized, and vegetated before the liner is placed. Immediately following the planting operations, the liner shall be laid evenly, smoothly, and in contact with the soil throughout and with the fabric net on top of the liner. Asphalt coated mulch should be omitted from all areas receiving the ditch liner.

In ditches, the liner shall be unrolled in the direction of water flow. When two to more strips are required to cover a ditch area, they shall overlap a minimum of four inches with the upgrade width on top. In case a strip is spliced lengthwise, the edges of the strips shall overlap a minimum of six inches with the upgrade section on top.

When used on slopes, the liners may be placed either horizontally or vertically on the slope with the edges and ends of adjacent strips butted tightly against each other.

Each strip shall be stapled in three rows (each edge and center with the center row alternately spaced) with staples spaced not more than four feet longitudinally. When using two or more strips side by side on slopes, a common row of staples shall be used on the adjoining strips to secure the outside netting strand of each strip. Ends of strips shall be stapled at one foot intervals. Staples shall be firmly embedded in the underlying soil.

There shall be no separate payment for the work covered in this section.

END OF SECTION

## SECTION 32 12 16 - ASPHALT PAVING

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

#### 1.2 DESCRIPTION OF WORK:

- A. Extent of asphalt paving work is shown on drawings.
- B. Prepared subbase is specified in earthwork sections.

#### 1.3 SUBMITTALS:

- A. Material Certificates: Provide copies of materials certificates signed by material producer and contractor certifying that each material item complies with or exceeds specified requirements.

#### 1.4 JOB CONDITIONS:

- A. Weather Limitations: Apply prime and tack coats when ambient temperature is above 50 degrees F (10 degrees C), and when temperature has not been below 35 degrees F (1 degree C) for twelve hours immediately prior to application. Do not apply when base is wet or contains an excess of moisture.
- B. Construct asphalt concrete surface course when atmospheric temperature is above 40 degrees F (4 degrees C), and when base is dry. Base course may be placed when air temperature is above 30 degrees F (-1 degree C) and rising.
- C. Grade Control: Establish and maintain required lines and elevations.
- D. Quality Control: The Contractor shall employ the services of an Independent Testing Laboratory.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS:

- A. General: Use locally available materials and gradations which exhibit a satisfactory record of previous installations.



- B. Base Course Aggregate: Sound, angular crushed stone, crushed gravel, or crushed slag, sand, stone or slag screenings.
1. Uncrushed gravel may be used in base course mixture if required to suit local material availability.
  2. Surface Course Aggregate: Crushed stone, crushed gravel, crushed slag, and sharp-edged natural sand.
  3. Sand prepared from stone, blast-furnaced slag, or gravel, or combinations thereof may be used if required to suit local material availability.
- C. Mineral Filler: Rock or slag dust, hydraulic cement, or other inert material complying with AASHTO M 17 (ASTM D 242).
- D. Asphalt Cement: Comply with AASHTO M 226 (ASTM D 3381).
1. Viscosity Grade: AC-30.
- E. Prime Coat: Cut back asphalt type; AASHTO M 82 (ASTM D2027), MC-70 or EA-1.
- F. Tack Coat: Emulsified asphalt; AASHTO M 140 (ASTM D 997) or M 208 (D 2397), SS-1, SS-1h, CSS-1, or CSS-1h, diluted with one-part water to one-part emulsified asphalt.
- G. Lane Marking Paint: Chlorinated rubber-alkyd type, FSTT-P-115, Type III.

## 2.2 ASPHALT-AGGREGATE MIXTURE:

- A. Provide asphalt-aggregate mixture as follows:

|                              | Black Base<br>BB-1 | Surface Course<br>SC-1 |
|------------------------------|--------------------|------------------------|
| Sieve Size                   | Passing Percent    | Passing Percent        |
| 1 - 1/2 in.                  | 100                |                        |
| 1 in                         | 80 - 100           |                        |
| 1/2                          | 60 - 100           |                        |
| 3/8                          |                    | 100                    |
| No. 4                        | 34 - 75            | 70 - 100               |
| No. 10                       | 24 - 60            | 48 - 90                |
| No. 40                       | 10 - 44            | 20 - 50                |
| No. 80                       | 4 - 26             | 9 - 32                 |
| No. 200                      | 3 - 14             | 4 - 14                 |
| Percentage<br>Asphalt Cement | 3 - 8              | 4.5 - 9                |

- B. Mix design to be furnished by contractor with a copy to testing laboratory.

### PART 3 - EXECUTION

#### 3.1 SURFACE PREPARATION:

- A. Remove loose material from compacted subbase surface immediately before applying prime coat.
- B. Proof roll prepared subbase surface to check for unstable areas and areas requiring additional compaction.
- C. Notify contractor of unsatisfactory conditions. Do not begin paving work until deficient subbase areas have been corrected and are ready to receive paving.
- D. Prime Coat: Apply at rate of 0.28 to 0.35 gallons per square yard, over compacted subgrade. Apply material to penetrate and seal, but not flood, surface. Cure and dry as long as necessary to attain penetration and evaporation of volatile.
- E. Tack Coat: Apply in such a manner as to offer the least inconvenience to traffic and to permit one-way traffic without pickup or tracking of the bituminous material. Tack coat shall not be applied during wet or cold weather, after sunset, or to a wet surface. The quantity, rate of application, temperature, and areas to be treated shall be approved prior to application, and the applied tack coat shall be properly cured prior to superimposed construction. If any aggregate course is composed of gravel, an anti-strip agent shall be added to the asphalt cement.
  - 1. Allow to dry until at proper condition to receive paving.

#### 3.2 PLACING MIX:

- A. General: Place asphalt concrete mixture on prepared surface, spread and strike-off. Spread mixture at minimum temperature of 275 degrees F. Place inaccessible and small areas by hand. Place each course to required grade, cross-section and compacted thickness.
- B. Paver Placing: Place in strips not less than ten feet wide (10'), unless otherwise acceptable to Architect. After first strip has been placed and rolled, place succeeding strips and extend rolling to overlap previous strips. Complete base course for a section before placing surface course.
- C. Joints: Make joints between old and new pavements, or between successive days' work to ensure continuous bond between adjoining work. Construct joints to have same texture, density and smoothness as other sections of asphalt concrete course. Clean contact surfaces and apply tack coat.

#### 3.3 ROLLING:

- A. General: Begin rolling when mixture will bear roller weight without excessive displacement.
- B. Compact mixture with hot hand tampers or vibrating plate compactors in areas inaccessible to rollers.

- C. Breakdown Rolling: Accomplish breakdown or initial rolling immediately following rolling of joints and outside edge. Check surface after breakdown rolling, and repair displaced areas by loosening and filling, if required, with hot material.
- D. Second Rolling: Follow breakdown rolling as soon as possible, while mixture is hot. Continue second rolling until mixture has been thoroughly compacted.
- E. Finish Rolling: Perform finish rolling while mixture is still warm enough for removal of roller marks. Continue rolling until roller marks are eliminated and course has attained maximum density.
- F. Patching: Remove and replace paving areas mixed with foreign materials and defective areas. Cut-out such areas and fill with fresh, hot asphalt concrete. Compact by rolling to maximum surface density and smoothness.
- G. Protection: After final rolling, do not permit vehicular traffic on pavement until it has cooled and hardened.
- H. Erect barricades to protect paving from traffic until mixture has cooled enough not to become marked.

### 3.4 TRAFFIC AND LANE MARKINGS:

- A. Cleaning: Sweep and clean surface to eliminate loose material and dust.
- B. Striping: Use chlorinated-rubber base traffic lane-marking paint, factory-mixed, quick-drying, and non-bleeding.
  - 1. Color: White. Blue for Handicap Spaces.
  - 2. Apply paint with mechanical equipment to produce uniform straight edges. Apply in one coats at manufacturer's recommended rates.

### 3.5 FIELD QUALITY CONTROL:

- A. General: Test in-place asphalt concrete courses for compliance with requirements for thickness and surface smoothness. Repair or remove and replace unacceptable paving as directed by Architect.
- B. Thickness: In-place compacted thickness will not be acceptable if exceeding following allowable variation from required thickness:
  - 1. Base Course: 1/2", plus or minus.
  - 2. Surface Course: 1/4", plus or minus.
- C. Stability: Test for stability.
- D. Laboratory specimens of mixtures when subjected to seventy-five (75) blows of a Standard Marshall Hammer on each end of specimen shall develop the following properties:

1. Specified value (SV) for Marshall Stability at 140 degrees F.
  - a. Base Course-----1400 lbs.
  - b. Surface Course-----1700 lbs.
- E. The specified density (SV) for all dense graded pavement courses will be ninety-four percent (94%) of the maximum density established in accordance with AASHTO Designation: T 209.
- F. Testing shall be in accordance with ASTM T164-80, Quantative Extraction of Bitumen from Bituminous Paving Mixtures.
  1. Provide a minimum of one test for first 400 tons and one test for each 400 additional tons.
  2. Provide a minimum of three tests to determine thickness of paving.
- G. Surface Smoothness: Test finished surface of each asphalt concrete course for smoothness, using ten foot (10') straightedge applied parallel with, and at right angles to centerline of paved area. Surfaces will not be acceptable if exceeding the following tolerances for smoothness.
  1. Base Course Surface: 1/4".
  2. Wearing Course Surface: 3/16".
- H. Check surface areas at intervals as directed by Architect.

END OF SECTION

## SECTION 32 13 14 - CONCRETE WALKS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work specified in this section.

#### 1.2 DESCRIPTION OF WORK:

- A. Extent of work is shown on drawings, including concrete walks.
- B. Prepared subbase is specified in "Earthwork" section.
- C. Concrete and related materials are specified in Division 3.

#### 1.3 QUALITY ASSURANCE:

- A. Codes and Standards: Comply with local governing regulations if more stringent than herein specified. Joint Sealers to be installed by approved applicator.

#### 1.4 JOB CONDITIONS:

- A. Traffic Control
  - 1. Maintain access for vehicular and pedestrian traffic as required to maintain indicated parking areas during construction.
  - 2. Utilize flagmen, barricades, warning signs and warning lights as required.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS:

- A. Forms
  - 1. Steel, wood, or other suitable material of size and strength to resist movement during concrete placement and to retain horizontal and vertical alignment until removal. Use straight forms, free of distortion and defects.
  - 2. Use flexible spring steel forms or laminated boards to form radius bends as required.
  - 3. Coat forms with a non-staining form release agent that will not discolor or deface surface of concrete.

- B. Welded Wire Mesh: Welded plain cold-drawn steel wire fabric.
  - 1. Sidewalks 6 x 6 #10
- C. Reinforcing Bars: Deformed steel bars, ASTM A 615, Grade 40.
- D. Joint Dowel Bars: Plain steel bars, ASTM A 615, Grade 40. Cut bars to 2'0" length with ends square and free of burrs.
- E. Concrete Materials: Comply with requirements of applicable Division 3 sections for concrete materials, admixtures, bonding materials, curing materials, and others as required.
- F. Expansion Joint Material: to be asphalt impregnated 1/2" thick meeting ASTM-D-1751.
- G. Expansion Joint Cap: Greenstreak #941 plastic cap for 1/2" joints.
- H. Joint Sealant: Sonneborn SL 2 pour grade urethane. Color shall be concrete.
- I. Curing and Sealing Compound: Conform to TT-C-800, with 30% solids content minimum.
- J. Epoxy Resin Grout: FS MMM-G-650.

## 2.2 CONCRETE MIX, DESIGN AND TESTING:

- A. Comply with requirements of applicable Division 3 sections for concrete mix design, sampling and testing, and quality control, and as herein specified.
- B. Design mix to produce normal-weight concrete consisting of Portland cement, aggregate, water-reducing or high-range water-reducing admixture (super-plasticizer), air-entraining admixture and water to produce the following properties:
  - 1. Compressive Strength: 3000 psi, minimum at 28 days.
  - 2. Slump Range: 8" for concrete containing HRWR admixture (super-plasticizer); 4" for other concrete. Air Content: 5% to 8%.

## 2.3 DETECTABLE WARNING SURFACE

- A. Furnishing and installing Cast-In-Place Detectable/Tactile Warning Tiles with in-line truncated domes.
- B. Quality Assurance:
- C. Detectable/Tactile Warning Surfaces shall be "tiles" made of homogeneous glass and carbon, reinforced composite material or vitrified polymer composite (VPC) material which is colorfast, UV stable and durable.
- D. Detectable/Tactile Warning Surfaces must comply with the Americans with Disabilities Act.
- E.

2.4 Detectible Warning Tiles

- A. Guarantee: Detectable/Tactile Warning Surfaces shall be guaranteed in writing for a period of five years from date of final completion. The guarantee includes defective work, breakage, deformation and loosening of tiles.
- B. Dimensions: Use manufacturer's standard dimensions to achieve configuration on Drawings.
- C. Color: Color shall be homogenous throughout the tile. Color as selected from standard manufacturer's standard colors.
- D. Manufacturers: Subject to compliance with requirements, Manufacturers offering compliant tiles include, but are not limited to the following:

ADA Solutions, Inc., N. Billerica, MA  
1-800-372-0519  
[www.adatile.com](http://www.adatile.com)

Armorcast Products Company, North Hollywood, CA  
Phone: 818-982-3600  
[www.armorcastprod.com](http://www.armorcastprod.com)

Engineered Plastics, Inc., Williamsville, NY  
1-800-682-2525

Armor-tile: [www.armor-tile.com](http://www.armor-tile.com)  
Or approved equal.

PART 3 - EXECUTION

3.1 SURFACE PREPARATION:

- A. Remove loose material from compacted subbase surface immediately before placing concrete.

3.2 FORM CONSTRUCTION:

- A. Set forms to required grades and lines, rigidly braced and secured. Install sufficient quantity of forms to allow continuous progress of work and so that forms can remain in place at least 24 hours after concrete placement.
- B. Check completed formwork for grade and alignment to following tolerances:
  - 1. Top of forms not more than 1/8" in 10'.
  - 2. Vertical face on longitudinal axis, not more than 1/4" in 10'.
- C. Clean forms after each use, and coat with form release agent as often as required to ensure separation from concrete without damage.



3.3 REINFORCEMENT:

- A. Locate, place and support reinforcement as specified in Division 3 sections, unless otherwise indicated.

3.4 CONCRETE PLACEMENT:

- A. General: Comply with requirements of Division 3 sections for mixing and placing concrete, and as herein specified.
- B. Place concrete using methods which prevent segregation of mix. Consolidate concrete along face of forms and adjacent to transverse joints with internal vibrator. Keep vibrator away from joint assemblies, reinforcement, or side forms. Use only square-faced shovels for hand-spreading and consolidation. Consolidate with care to prevent dislocation of reinforcing, dowels, and joint devices.
- C. Deposit and spread concrete in a continuous operation between transverse joints, as far as possible. If interrupted for more than 1/2-hour, place a construction joint.

3.5 JOINTS:

- A. General: Construct expansion, weakened-plane (contraction), and construction joints true-to-line with face perpendicular to surface of concrete. Construct transverse joints at right angles to the centerline, unless otherwise indicated.
- B. When joining existing structures, place transverse joints to align with previously placed joints, unless otherwise indicated.
- C. Tooled Joints: Form weakened-plane joints in fresh concrete by grooving top portion with a recommended cutting tool and finishing edges with a jointer.
- D. Expansion Joints: Provide pre-molded joint filler for expansion joints abutting concrete catch basins, manholes, inlets, structures, other walks and other fixed objects, unless otherwise indicated.
- E. Locate expansion joints at 20' o.c., each direction for each pavement lane, unless otherwise indicated.
- F. Extend joint fillers full-width and depth of joint, and not less than 1/2" or more than 1" below finished surface.
- G. Furnish joint fillers in one-piece lengths for full width being placed, wherever possible. Where more than one length is required, lace or clip joint filler sections together.
- H. Install expansion joint cap on pre-moulded expansion joint material and protect until concrete has been placed on each side.
- I. Protect top edge of joint filler cap during concrete placement. Remove protection after concrete has been placed on both sides of joint.

- J. Joint Sealers: Remove plastic cap and provide joint sealant in all expansion joints and comply with manufacturer's instructions.

3.6 CONCRETE FINISHING:

- A. After striking-off and consolidating concrete, smooth surface by screeding and floating. Use hand methods only where mechanical floating is not possible. Adjust floating to compact surface and produce uniform texture.
- B. After floating, test surface for trueness with a 10' straightedge. Distribute concrete as required to remove surface irregularities and refloat repaired areas to provide a continuous smooth finish.
- C. Work edges of slabs with an edging tool, and round to 1/2" radius, unless otherwise indicated. Eliminate tool marks on concrete surface.
- D. After completion of floating and troweling when excess moisture or surface sheen has disappeared, complete surface finishing, as follows:
  - 1. Broom finish by drawing a fine-hair broom across concrete surface, perpendicular to line of traffic. Repeat operation if required to provide a fine line texture acceptable to Architect.
- E. Do not remove forms for twenty-four hours after concrete has been placed. After form removal, clean ends of joints and point-up any minor honeycombed areas. Remove and replace areas or sections with major defects as directed by Architect.

3.7 CURING:

- A. Protect and cure finished concrete walks, complying with applicable requirements of Division 3 sections. Use curing and sealing compound or approved moist-curing methods.

3.8 REPAIRS AND PROTECTIONS:

- A. Repair or replace broken or defective concrete as directed by Architect.
- B. Drill test cores where directed by Architect, when necessary to determine magnitude of cracks or defective areas. Fill drilled core holes in satisfactory pavement areas with Portland cement concrete bonded to pavement with epoxy resin grout.
- C. Protect concrete from damage until acceptance of work. Exclude traffic from pavement for at least fourteen days after placement. When construction traffic is permitted, maintain concrete work as clean as possible by removing surface stains and spillage of materials as they occur.
- D. Sweep concrete and wash free of stains, discolorations, dirt and other foreign material just prior to final inspection.

3.9 INSTALLATION OF DETECTABLE WARNING SURFACE

- A. Installation: Provide all materials and accessories required for installation. Install according to the manufacturer's recommendations.
- B. Insure that the tile is flush with the adjacent surface.

END OF SECTION

SECTION 32 92 00 - LAWN WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including Division 1 Specifications sections, apply to work of this section.

1.2 DESCRIPTION OF WORK:

- A. Extent of landscape development work includes furnishing and placement of topsoil and grass.
- B. Areas disturbed by grading or improvements and those areas noted on the drawings shall receive a permanent stand of warm season grass established with warranty as specified herein.
- C. Should the Contractor fail to establish a warm season grass during the Contract period and a cool season grass be necessary, re-grassing with a warm season grass as specified in Re-grassing Requirements Part 3 of this Section shall be required.
- D. Subgrade Elevations: Excavation, filling and grading required to establish elevations shown on drawings are not specified in this section. Refer to earthwork sections.

1.3 DELIVERY, STORAGE AND HANDLING:

- A. Sod: Time delivery so that sod will be placed within twenty-four hours after stripping. Protect sod against drying and breaking of rolled strips.
- B. Packaged Materials: Deliver packaged materials in containers showing weight, analysis and name of manufacturer. Protect materials from deterioration during delivery, and while stored at site.

1.4 JOB CONDITIONS:

- A. Proceed with and complete landscape work as rapidly as portions of site become available, working within seasonal limitations for each kind of landscape work required.
- B. Utilities: Determine location of underground utilities and perform work in a manner which will avoid possible damage. Hand excavate, as required. Maintain grade stakes set by others until removal is mutually agreed upon by parties concerned.
- C. Excavation: When conditions detrimental to plant growth are encountered, such as rubble fill, adverse drainage conditions, or obstructions, notify Architect before planting.
- D. Coordination with Owner: Coordinate work with Owner who will furnish watering system, trees and shrubs.

1.5 SPECIAL PROJECT WARRANTY:

- A. Warranty lawns until final acceptance.

PART 2 - PRODUCTS

2.1 TOPSOIL:

- A. Topsoil stockpile for reuse in landscape work. If quantity of stockpiled topsoil is insufficient, provide additional topsoil as required to complete landscape work.
- B. New topsoil shall be fertile, friable, natural loam, surface soil, reasonably free of subsoil, clay lumps, brush, weeds and other litter, and free of roots, stumps, stones, and other extraneous of toxic matter harmful to plant growth.
- C. Obtain topsoil from local sources or from areas having similar soil characteristics to that found at project site. Obtain topsoil only from naturally, well-drained sites where topsoil occurs in a depth of not less than 4"; do not obtain from bogs or marshes.

2.2 GRASS MATERIALS:

- A. Sod: Provide strongly rooted sod, not less than two years old, free of weeds and undesirable native grasses and machine cut to pad thickness of 3/4" (plus or minus 1/4"), excluding top growth and thatch. Provide only sod capable of vigorous growth and development when planted (viable, not dormant).
- B. Provide sod of uniform pad sizes with maximum 5% deviation in either length or width. Broken pads or pads with uneven ends will not be acceptable. Sod pads incapable of supporting their own weight when suspended vertically with a firm grasp on upper 10% of pad will be rejected.
- C. Provide sod composed principally of following:
  - 1. Centipede grass (*Eremochloa ophiuroides*)

PART 3 - EXECUTION

3.1 PREPARATION:

- A. Preparation of Planting Soil:
  - 1. Before mixing, clean topsoil of roots, plants, sods, stones, clay lumps, and other extraneous materials harmful or toxic to plant growth.

B. Preparation for Planting Lawns:

1. Loosen subgrade of lawn areas to a minimum depth of 4". Remove stones, sticks, roots, rubbish and other extraneous matter. Limit preparation to areas which will be planted promptly after preparation.
2. Spread top soil to minimum depth of 4" required to meet lines, grades and elevations shown, after light rolling and natural settlement.

C. Preparation of Unchanged Grades: Where lawns are to be planted in areas that have not been altered or disturbed by excavating, grading, or stripping operations, prepare soil for lawn planting as follows:

1. Till to a depth of not less than 6"; remove high areas and fill in depressions; till soil to a homogeneous mixture of fine texture, free of lumps, clods, stones, roots and other extraneous matter.
2. Prior to preparation of unchanged areas, remove existing grass, vegetation and turf. Dispose of such material outside of Owner's property; do not turn over into soil being prepared for lawns.
3. Allow for sod thickness in areas to be sodded.
4. Fine grade lawn areas to smooth, even surface with loose, uniformly fine texture. Roll, rake and drag lawn areas, remove ridges and fill depressions, as required to meet finish grades. Limit fine grading to areas which can be planted immediately after grading. Contractor shall be required to provide erosion control methods as to eliminate washing. Provide erosion control fabric if required.
5. Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface moisture to dry before planting lawns. Do not create a muddy soil condition.
6. Restore lawn areas to specified condition if eroded or otherwise disturbed after fine grading and prior to planting.

3.2 PLANTING:

A. SODDING NEW LAWNS:

1. Lay sod within twenty-four hours from time of stripping. Do not plant dormant sod or if ground is frozen.
2. Lay sod to form a solid mass with tightly fitted joints. Butt ends and sides of sod strips; do not overlap. Stagger strips to offset joints in adjacent courses. Work from boards to avoid damage to subgrade or sod. Tamp or roll lightly to ensure contact with subgrade. Work sifted soil into minor cracks between pieces of sod; remove excess to avoid smothering of adjacent grass.
3. Water sod thoroughly with a fine spray immediately after planting

3.3 CLEAN-UP AND PROTECTION:

- A. During landscape work, keep pavements clean and work area in an orderly condition.
- B. Protect landscape work and materials from damage due to landscape operations, operations by other contractors and trades and trespassers. Maintain protection during installation and maintenance periods. Treat, repair or replace damaged landscape work as directed.

3.4 MAINTENANCE:

- A. Begin maintenance immediately after planting.
- B. Maintain lawns by watering, fertilizing, weeding, mowing, trimming, and other operations such as rolling, regrading and replanting as required to establish a smooth, acceptable lawn, free of eroded or bare areas.

3.5 INSPECTION AND ACCEPTANCE:

- A. When landscape work is completed, including maintenance, Architect will, upon request, make an inspection to determine acceptability.
- B. When inspected landscape work does not comply with requirements, replace rejected work and continue specified maintenance until re-inspected by Architect and found to be acceptable. Remove rejected grass and materials promptly from project site.

3.6 PROJECT COMPLETION:

- A. Maintenance:
  - 1. Begin immediately after each plant and/or seeding is planted and continues until planting has passed final inspection and acceptance.
  - 2. Includes watering, weeding, cultivating, mowing, removal of dead materials, resetting plants to proper grades and other necessary operations.
  - 3. Mowing shall begin twenty-one days after planting and continue every fourteen days until Final acceptance. Perform mowing with rotary or reel mowers - no bushhogs or flail mowers allowed.
  - 4. Provide protection to lawn areas. Repair damage resulting from construction operations promptly.
- B. Maintenance by Owner:
  - 1. Owner will provide adequate maintenance during the guarantee period, however, Contractor shall fully explain the watering, and mowing needs of the work to the Owner in writing, submitted with the closeout documents.



2. Contractor is responsible for planting until the guarantee period is up, unless the Owner is grossly negligent in his maintenance of the work.
3. Maintenance by Owner shall not begin until substantial completion and final acceptance.

3.7 GUARANTEE, INSPECTION AND ACCEPTANCE:

A. Guarantee:

1. Guarantee Period is 60 days, BEGINNING at the time of substantial completion and FINAL acceptance of the lawn work.
2. Grass shall be alive, in satisfactory condition, and growth for each specified species of plant at the end of the guarantee period, unless the plant material has suffered from direct damage or negligence by the Owner.
3. Grass damaged directly or indirectly as a result of the Work prior to final acceptance of the complete project, shall be replaced.

END OF SECTION



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve Specifications and Authorize Publication of Advertisement for Term Bid # 25 Concrete & Brick Structures for the City of Hattiesburg, Term Bid beginning January 31, 2025 and ending December 31, 2027.  
File Number: 2025-23  
Minute Book #

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## Summary

Approve Specifications and Authorize Publication of Advertisement for Term Bid # 25 Concrete & Brick Structures for the City of Hattiesburg, Term Bid beginning January 31, 2025 and ending December 31, 2027.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.

### **NOTICE TO BIDDERS**

NOTICE is hereby given that the Mayor and Council of the City of Hattiesburg, Mississippi will receive sealed bids until 10:00 A.M., Thursday, January 30, 2025, in the City Clerk's Office in the City Hall of said City for furnishing the City's requirements for the following supplies, to-wit:

#### **ITEM #25: CONCRETE AND BRICK STRUCTURES**

The above shall be bid upon and delivered as per detailed specifications on file in the Office of the City Clerk, 200 Forrest Street, Hattiesburg, Mississippi, 39403, (601) 545-4552, which may be obtained upon request.

#### **SEALED BIDS:**

Sealed bids must be received in a sealed envelope which is marked in the lower left-hand corner with the word BID and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING.

#### **ELECTRONIC BIDS:**

Official bid documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The lowest and best bid received will be accepted, subject to the provisions of Section 31-7-13 of the Mississippi Code of 1972, Annotated as Amended, and other applicable State law; but the Council reserves the right to reject any or all bids received and to waive formalities.

PUBLISHED by Order of the Council on this, the 7<sup>th</sup> day of January 2025.

CITY OF HATTIESBURG, MISSISSIPPI

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CITY CLERK

( S E A L )

**SPECIFICATIONS FOR ITEM #25: CONCRETE & BRICK TRANSPORTATION STRUCTURES FOR THE CITY OF HATTIESBURG**

Bidder shall bid on furnishing materials, labor, forms and equipment to install concrete & brick transportation structures for the Engineering Department, which meets or exceeds Mississippi Highway Standard Specifications for Roads & Bridge Construction, 2004, together with all provisions and/or addendums to the standards, amendments and/or special duty approved and adopted.

Bid prices include excavation & subgrade preparation necessary for construction of bid items. Temporary traffic control for construction zones shall be included in bid price and subject to referenced specifications. Contractor shall follow the Manual on Uniform Traffic Control Devices.

Bidder shall use Street Bond system or approved equal when stamping asphalt. Bidder shall match existing asphalt stamping which is a Street Bond "terra cotta". Bidder shall include all equipment, paint and other items necessary to properly stamp asphalt.

Sidewalk construction and curb ramps shall meet current ADA Design Guidelines. Appurtenances associated with accessible design, such as detectable warning strips, shall be included in pay item bid prices.

Adjustment of City Utilities refers to the adjustment of the elevation of City infrastructure that may fall within or interfere with construction of sidewalk, driveway or any other infrastructure that is requested to be constructed. Utilities refers to only the lid or other structure covering the utility, this includes but is not limited to, Water valve box, water meter box, or any other type of structure of similar structure. This is not the physical relocation of said utility. This item shall include all material and personnel necessary to perform this task.

Bump Grinding refers the grinding of City sidewalks and streets for the purpose of removing any abrupt elevation changes in the pavement that can be reduced to smooth the surface. This item shall include all material and personnel necessary to perform this task.

Street sweeping shall include necessary people and equipment to sweep city streets and dispose of any

material that is obtained while sweeping. This is a per each item. Meaning if necessary, the City may require more than one sweeper. This will be paid for based on the hours each street sweeper operates.

Polymer Cement Surface System- Contractor shall meet MDOT spec SP 907-417-1

Minor Structures shall include all necessary people and equipment including steel to construct the structure requested. This includes but is not limited to Junction boxes, Inlet boxes or any other type of concrete structure that maybe needed.

Sod shall include centipede, Bermuda and St Augustine

Work performed under the terms of this contract which provides new installation of City sidewalks and other structure shall not exceed one hundred and fifty thousand dollars (\$150,000.00) per project as provided by state law. The City of Hattiesburg reserves the right to bid any and all projects, as determined by the City Engineer and/or Public Works Director, on an individual basis and have said work performed by the successful bidder, or have work performed under this contract, whichever is in the City's best interest.

Pursuant to Section 31-5-51 of the Mississippi Code (Amended) which requires certain vendors have liability insurance, the successful bidder shall furnish to the City of Hattiesburg, before entering into any such contract, proof of general liability insurance coverage in the amount not less than one million dollars (\$1,000,000.00) for bodily injury and property damage.

**IMPORTANT: All bids shall be submitted utilizing the enclosed bid form furnished by the City of Hattiesburg. To ensure continuity of all bids received, vendors shall bid only on specified item(s) in units(s) of measure listed. Failure to comply will automatically disqualify bid from consideration by the City.**

PRICES shall be FIRM for a period beginning January 31, 2025, and ending December 31, 2027, items to be purchased as required.

**The City of Hattiesburg and/or the vendor has the option to terminate the contract after a period of one year.**

PAYMENT TERMS: Remittance within forty-five (45) days from satisfactory delivery of goods and/or receipt of invoice(s).

SEALED bids will be received until 10:00 A.M., Thursday, January 30, 2025 in the City Clerk's Office in the City Hall, P.O. Box 1898, 200 Forrest Street, Hattiesburg, Mississippi, 39403-1898, (601) 545-4552, for furnishing the City's requirements of the above item. It shall be the responsibility of all bidders to have their bids delivered to the location listed in these specifications and/or Notice to Bidders on or before the date and time specified. The City of Hattiesburg shall not be responsible for any bid sent via U. S. Mail or any other mail courier service which is delivered or received after the date and time listed in said specifications and/or Notice to Bidders. State Law prohibits the consideration of bids received after the date and time advertised for receipt of sealed bids.

Each BID must be received in a sealed envelope which is clearly marked in the lower left-hand corner **EXACTLY** as follows:

**BID**

**ITEM #25 CONCRETE & BRICK TRANSPORTATION STRUCTURES**

**SUBMITTED BY 10:00 A.M. THURSDAY, JANUARY 30, 2025**

The lowest and best bid received will be accepted, subject to the provisions of Section 31-7-13 of the Mississippi Code of 1972, Annotated as Amended, and other applicable State law; but the Council reserves the right to reject any and all bids received and to waive informalities.

APPROVED on this, the 7th day of January 2025.

CITY OF HATTIESBURG, MISSISSIPPI

BY: \_\_\_\_\_  
CITY CLERK



**BID FORM FOR ITEM #25 - CONCRETE AND BRICK TRANSPORTATION STRUCTURES FOR  
THE CITY OF HATTIESBURG**

| PAY ITEM                                                                                                                 | UNITS | UNIT PRICE |
|--------------------------------------------------------------------------------------------------------------------------|-------|------------|
| 4" Concrete Sidewalk, Without Reinforcement ( including excavation)                                                      | S.Y.  |            |
| 6" Concrete Sidewalk, Without Reinforcement( including excavation)                                                       | S.Y.  |            |
| Concrete Curb, Header                                                                                                    | L.F.  |            |
| Combination Concrete Curb & Gutter                                                                                       | L.F.  |            |
| Stamping Asphalt                                                                                                         | S.Y.  |            |
| Roadway Brick Paving Repair, Including 4" Concrete Base & Dry Sand Bedding and Joint Fill; Bricks Provided by Contractor | S.Y.  |            |
| Roadway Brick Paving Repair, Including 4" Concrete Base & Dry Sand Bedding and Joint Fill; Bricks Provided by City       | S.Y.  |            |
| Concrete Driveway, Without Reinforcement                                                                                 | S.Y.  |            |
| Concrete Median and/or Island Pavement, 6"                                                                               | S.Y.  |            |
| Imprinted Aggregate Reinforced Preformed Thermoplastic Pavement Markers                                                  | S.F.  |            |
| Demolition of Curbs                                                                                                      | L.F.  |            |
| Demolition of Sidewalks                                                                                                  | S.Y.  |            |
| ADA Ramps                                                                                                                | S.Y.  |            |

|                                |         |  |
|--------------------------------|---------|--|
| Truncated Domes                | S.F.    |  |
| Truncated Domes (in Radius)    | S.F.    |  |
| Select Fill                    | C.Y.    |  |
| Sod                            | S.Y.    |  |
| Minor Structures (0.5 CY- 3CY) | C.Y.    |  |
| Minor Structures (3CY- 6CY)    | C.Y.    |  |
| Minor Structures (6 CY- 6CY)   | C.Y.    |  |
| Saw Cutting ( All Depths)      | L.F.    |  |
| Crushed Conc.                  | Ton     |  |
| Top Soil                       | C.Y.    |  |
| Adjustment of City Utilities   | E.A.    |  |
| Bump Grinding (All depths)     | S.Y     |  |
| Street Sweeping (per unit)     | HR      |  |
| Polymer Cement Surface system  | S.F.    |  |
| Removal of Conc. Structures    | SY      |  |
| Exposed Aggregate Sidewalk 4"  | S . Y . |  |
| Exposed Aggregate Sidewalk 6"  | S . Y . |  |
| Brick paver border             | L . F   |  |
| Removal of Concrete curb       | L . F . |  |
| <b>Total bid price</b>         |         |  |

---

NAME OF COMPANY

---

STREET/P.O. ADDRESS

---

CITY/STATE & ZIP CODE

---

PHONE NUMBER & EMAIL

---

DATE OF BID

---

OFFICIAL'S NAME & TITLE

---

OFFICIAL'S SIGNATURE

### **NOTICE TO BIDDERS**

NOTICE is hereby given that the Mayor and Council of the City of Hattiesburg, Mississippi will receive sealed bids until 10:00 A.M., Thursday, January 30, 2025, in the City Clerk's Office in the City Hall of said City for furnishing the City's requirements for the following supplies, to-wit:

#### **ITEM #25: CONCRETE AND BRICK STRUCTURES**

The above shall be bid upon and delivered as per detailed specifications on file in the Office of the City Clerk, 200 Forrest Street, Hattiesburg, Mississippi, 39403, (601) 545-4552, which may be obtained upon request.

#### **SEALED BIDS:**

Sealed bids must be received in a sealed envelope which is marked in the lower left-hand corner with the word BID and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING.

#### **ELECTRONIC BIDS:**

Official bid documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The lowest and best bid received will be accepted, subject to the provisions of Section 31-7-13 of the Mississippi Code of 1972, Annotated as Amended, and other applicable State law; but the Council reserves the right to reject any or all bids received and to waive formalities.

PUBLISHED by Order of the Council on this, the 7<sup>th</sup> day of January 2025.

CITY OF HATTIESBURG, MISSISSIPPI

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CITY CLERK

( S E A L )



# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Betsy Mercier, Director of Parks and Recreation  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve the sale of grave spaces per attached, Memo's, Receipts, and Deeds.  
File Number: 2025-24  
Minute Book #

---

## Summary

Approve the sale of grave spaces per attached, Memo's, Receipts, and Deeds.

## Recommendation Statement

I am recommending approval for the sale of grave spaces.

Please place this on the January 7, 2025 City Council meeting for consideration.

To: CITY COUNCIL

From: Deborah Bourne, Division Manager of Cemeteries

Sherry Irby Drake

(1) Space \$ 175.00

North Half (N ½) of the Northeast Quarter (NE ¼)

Lot 97, Section 34, Highland Cemetery

Eddie Daniels

(2) Spaces \$ 350.00

Northeast Quarter (NE ¼)

Lot 68, Section 38, Highland Cemetery

Peyton Myers

( 4 ) Spaces \$ 700.00

South Half (S ½)

Lot 162, Section 22, Highland Cemetery

David Jeukens

(1) Space \$ 175.00

North Half (N ½) of the Southwest Quarter (SW ¼)

Lot 95, Section 39, Highland Cemetery

David Jeukens

(2) Spaces \$ 350.00

Northwest Quarter (NW ¼)

Lot 95, Section 39, Highland Cemetery

David Jeukens

( 4 ) Spaces    \$ 700.00

East Half (E ½)

Lot 95, Section 39, Highland Cemetery

Johnny J. Swilley & Sandra K. Swilley

( 2 ) Spaces    \$ 350.00

Northwest Quarter (NW ¼)

Lot 60, Section 39, Highland Cemetery

Albert Todd

(1) Space    \$ 175.00

South Half (S ½) of the Southeast Quarter (SE ¼)

Lot 53, Section 37, Highland Cemetery

Robert Drake, Jr.

(1) Space    \$ 175.00

South Half (S ½) of the Northeast Quarter (NE ¼)

Lot 97, Section 34, Highland Cemetery



**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12-9- 20 24

SOLD TO:

Mr. Mrs. Miss Sherry Irby Drake

ADDRESS 107 Lakewood Loop, Hattiesburg MS 39402

desires to purchase the grave space described below, subject to Cemetery regulations.

N 1/2 NE 1/4 Lot No. 97 Section No. 34 in Highland Cemetery

Number of grave spaces 1 Price per grave space \$ 175.00

Price Received \$ 175.00

Debit Card

CITY OF HATTIESBURG, MISSISSIPPI

By John Monroe  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

SOLD TO:

Hattiesburg, Miss., 12-16- 20 24

Mr. Mrs. Miss Eddie Daniels

ADDRESS 35 Cranford Lane Purvis, MS 39475

desires to purchase the grave space described below, subject to Cemetery regulations.

NE 1/4 Lot No. 68 Section No. 38 in Highland Cemetery

Number of grave spaces 2 Price per grave space \$ 175.00

Price Received \$ 350.00

Cash

CITY OF HATTIESBURG, MISSISSIPPI

By Tyler Aver  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12-16- 20 24

SOLD TO:

Mr. Mrs. Miss Peyton Myers

ADDRESS 43 N. Founders Way, Hattiesburg MS 39401

desires to purchase the grave space described below, subject to Cemetery regulations.

S 1/4 Lot No. 1162 Section No. 22 in Highland Cemetery

Number of grave spaces 4 Price per grave space \$ 175.00

Price Received \$ 700.00

ck# 21632

CITY OF HATTIESBURG, MISSISSIPPI

By John Monroe  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12/11 20 24

SOLD TO:

Mr. Mrs. Miss David Jenkins

ADDRESS 62 Roundtree, Hattiesburg, ms 39402

desires to purchase the grave space described below, subject to Cemetery regulations.

N 1/2 SW 1/4 Lot No. 95 Section No. 39 in Highland Cemetery  
Space # 2  
Number of grave spaces 1 Price per grave space \$ 175.00

Price Received \$ 175.00

ck# 1043

**CITY OF HATTIESBURG, MISSISSIPPI**

By Deborah Burne  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12/11 20 24

SOLD TO:

Mr. Mrs. Miss David Jenkins

ADDRESS 62 Roundtree, Hattiesburg, ms 39402

desires to purchase the grave space described below, subject to Cemetery regulations.

1/2 NW 1/4 Lot No. 95 Section No. 39 in Highland Cemetery  
Spaces # 3, #4  
Number of grave spaces 2 Price per grave space \$ 175.00

Price Received \$ 350.00

ck# 1043

**CITY OF HATTIESBURG, MISSISSIPPI**

By Deborah Burne  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12/11 20 24

SOLD TO:

Mr. Mrs. Miss David Jenkins

ADDRESS 62 Roundtree, Hattiesburg, ms 39402

desires to purchase the grave space described below, subject to Cemetery regulations.

E 1/2 Lot No. 95 Section No. 39 in Highland Cemetery  
Spaces # 5, #6, #7, #8  
Number of grave spaces 4 Price per grave space \$ 175.00

Price Received \$ 700.00

ck# 1043

**CITY OF HATTIESBURG, MISSISSIPPI**

By Deborah Burne

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12-12- 2024

SOLD TO:

Mr. Mrs. Miss Johnny J. Swilley and Sandra K. Swilley  
ADDRESS 17 Bloomsbury Court, Hattiesburg MS 39402

desires to purchase the grave space described below, subject to Cemetery regulations.

1/2 NW 1/4 Lot No. 60 Section No. 39 in Highland Cemetery

Number of grave spaces 2 Price per grave space \$ 175.00

Price Received \$ 350.00

CK # 1765

CITY OF HATTIESBURG, MISSISSIPPI

By Jammye Monice  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12-12- 2024

SOLD TO:

Mr. Mrs. Miss Albert Todd  
ADDRESS P.O. Box 245, Hattiesburg MS 39401

desires to purchase the grave space described below, subject to Cemetery regulations.

S 1/2 SE 1/4 Lot No. 53 Section No. 37 in Highland Cemetery

Number of grave spaces 1 Price per grave space \$ 175.00

Price Received \$ 175.00

cash

CITY OF HATTIESBURG, MISSISSIPPI

By Jan Mani  
Supt. of City Cemeteries

**CITY OF HATTIESBURG  
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 12-9- 2024

SOLD TO:

Mr. Mrs. Miss Robert Drake Jr  
ADDRESS 509 Bowling St, Hattiesburg MS 39401

desires to purchase the grave space described below, subject to Cemetery regulations.

S 1/2 NE 1/4 Lot No. 97 Section No. 34 in Highland Cemetery

Number of grave spaces 1 Price per grave space \$ 175.00

Price Received \$ 175.00

CITY OF HATTIESBURG, MISSISSIPPI

By Tonia Monice

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

**DEED TO CEMETERY LOT  
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Sherry Irby Drake, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

North Half (N½) of the Northeast Quarter (NE¼)  
Lot Number 97      Section 34

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day of January, 2025.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

( S E A L )

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

**DEED TO CEMETERY LOT  
HIGHLAND CEMETERY**

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, Eddie Daniels., subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northeast Quarter (NE¼)

Lot Number 68    Section Number 38

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day January, 2025

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

(S E A L)

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

DEED TO CEMETERY LOT  
HIGHLAND CEMETERY

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, David Jeukens., subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northwest Quarter (NW¼)

Lot Number 95    Section Number 39

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day January, 2025

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

(S E A L)

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

**DEED TO CEMETERY LOT  
HIGHLAND CEMETERY**

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, Johnny J. Swilley & Sandra K. Swilley., subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northwest Quarter (NW<sup>1</sup>/<sub>4</sub>)

Lot Number 60    Section Number 39

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day January, 2025

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

(S E A L)

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC



STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

**DEED TO CEMETERY LOT  
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto David Jeukens, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

North Half (N½) of the Southwest Quarter (SW¼)  
Lot Number 95                      Section 39

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day of January, 2025.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

( S E A L )

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

**DEED TO CEMETERY LOT  
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Albert Todd, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

South Half (S½) of the Southeast Quarter (SE¼)  
Lot Number 53                      Section 37

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day of January, 2025.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

SEAL

(SEAL)

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025.

My Commission Expires:

NOTARY PUBLIC

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR  
CITY OF HATTIESBURG  
HATTIESBURG, MS

**DEED TO CEMETERY LOT  
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Robert Drake, Jr., subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

South Half (S½) of the Northeast Quarter (NE¼)  
Lot Number 97                      Section 34

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 7<sup>th</sup> day of January, 2025.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

( S E A L )

STATE OF MISSISSIPPI  
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 7<sup>th</sup> day of January, 2025.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC







# Memorandum

**To:** Mayor Toby Barker and Members of City Council  
**From:** Kermas Eaton, City Clerk  
**cc:**  
**Date:** Tuesday, January 7, 2025  
**Re:** Approve claims docket for the period ending December 31, 2024.  
File Number: 2025-25  
Minute Book #

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## Summary

Approval of claims docket for the period ending 12/31/2024.

## Recommendation Statement

I recommend approval of this item.

Please place this on the January 7, 2025 City Council meeting for consideration.

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |                      |  |         |                          |         |           |         |                            |
|-------------------------------|----------------------|----------------------|--|---------|--------------------------|---------|-----------|---------|----------------------------|
| ACCOUNT/VENDOR                |                      |                      |  | INVOICE | PO                       | YEAR/PR | TYP S     | WARRANT | CHECK DESCRIPTION          |
| 001000                        |                      |                      |  |         | BALANCE SHEET            |         |           |         |                            |
| 001000 060100                 |                      |                      |  |         | GAS/LUBRICANT-CITY BARN  |         |           |         |                            |
| 003497                        | MAPLES GAS COMPANY   | 295406               |  | 2501126 | 2025 3                   | INV P   | 17,877.75 | 123124  | 306556 GAS & DIESEL/FUEL S |
| 049752                        | PIGOTT OIL COMPANY   | DR-7625-241220103258 |  | 2501245 | 2025 3                   | INV P   | 15,025.50 | 123124  | 306588 GAS & DIESEL/FUEL S |
| 049764                        | GPM EMPIRE-FLASHMARK | IN-247040            |  | 2501244 | 2025 3                   | INV P   | 8,501.14  | 123124  | 306529 DIESEL/FUEL STATION |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 41,404.39 |         |                            |
| ORG 001000 TOTAL              |                      |                      |  |         |                          |         | 41,404.39 |         |                            |
| 001001                        |                      |                      |  |         | REVENUES                 |         |           |         |                            |
| 001001 287000                 |                      |                      |  |         | POLICE/FIRE-SPECIAL DUTY |         |           |         |                            |
| 050100                        | P.A.S.S. SECURITY LL | 001306               |  | 0       | 2025 3                   | INV P   | 150.00    | 123124  | 306582 SECURITY-HOLT EVENT |
| 050100                        | P.A.S.S. SECURITY LL | 001369               |  | 0       | 2025 3                   | INV P   | 150.00    | 123124  | 306582 SECURITY-RAZIANO EV |
|                               |                      |                      |  |         |                          |         | 300.00    |         |                            |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 300.00    |         |                            |
| ORG 001001 TOTAL              |                      |                      |  |         |                          |         | 300.00    |         |                            |
| 001015                        |                      |                      |  |         | CITY COURT               |         |           |         |                            |
| 001015 501000                 |                      |                      |  |         | OTHER EXPENDABLE OFF.SPL |         |           |         |                            |
| 003810                        | OFFICE PRODUCTS PLUS | 1077979-0            |  | 2501077 | 2025 3                   | INV P   | 243.86    | 123124  | 306581 COURT OFFICE SUPPLI |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 243.86    |         |                            |
| 001015 510000                 |                      |                      |  |         | CLEANING/JANITORIAL SPLY |         |           |         |                            |
| 003810                        | OFFICE PRODUCTS PLUS | 1077976-0            |  | 2501075 | 2025 3                   | INV P   | 416.67    | 123124  | 306581 COURT CLEANING SUPP |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 416.67    |         |                            |
| 001015 604900                 |                      |                      |  |         | OTHER PROFESSIONAL SERV. |         |           |         |                            |
| 049257                        | JC DIAZ              | 116                  |  | 0       | 2025 3                   | INV P   | 50.00     | 123124  | 306541 COURT TRANSLATING S |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 50.00     |         |                            |
| 001015 604901                 |                      |                      |  |         | OTHER PROF-TECHNOLOGY    |         |           |         |                            |
| 004057                        | RJ YOUNG COMPANY     | INV7281662           |  | 0       | 2025 3                   | INV P   | 295.69    | 123124  | 306599 COURT RATE 11.27.24 |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 295.69    |         |                            |
| ORG 001015 TOTAL              |                      |                      |  |         |                          |         | 1,006.22  |         |                            |
| 001020                        |                      |                      |  |         | MAYOR/ADMIN.             |         |           |         |                            |
| 001020 611000                 |                      |                      |  |         | TRAVEL EXPENSE           |         |           |         |                            |
| 003274                        | JONES, ANN           | TRAVEL10533          |  | 0       | 2025 3                   | INV P   | 300.00    | 123124  | 306544 ANN JONES REGISTRAT |
| ACCOUNT TOTAL                 |                      |                      |  |         |                          |         | 300.00    |         |                            |



INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                       | ACCOUNT/VENDOR  |         | INVOICE | PO | YEAR/PR                  | TYP | S | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|-----------------------|-----------------|---------|---------|----|--------------------------|-----|---|-----------|--------|----------------------------|
| 001020                        | 615000                |                 |         |         |    | ADVERTISING              |     |   |           |        |                            |
| 051221                        | TIGER BAND BOOSTER    | SPONSORSHIPBAND | 0       | 2025    | 3  | INV                      | P   |   | 500.00    | 123124 | 306626 ADVERTISEMENT SPONS |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 500.00    |        |                            |
| 001020                        | 620000                |                 |         |         |    | PRINTING                 |     |   |           |        |                            |
| 002294                        | BOURNE BROTHERS PRIN  | 94894           | 2501081 | 2025    | 3  | INV                      | P   |   | 270.00    | 123124 | 306493 ENVELOPE PRINTING F |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 270.00    |        |                            |
| 001020                        | 684500                |                 |         |         |    | REGISTRATION FEE/TUITION |     |   |           |        |                            |
| 047485                        | MISSISSIPPI ECONOMIC  | 96405           | 0       | 2025    | 3  | INV                      | P   |   | 363.00    | 123124 | 306562 MEC YEARLY MEMBERSH |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 363.00    |        |                            |
|                               |                       |                 |         |         |    | ORG 001020 TOTAL         |     |   | 1,433.00  |        |                            |
| 001040                        |                       |                 |         |         |    | MUNICIPAL CLERK          |     |   |           |        |                            |
| 001040                        | 615000                |                 |         |         |    | ADVERTISING              |     |   |           |        |                            |
| 003141                        | HUB CITY SPOKES       | 104797          | 0       | 2025    | 3  | INV                      | P   |   | 101.88    | 123124 | 306535 11.27.2024 LEGAL NO |
| 003141                        | HUB CITY SPOKES       | 104806          | 0       | 2025    | 3  | INV                      | P   |   | 168.36    | 123124 | 306535 12.12.2024 LEGAL NO |
|                               |                       |                 |         |         |    |                          |     |   | 270.24    |        |                            |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 270.24    |        |                            |
|                               |                       |                 |         |         |    | ORG 001040 TOTAL         |     |   | 270.24    |        |                            |
| 001045                        |                       |                 |         |         |    | PURCHASING DIV.          |     |   |           |        |                            |
| 001045                        | 636500                |                 |         |         |    | OFFICE EQUIPMENT R&M     |     |   |           |        |                            |
| 002406                        | CANON FINANCIAL SERV  | 36860445        | 0       | 2025    | 3  | INV                      | P   |   | 175.28    | 123124 | 306499 SC#82000674155 BW M |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 175.28    |        |                            |
|                               |                       |                 |         |         |    | ORG 001045 TOTAL         |     |   | 175.28    |        |                            |
| 001090                        |                       |                 |         |         |    | URBAN DEVELOPMT          |     |   |           |        |                            |
| 001090                        | 604900                |                 |         |         |    | OTHER PROFESSIONAL SERV. |     |   |           |        |                            |
| 004482                        | TYLER TECHNOLOGIES IN | 025-487657      | 0       | 2025    | 3  | INV                      | P   |   | 5,105.13  | 123124 | 306632 SUPPORT AND MAINTEN |
| 050812                        | ASAKURA ROBINSON      | HBG2401-7       | 0       | 2025    | 3  | INV                      | P   |   | 11,158.59 | 123124 | 306479 MB 2022-398-399 - B |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 16,263.72 |        |                            |
| 001090                        | 615000                |                 |         |         |    | ADVERTISING              |     |   |           |        |                            |
| 003141                        | HUB CITY SPOKES       | 104668          | 0       | 2025    | 3  | INV                      | P   |   | 93.72     | 123124 | 306535 Legal Notices- Plan |
| 003141                        | HUB CITY SPOKES       | 104798          | 0       | 2025    | 3  | INV                      | P   |   | 60.12     | 123124 | 306535 Legal Notices- Plan |
|                               |                       |                 |         |         |    |                          |     |   | 153.84    |        |                            |
|                               |                       |                 |         |         |    | ACCOUNT TOTAL            |     |   | 153.84    |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |              |         |                          |       |   |                  |        |                     |  |
|-------------------------------|----------------------|--------------|---------|--------------------------|-------|---|------------------|--------|---------------------|--|
| ACCOUNT/VENDOR                |                      | INVOICE      | PO      | YEAR/PR                  | TYP   | S | WARRANT          | CHECK  | DESCRIPTION         |  |
| 001090                        | 641000               |              |         | OFFICE EQUIPMENT RENT    |       |   |                  |        |                     |  |
| 004057                        | RJ YOUNG COMPANY     | INV7265737   | 0       | 2025 3                   | INV   | P | 345.41 123124    | 306599 | AAA113769 - PLANNIN |  |
|                               |                      |              |         | ACCOUNT TOTAL            |       |   | 345.41           |        |                     |  |
|                               |                      |              |         | ORG 001090               | TOTAL |   | 16,762.97        |        |                     |  |
| 001091                        |                      |              |         | INFO TECHNOLOGY          |       |   |                  |        |                     |  |
| 001091                        | 604900               |              |         | OTHER PROFESSIONAL SERV. |       |   |                  |        |                     |  |
| 002158                        | AT&T                 | 0598 12.8.24 | 0       | 2025 3                   | INV   | P | 6,790.00 123124  | 306481 | INTERACT SUPPORT -  |  |
| 002905                        | GILLILANDS ELECTRONI | 16176        | 0       | 2025 3                   | INV   | P | 581.65 123124    | 306527 | CABLING/NETWORK SER |  |
| 002905                        | GILLILANDS ELECTRONI | 16234        | 0       | 2025 3                   | INV   | P | 600.00 123124    | 306527 | YEARLY FIRE ALARM M |  |
|                               |                      |              |         |                          |       |   | 1,181.65         |        |                     |  |
|                               |                      |              |         | ACCOUNT TOTAL            |       |   | 7,971.65         |        |                     |  |
| 001091                        | 606800               |              |         | NETWORK                  |       |   |                  |        |                     |  |
| 003912                        | PILEUM CORPORATION   | P118336      | 0       | 2025 3                   | INV   | P | 1,988.75 123124  | 306589 | BILLABLE TIME - IT  |  |
|                               |                      |              |         | ACCOUNT TOTAL            |       |   | 1,988.75         |        |                     |  |
| 001091                        | 636500               |              |         | OFFICE EQUIPMENT R&M     |       |   |                  |        |                     |  |
| 003342                        | KRONOS INCORPORATED  | 12331363     | 2404757 | 2025 3                   | INV   | P | 3,933.43 123124  | 306548 | KRONOS RENEWAL - IT |  |
| 003583                        | METRIX SOLUTIONS     | M117851      | 0       | 2025 3                   | INV   | P | 2,156.70 123124  | 306559 | OFFICE 365 LICENSES |  |
| 003583                        | METRIX SOLUTIONS     | M118843      | 2500931 | 2025 3                   | INV   | P | 15,015.25 123124 | 306559 | TWO QUOTE - EMAIL G |  |
| 003583                        | METRIX SOLUTIONS     | M118876      | 2501159 | 2025 3                   | INV   | P | 5,140.22 123124  | 306559 | TWO QUOTE - BARRACU |  |
|                               |                      |              |         |                          |       |   | 22,312.17        |        |                     |  |
| 004482                        | TYLER TECHNOLGIES IN | 045-494538   | 0       | 2025 3                   | INV   | P | 1,961.11 123124  | 306632 | MUNIS PACE - HANNAH |  |
|                               |                      |              |         | ACCOUNT TOTAL            |       |   | 28,206.71        |        |                     |  |
| 001091                        | 732700               |              |         | DATA PROCESSING EQUIP.   |       |   |                  |        |                     |  |
| 002613                        | DAKTECH COMPUTERS    | 348257       | 2501059 | 2025 3                   | INV   | P | 1,329.00 123124  | 306512 | MEMORY FOR PCS - IT |  |
|                               |                      |              |         | ACCOUNT TOTAL            |       |   | 1,329.00         |        |                     |  |
|                               |                      |              |         | ORG 001091               | TOTAL |   | 39,496.11        |        |                     |  |
| 001092                        |                      |              |         | GEN.GOV'T.BLDG           |       |   |                  |        |                     |  |
| 001092                        | 513000               |              |         | CHEMICALS                |       |   |                  |        |                     |  |
| 002459                        | CHEM-AQUA            | 8962995      | 0       | 2025 3                   | INV   | P | 625.00 123124    | 306503 | WATER TRMNT PROGRAM |  |
|                               |                      |              |         | ACCOUNT TOTAL            |       |   | 625.00           |        |                     |  |
|                               |                      |              |         | ORG 001092               | TOTAL |   | 625.00           |        |                     |  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR       |         | INVOICE                  | PO | YEAR/PR   | TYP S  | WARRANT | CHECK  | DESCRIPTION          |
|-------------------------------|----------------------|----------------------|---------|--------------------------|----|-----------|--------|---------|--------|----------------------|
| 001093                        |                      |                      |         | INTERMODAL FAC O&M       |    |           |        |         |        |                      |
| 001093                        | 635000               |                      |         | BUILDING R&M             |    |           |        |         |        |                      |
| 004234                        | SMITH, JIM SERVICES  | i94295               | 0       | 2025 3 INV P             |    | 714.00    | 123124 |         | 306610 | TRAIN DEPOT COMM RM  |
|                               |                      |                      |         | ACCOUNT TOTAL            |    | 714.00    |        |         |        |                      |
|                               |                      |                      |         | ORG 001093 TOTAL         |    | 714.00    |        |         |        |                      |
| 001095                        |                      |                      |         | G/G INS.OTH SER          |    |           |        |         |        |                      |
| 001095                        | 602500               |                      |         | LEGAL                    |    |           |        |         |        |                      |
| 004694                        | ZAC FAIRLEY APPRAISA | 1196                 | 0       | 2025 3 INV P             |    | 6,000.00  | 123124 |         | 306642 | APPRAISAL REPORT (2  |
| 047351                        | LOWREY & FORTNER PA  | 20228441             | 0       | 2025 3 INV P             |    | 1,000.00  | 123124 |         | 306554 | MONTHLY CITIZENS RE  |
|                               |                      |                      |         | ACCOUNT TOTAL            |    | 7,000.00  |        |         |        |                      |
| 001095                        | 604900               |                      |         | OTHER PROFESSIONAL SERV. |    |           |        |         |        |                      |
| 002523                        | COMCAST CABLEVISION  | DEC 15 - JAN 14 2025 | 0       | 2025 3 INV P             |    | 306.29    | 123124 |         | 306509 | COMCAST BUSINESS-CI  |
| 003433                        | LOCAL IMPACT ANALYTI | 12122024-1           | 0       | 2025 3 INV P             |    | 4,500.00  | 123124 |         | 306552 | GASB 77 DATA COLLEC  |
|                               |                      |                      |         | ACCOUNT TOTAL            |    | 4,806.29  |        |         |        |                      |
| 001095                        | 606000               |                      |         | TELEPHONE AND TELEGRAPH  |    |           |        |         |        |                      |
| 002158                        | AT&T                 | L2024 12.13.24       | 0       | 2025 3 INV P             |    | 103.04    | 123124 |         | 306481 | AT&T, BLUE LIGHTS O  |
| 002158                        | AT&T                 | L2024-12.04          | 0       | 2025 3 INV P             |    | 154.56    | 123124 |         | 306481 | AT&T BLUE LIGHTS ON  |
| 002158                        | AT&T                 | L2024. 12.20.24      | 0       | 2025 3 INV P             |    | 51.52     | 123124 |         | 306481 | AT&T, BLUE LIGHTS O  |
|                               |                      |                      |         |                          |    | 309.12    |        |         |        |                      |
| 002159                        | AT&T LONG DISTANCE S | 0281056141           | 0       | 2025 3 INV P             |    | 30.20     | 123124 |         | 306484 | ONE NET SERVICE      |
| 047050                        | C SPIRE (IP)         | L2024-12/1           | 0       | 2025 3 INV P             |    | 7,569.67  | 123124 |         | 306498 | CSPIRE-GEN.GOV'T INS |
|                               |                      |                      |         | ACCOUNT TOTAL            |    | 7,908.99  |        |         |        |                      |
| 001095                        | 627000               |                      |         | SURETY AND FORGERY BONDS |    |           |        |         |        |                      |
| 004307                        | SOUTHGROUP (HATTIESB | 257512               | 0       | 2025 3 INV P             |    | 1,081.00  | 123124 |         | 306617 | RNWL EMPLOYMENT SEC  |
|                               |                      |                      |         | ACCOUNT TOTAL            |    | 1,081.00  |        |         |        |                      |
|                               |                      |                      |         | ORG 001095 TOTAL         |    | 20,796.28 |        |         |        |                      |
| 001096                        |                      |                      |         | FED PROG ADMIN           |    |           |        |         |        |                      |
| 001096                        | 502000               |                      |         | MINOR OFFICE EQUIP/FURN. |    |           |        |         |        |                      |
| 004328                        | STAPLES              | 6019399697           | 2501149 | 2025 3 INV P             |    | 253.52    | 123124 |         | 306621 | OFFICE SUPPLIES FOR  |
|                               |                      |                      |         | ACCOUNT TOTAL            |    | 253.52    |        |         |        |                      |
| 001096                        | 6032LT               |                      |         | CONTRC SERV LEAD TESTING |    |           |        |         |        |                      |
| 051220                        | KNOCKOUT HOME        | 138405               | 0       | 2025 3 INV P             |    | 1,200.00  | 123124 |         | 306547 | KNOCKOUT INSPECTION  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR  |         | INVOICE | PO | YEAR/PR | TYP | S | WARRANT                   | CHECK    | DESCRIPTION                |
|-------------------------------|----------------------|-----------------|---------|---------|----|---------|-----|---|---------------------------|----------|----------------------------|
| 051220                        | KNOCKOUT HOME        | 138406          | 0       | 2025    | 3  | INV     | P   |   | 1,200.00                  | 123124   | 306546 LEAD INSPECTION 171 |
|                               |                      |                 |         |         |    |         |     |   | 2,400.00                  |          |                            |
|                               |                      |                 |         |         |    |         |     |   | ACCOUNT TOTAL             | 2,400.00 |                            |
|                               |                      |                 |         |         |    |         |     |   | ORG 001096                | TOTAL    | 2,653.52                   |
| 001100                        |                      |                 |         |         |    |         |     |   | POLICE/PUB.SFTY           |          |                            |
| 001100                        | 501000               |                 |         |         |    |         |     |   | OTHER EXPENDABLE OFF.SPL  |          |                            |
| 003810                        | OFFICE PRODUCTS PLUS | 1078893-0       | 2501220 | 2025    | 3  | INV     | P   |   | 964.28                    | 123124   | 306581 OFFICE SUPPLIES-HPD |
|                               |                      |                 |         |         |    |         |     |   | ACCOUNT TOTAL             | 964.28   |                            |
| 001100                        | 510000               |                 |         |         |    |         |     |   | CLEANING/JANITORIAL SPLY  |          |                            |
| 004495                        | ULINE                | 186405466       | 2500995 | 2025    | 3  | INV     | P   |   | 1,020.00                  | 123124   | 306633 CLEANING SUPPLIES-H |
|                               |                      |                 |         |         |    |         |     |   | ACCOUNT TOTAL             | 1,020.00 |                            |
| 001100                        | 525000               |                 |         |         |    |         |     |   | GAS AND OIL               |          |                            |
| 049764                        | GPM EMPIRE-FLASHMARK | 93058 11/24     | 0       | 2025    | 3  | INV     | P   |   | 380.83                    | 123124   | 306529 MINIT MART FUEL PUR |
| 049764                        | GPM EMPIRE-FLASHMARK | 93058 10/24     | 0       | 2025    | 3  | INV     | P   |   | 1,174.41                  | 123124   | 306529 MINIT MART FUEL PUR |
|                               |                      |                 |         |         |    |         |     |   | 1,555.24                  |          |                            |
|                               |                      |                 |         |         |    |         |     |   | ACCOUNT TOTAL             | 1,555.24 |                            |
| 001100                        | 535000               |                 |         |         |    |         |     |   | UNIFORMS, BADGES, ETC.    |          |                            |
| 002879                        | GALL'S LLC           | 029873397       | 2500972 | 2025    | 3  | INV     | P   |   | 24.95                     | 123124   | 306526 EQUIP FOR STOCK/ SH |
| 002879                        | GALL'S LLC           | 029879856       | 2500236 | 2025    | 3  | INV     | P   |   | 170.34                    | 123124   | 306526 EQUIPMENT FOR STOCK |
| 002879                        | GALL'S LLC           | 029906054       | 2500972 | 2025    | 3  | INV     | P   |   | 13.50                     | 123124   | 306526 EQUIP FOR STOCK/ SH |
| 002879                        | GALL'S LLC           | 029962915       | 2500236 | 2025    | 3  | INV     | P   |   | 10.40                     | 123124   | 306526 EQUIPMENT FOR STOCK |
| 002879                        | GALL'S LLC           | 029967383       | 2500409 | 2025    | 3  | INV     | P   |   | 518.36                    | 123124   | 306526 PANTS FOR ROCKHOLD- |
|                               |                      |                 |         |         |    |         |     |   | 737.55                    |          |                            |
|                               |                      |                 |         |         |    |         |     |   | ACCOUNT TOTAL             | 737.55   |                            |
| 001100                        | 546000               |                 |         |         |    |         |     |   | MINOR EQUIPMENT           |          |                            |
| 004575                        | WALMART STORES INC   | 104344544333038 | 2501058 | 2025    | 3  | INV     | P   |   | 110.58                    | 123124   | 306637 CHRISTMAS DECOR-HPD |
| 047101                        | MOTOROLA SOLUTIONS   | 8282019876      | 0       | 2025    | 3  | INV     | P   |   | 1,189.00                  | 123124   | 306563 PARTS FOR BODY CAME |
|                               |                      |                 |         |         |    |         |     |   | ACCOUNT TOTAL             | 1,299.58 |                            |
| 001100                        | 559000               |                 |         |         |    |         |     |   | OTHER OPERATING MATL/SPLY |          |                            |
| 004575                        | WALMART STORES INC   | 574352532583270 | 2501166 | 2025    | 3  | INV     | P   |   | 114.56                    | 123124   | 306637 REFRESHMENTS FOR AC |
| 047236                        | HERITAGE FIREARMS    | 12              | 2501095 | 2025    | 3  | INV     | P   |   | 750.00                    | 123124   | 306531 AMMO FOR SPECIAL OP |
| 048766                        | OFFICE DEPOT         | 392643006001    | 2500403 | 2025    | 3  | INV     | P   |   | 1,230.41                  | 123124   | 306580 FLASH DRIVES FOR CR |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                     |               |            | ACCOUNT/VENDOR       |         | INVOICE | PO                       | YEAR/PR | TYP | S        | WARRANT   | CHECK  | DESCRIPTION          |
|-------------------------------|---------------------|---------------|------------|----------------------|---------|---------|--------------------------|---------|-----|----------|-----------|--------|----------------------|
| ACCOUNT TOTAL                 |                     |               |            |                      |         |         |                          |         |     |          | 2,094.97  |        |                      |
| 001100                        | 570000              |               |            |                      |         |         | MTR VEHICLE REP. PTS/SPL |         |     |          |           |        |                      |
| 002060                        | ADVANCE             | AUTO          | PARTS      | 5604434674574        | 2501103 | 2025    | 3                        | INV     | P   | 187.96   | 123124    | 306474 | PARTS FOR UNIT# 171  |
| 002060                        | ADVANCE             | AUTO          | PARTS      | 5604434774591        | 2501115 | 2025    | 3                        | INV     | P   | 2,055.99 | 123124    | 306474 | PARTS FOR SHOP-HPD   |
| 002060                        | ADVANCE             | AUTO          | PARTS      | 5604434874616        | 2501104 | 2025    | 3                        | INV     | P   | 4,528.57 | 123124    | 306474 | PARTS FOR SHOP-HPD   |
| 002060                        | ADVANCE             | AUTO          | PARTS      | 5604435174640        | 2501107 | 2025    | 3                        | INV     | P   | 3,663.11 | 123124    | 306474 | PARTS FOR SHOP-HPD   |
| 002060                        | ADVANCE             | AUTO          | PARTS      | 5604435274661        | 2501167 | 2025    | 3                        | INV     | P   | 1,018.13 | 123124    | 306474 | PARTS FOR UNIT#S 20  |
| 002060                        | ADVANCE             | AUTO          | PARTS      | 5604435374696        | 2501204 | 2025    | 3                        | INV     | P   | 778.83   | 123124    | 306474 | PARTS FOR UNIT# 183  |
|                               |                     |               |            |                      |         |         |                          |         |     |          | 12,232.59 |        |                      |
| 050822                        | ARROW MAGNOLIA, INC |               | IV24011045 |                      | 2500890 | 2025    | 3                        | INV     | P   | 200.27   | 123124    | 306478 | DEGREASER FOR SHOP-  |
| ACCOUNT TOTAL                 |                     |               |            |                      |         |         |                          |         |     |          | 12,432.86 |        |                      |
| 001100                        | 603000              |               |            |                      |         |         | VETERINARIAN             |         |     |          |           |        |                      |
| 003106                        | HOLLAND             | VETERINARY    | H          | 77941                | 0       | 2025    | 3                        | INV     | P   | 80.25    | 123124    | 306533 | VET VISIT FOR DINO   |
| 003106                        | HOLLAND             | VETERINARY    | H          | 78153                | 0       | 2025    | 3                        | INV     | P   | 1,059.25 | 123124    | 306533 | VET VISIT FOR BELLE  |
|                               |                     |               |            |                      |         |         |                          |         |     |          | 1,139.50  |        |                      |
| ACCOUNT TOTAL                 |                     |               |            |                      |         |         |                          |         |     |          | 1,139.50  |        |                      |
| 001100                        | 604900              |               |            |                      |         |         | OTHER PROFESSIONAL SERV. |         |     |          |           |        |                      |
| 002473                        | CIOX                | HEALTH        |            | 0486310028           | 0       | 2025    | 3                        | INV     | P   | 53.62    | 123124    | 306508 | RETRIEVAL FEE OF ME  |
| 002610                        | D P S               | CRIME LAB     |            | 90154210             | 0       | 2025    | 3                        | INV     | P   | 300.00   | 123124    | 306511 | ANALYTICAL FEES      |
| 004401                        | TAYLOR              | RENTAL CENTER |            | 08.28.24-09.12.24    | 0       | 2025    | 3                        | INV     | P   | 105.93   | 123124    | 306623 | 5 132" BLACK STRIPE  |
| 047055                        | INTERPRETERS &      | TRANS         |            | 210729               | 0       | 2025    | 3                        | INV     | P   | 116.35   | 123124    | 306538 | INTERPRETER SERVICE- |
| ACCOUNT TOTAL                 |                     |               |            |                      |         |         |                          |         |     |          | 575.90    |        |                      |
| 001100                        | 604921              |               |            |                      |         |         | NOLA EXPENSE             |         |     |          |           |        |                      |
| 002672                        | DOLEAC              | ELECTRIC CO   | I          | H30296               | 2500889 | 2025    | 3                        | INV     | P   | 3,335.00 | 123124    | 306515 | REPLACEMENT OF NOLA  |
| ACCOUNT TOTAL                 |                     |               |            |                      |         |         |                          |         |     |          | 3,335.00  |        |                      |
| 001100                        | 606000              |               |            |                      |         |         | TELEPHONE AND TELEGRAPH  |         |     |          |           |        |                      |
| 002158                        | AT&T                |               |            | 0563149329001 12/24  | 0       | 2025    | 3                        | INV     | P   | 48.90    | 123124    | 306483 | POLICE DISPATCH      |
| 002158                        | AT&T                |               |            | 54549101030591 12/24 | 0       | 2025    | 3                        | INV     | P   | 197.96   | 123124    | 306482 | POLICE DISPATCH      |
| 002158                        | AT&T                |               |            | T2024 8-DEC          | 0       | 2025    | 3                        | INV     | P   | 76.00    | 123124    | 306481 | AT&T. CLUB SERVICE,  |
|                               |                     |               |            |                      |         |         |                          |         |     |          | 322.86    |        |                      |
| ACCOUNT TOTAL                 |                     |               |            |                      |         |         |                          |         |     |          | 322.86    |        |                      |
| 001100                        | 611000              |               |            |                      |         |         | TRAVEL EXPENSE           |         |     |          |           |        |                      |
| 047938                        | MICHAEL             | MITCHELL      |            | 105090T/MITCHELL     | 0       | 2025    | 3                        | INV     | P   | 691.61   | 123124    | 306560 | TRAVEL ADVANCE FOR   |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |            |                       |                |         |         |     |     |           |          |        |             |                     |
|-------------------------------|------------|-----------------------|----------------|---------|---------|-----|-----|-----------|----------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |            |                       | INVOICE        | PO      | YEAR/PR | TYP | S   | WARRANT   |          | CHECK  | DESCRIPTION |                     |
| 050725                        | JUSTIN     | LADNER                | 105080T/LADNER | 0       | 2025    | 3   | INV | P         | 691.61   | 123124 | 306545      | TRAVEL ADVANCE FOR  |
| ACCOUNT TOTAL                 |            |                       |                |         |         |     |     | 1,383.22  |          |        |             |                     |
| 001100                        | 612000     | FREIGHT               |                |         |         |     |     |           |          |        |             |                     |
| 002879                        | GALL'S     | LLC                   | 029873397      | 2500972 | 2025    | 3   | INV | P         | 1.63     | 123124 | 306526      | EQUIP FOR STOCK/ SH |
| 002879                        | GALL'S     | LLC                   | 029962915      | 2500236 | 2025    | 3   | INV | P         | .74      | 123124 | 306526      | EQUIPMENT FOR STOCK |
| 002879                        | GALL'S     | LLC                   | 029967383      | 2500409 | 2025    | 3   | INV | P         | 41.70    | 123124 | 306526      | PANTS FOR ROCKHOLD- |
|                               |            |                       |                |         |         |     |     | 44.07     |          |        |             |                     |
| 004495                        | ULINE      |                       | 186405466      | 2500995 | 2025    | 3   | INV | P         | 130.26   | 123124 | 306633      | CLEANING SUPPLIES-H |
| ACCOUNT TOTAL                 |            |                       |                |         |         |     |     | 174.33    |          |        |             |                     |
| 001100                        | 630000     | GAS                   |                |         |         |     |     |           |          |        |             |                     |
| 004321                        | SPIRE      |                       | G2024 DEC 10   | 0       | 2025    | 3   | INV | P         | 2,210.28 | 123124 | 306618      | SPIRE-VARIOUS DEPAR |
| ACCOUNT TOTAL                 |            |                       |                |         |         |     |     | 2,210.28  |          |        |             |                     |
| 001100                        | 635000     | BUILDING R&M          |                |         |         |     |     |           |          |        |             |                     |
| 002672                        | DOLEAC     | ELECTRIC CO I         | H30291         | 2500929 | 2025    | 3   | INV | P         | 2,690.00 | 123124 | 306515      | INSTALL IN INTERROG |
| 002905                        | GILLILANDS | ELECTRONI             | 16168          | 2500887 | 2025    | 3   | INV | P         | 3,025.00 | 123124 | 306527      | CAMERA AND MICROPHO |
| 003905                        | PIERCE     | PLUMBING INC          | 34859625       | 0       | 2025    | 3   | INV | P         | 255.85   | 123124 | 306587      | MEN'S LOCKER ROOM B |
| 004205                        | SIGNS      | FIRST                 | INV-90498      | 2500171 | 2025    | 3   | INV | P         | 128.85   | 123124 | 306608      | ALUMINUM SIGNS-HPD  |
| 047025                        | POWERS OF  | MISSISSIPP            | 237410         | 0       | 2025    | 3   | INV | P         | 4,312.50 | 123124 | 306591      | 4TH QUATER SERVICE  |
| ACCOUNT TOTAL                 |            |                       |                |         |         |     |     | 10,412.20 |          |        |             |                     |
| 001100                        | 636500     | OFFICE EQUIPMENT R&M  |                |         |         |     |     |           |          |        |             |                     |
| 004057                        | RJ YOUNG   | COMPANY               | INV7280059     | 0       | 2025    | 3   | INV | P         | 250.00   | 123124 | 306599      | FILE # 2021-285 COP |
| ACCOUNT TOTAL                 |            |                       |                |         |         |     |     | 250.00    |          |        |             |                     |
| 001100                        | 638400     | MOTOR VEHICLE EQ. R&M |                |         |         |     |     |           |          |        |             |                     |
| 002169                        | AUTOMOTIVE | GLASS SPE             | I264484        | 2500376 | 2025    | 3   | INV | P         | 375.00   | 123124 | 306487      | REPAIRS TO UNIT# 21 |
| 002169                        | AUTOMOTIVE | GLASS SPE             | I264845        | 2500881 | 2025    | 3   | INV | P         | 365.00   | 123124 | 306487      | WINDSHIELD FOR UNIT |
| 002169                        | AUTOMOTIVE | GLASS SPE             | I264956        | 2500927 | 2025    | 3   | INV | P         | 375.00   | 123124 | 306487      | REPAIR TO UNIT# 204 |
| 002169                        | AUTOMOTIVE | GLASS SPE             | I265038        | 2501114 | 2025    | 3   | INV | P         | 427.23   | 123124 | 306487      | REPAIR TO UNIT# 193 |
|                               |            |                       |                |         |         |     |     | 1,542.23  |          |        |             |                     |
| 002194                        | BARDING    | GENERATOR &           | 13975          | 2501170 | 2025    | 3   | INV | P         | 497.49   | 123124 | 306489      | REPAIRS TO UNIT# 16 |
| 002738                        | EMPIRE     | TRUCK SALES           | RE006040378    | 2500950 | 2025    | 3   | INV | P         | 4,997.85 | 123124 | 306517      | REPAIRS TO UNIT# 15 |
| 003476                        | MAACO      | COLLISION REPA        | 30195          | 2501044 | 2025    | 3   | INV | P         | 4,189.35 | 123124 | 306555      | REPAIRS TO UNIT# 21 |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR    |         | INVOICE                  | PO | YEAR/PR | TYP | S | WARRANT          | CHECK  | DESCRIPTION         |
|-------------------------------|----------------------|-------------------|---------|--------------------------|----|---------|-----|---|------------------|--------|---------------------|
| 047725                        | HI-FI CRUISIN        | 131925            | 0       | 2025                     | 3  | INV     | P   |   | 180.00 123124    | 306532 | INSTALL LABOR CHARG |
| 051161                        | JDM SERVICES         | 7084              | 2501020 | 2025                     | 3  | INV     | P   |   | 450.00 123124    | 306542 | REPAIRS TO UNIT# 16 |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 11,856.92        |        |                     |
| 001100                        | 639800               |                   |         | TOW IN CHARGES           |    |         |     |   |                  |        |                     |
| 003389                        | LARRY'S WRECKER SERV | 13822             | 0       | 2025                     | 3  | INV     | P   |   | 70.00 123124     | 306550 | TOWING OF UNIT# 183 |
| 003389                        | LARRY'S WRECKER SERV | 13825             | 0       | 2025                     | 3  | INV     | P   |   | 70.00 123124     | 306550 | TOWING OF UNIT# 183 |
|                               |                      |                   |         |                          |    |         |     |   | 140.00           |        |                     |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 140.00           |        |                     |
| 001100                        | 641000               |                   |         | OFFICE EQUIPMENT RENT    |    |         |     |   |                  |        |                     |
| 004057                        | RJ YOUNG COMPANY     | INV7279781        | 0       | 2025                     | 3  | INV     | P   |   | 548.11 123124    | 306599 | FILE# 2024-96 COPIE |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 548.11           |        |                     |
| 001100                        | 641700               |                   |         | MOTORCYCLE RENT          |    |         |     |   |                  |        |                     |
| 048971                        | ENTERPRISE FM TRUST  | FBN5206313        | 0       | 2025                     | 3  | INV     | P   |   | 10,733.60 123124 | 306520 | MB# 2022-221 LEASE  |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 10,733.60        |        |                     |
| 001100                        | 684500               |                   |         | REGISTRATION FEE/TUITION |    |         |     |   |                  |        |                     |
| 003758                        | NATL RIFLE ASSN (LEA | 01.27.25-01.31.25 | 0       | 2025                     | 3  | INV     | P   |   | 685.00 123124    | 306576 | REGISTRATION FEE FO |
| 049418                        | THARPE CONSULTING    | HPD DEL 1030A     | 0       | 2025                     | 3  | INV     | P   |   | 1,375.00 123124  | 306625 | P/F REG. MCBRYDE,WO |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 2,060.00         |        |                     |
| 001100                        | 739900               |                   |         | OTHER EQUIPMENT          |    |         |     |   |                  |        |                     |
| 051208                        | GLOBAL EQUIPMENT CO  | 122671046         | 2500961 | 2025                     | 3  | INV     | P   |   | 26,992.00 123124 | 306528 | BARRIERS/SC#8200076 |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 26,992.00        |        |                     |
| ORG 001100 TOTAL              |                      |                   |         |                          |    |         |     |   | 92,238.40        |        |                     |
| 001131                        |                      |                   |         | JOINT P&F TRNG.          |    |         |     |   |                  |        |                     |
| 001131                        | 500300               |                   |         | PAPER                    |    |         |     |   |                  |        |                     |
| 003810                        | OFFICE PRODUCTS PLUS | 1079030-0         | 2501243 | 2025                     | 3  | INV     | P   |   | 38.16 123124     | 306581 | OFFICE SUPPLIES     |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 38.16            |        |                     |
| 001131                        | 501000               |                   |         | OTHER EXPENDABLE OFF.SPL |    |         |     |   |                  |        |                     |
| 003810                        | OFFICE PRODUCTS PLUS | 1079030-0         | 2501243 | 2025                     | 3  | INV     | P   |   | 144.93 123124    | 306581 | OFFICE SUPPLIES     |
| ACCOUNT TOTAL                 |                      |                   |         |                          |    |         |     |   | 144.93           |        |                     |
| 001131                        | 510000               |                   |         | CLEANING/JANITORIAL SPLY |    |         |     |   |                  |        |                     |
| 003810                        | OFFICE PRODUCTS PLUS | 1079030-0         | 2501243 | 2025                     | 3  | INV     | P   |   | 230.56 123124    | 306581 | OFFICE SUPPLIES     |



| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |             |         |                           |          |          |        |                     |
|-------------------------------|----------------------|-------------|---------|---------------------------|----------|----------|--------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE     | PO      | YEAR/PR                   | TYP S    | WARRANT  | CHECK  | DESCRIPTION         |
|                               |                      |             |         |                           |          |          |        |                     |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 230.56   |        |                     |
| 001131                        | 535500               |             |         | WEARING APPAREL           |          |          |        |                     |
| 002879                        | GALL'S LLC           | 029985877   | 2501254 | 2025 3 INV P              | 69.80    | 123124   | 306526 | CAMPAIGN HAT SUPPLI |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 69.80    |        |                     |
| 001131                        | 559000               |             |         | OTHER OPERATING MATL/SPLY |          |          |        |                     |
| 003963                        | PRECISION DELTA CORP | 32414       | 2501142 | 2025 3 INV P              | 4,817.46 | 123124   | 306593 | AMMUNITION          |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 4,817.46 |        |                     |
| 001131                        | 612000               |             |         | FREIGHT                   |          |          |        |                     |
| 002879                        | GALL'S LLC           | 029985877   | 2501254 | 2025 3 INV P              | 6.99     | 123124   | 306526 | CAMPAIGN HAT SUPPLI |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 6.99     |        |                     |
| 001131                        | 6845FR               |             |         | REGISTRATION-FIRE         |          |          |        |                     |
| 004331                        | STATE FIRE ACADEMY   | 32993       | 0       | 2025 3 INV P              | 360.00   | 123124   | 306622 | BURSON - FIREGROUND |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 360.00   |        |                     |
| ORG 001131 TOTAL              |                      |             |         |                           |          | 5,667.90 |        |                     |
| FIRE DIVISION                 |                      |             |         |                           |          |          |        |                     |
| 001160                        | 510000               |             |         | CLEANING/JANITORIAL SPLY  |          |          |        |                     |
| 002471                        | CINTAS CORPORATION # | 4214682648  | 0       | 2025 3 INV P              | 24.41    | 123124   | 306506 | HFD MECHANIC SHOP C |
| 002471                        | CINTAS CORPORATION # | 4215447120  | 0       | 2025 3 INV P              | 24.41    | 123124   | 306506 | HFD MECHANIC SHOP J |
|                               |                      |             |         |                           |          | 48.82    |        |                     |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 48.82    |        |                     |
| 001160                        | 525000               |             |         | GAS AND OIL               |          |          |        |                     |
| 049764                        | GPM EMPIRE-FLASHMARK | 93058 11/24 | 0       | 2025 3 INV P              | 9.29     | 123124   | 306529 | MINIT MART FUEL PUR |
| 049764                        | GPM EMPIRE-FLASHMARK | 93058 10/24 | 0       | 2025 3 INV P              | 28.65    | 123124   | 306529 | MINIT MART FUEL PUR |
|                               |                      |             |         |                           |          | 37.94    |        |                     |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 37.94    |        |                     |
| 001160                        | 525700               |             |         | DIESEL FUEL               |          |          |        |                     |
| 049764                        | GPM EMPIRE-FLASHMARK | 93058 11/24 | 0       | 2025 3 INV P              | 74.31    | 123124   | 306529 | MINIT MART FUEL PUR |
| 049764                        | GPM EMPIRE-FLASHMARK | 93058 10/24 | 0       | 2025 3 INV P              | 229.15   | 123124   | 306529 | MINIT MART FUEL PUR |
|                               |                      |             |         |                           |          | 303.46   |        |                     |
| ACCOUNT TOTAL                 |                      |             |         |                           |          | 303.46   |        |                     |
| 001160                        | 559000               |             |         | OTHER OPERATING MATL/SPLY |          |          |        |                     |
| 002215                        | BATTERIES PLUS BULBS | P78620859   | 2501150 | 2025 3 INV P              | 99.36    | 123124   | 306490 | HFD BATTERIES FOR A |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR    |         | INVOICE | PO | YEAR/PR                  | TYP | S | WARRANT  | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|-------------------|---------|---------|----|--------------------------|-----|---|----------|--------|----------------------------|
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 99.36    |        |                            |
| 001160                        | 570000               |                   |         |         |    |                          |     |   |          |        |                            |
| 048437                        | JARED R MOTT         | 48780             | 0       |         |    | MTR VEHICLE REP. PTS/SPL |     |   | 40.33    | 123124 | 306540 HFD REIMBURSEMENT E |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 40.33    |        |                            |
| 001160                        | 612000               |                   |         |         |    |                          |     |   |          |        |                            |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0524      | 2501215 |         |    | 2025 3 INV P             |     |   | 40.00    | 123124 | 306514 HFD ENGINE 2 UNIT # |
| FREIGHT                       |                      |                   |         |         |    |                          |     |   |          |        |                            |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 40.00    |        |                            |
| 001160                        | 630000               |                   |         |         |    |                          |     |   |          |        |                            |
| 004321                        | SPIRE                | G2024 DEC 10      | 0       |         |    | GAS                      |     |   | 85.02    | 123124 | 306618 SPIRE-VARIOUS DEPAR |
| 004321                        | SPIRE                | G2024- 16-DEC     | 0       |         |    | 2025 3 INV P             |     |   | 208.24   | 123124 | 306618 SPIRE-VARIOUS DEPAR |
|                               |                      |                   |         |         |    |                          |     |   | 293.26   |        |                            |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 293.26   |        |                            |
| 001160                        | 630500               |                   |         |         |    |                          |     |   |          |        |                            |
| 003700                        | MS POWER COMPANY     | E2024 11-DEC      | 0       |         |    | ELECTRICITY              |     |   | 652.64   | 123124 | 306569 MISSISSIPPI POWER-1 |
| 004282                        | SOUTHERN PINE ELECTR | E2024-12/02       | 0       |         |    | 2025 3 INV P             |     |   | 978.23   | 123124 | 306613 SOUTHERN PINE ELECT |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 1,630.87 |        |                            |
| 001160                        | 631500               |                   |         |         |    |                          |     |   |          |        |                            |
| 048680                        | RAWLS SPRINGS UTILIT | T2024- 12/16/2024 | 0       |         |    | WATER                    |     |   | 50.06    | 123124 | 306597 RAWLS SPRINGS- ACCT |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 50.06    |        |                            |
| 001160                        | 635000               |                   |         |         |    |                          |     |   |          |        |                            |
| 003225                        | JACKSON, ROOSEVELT I | 729117            | 2501217 |         |    | BUILDING R&M             |     |   | 4,785.00 | 123124 | 306539 HFD STATION 5 REPAI |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 4,785.00 |        |                            |
| 001160                        | 638000               |                   |         |         |    |                          |     |   |          |        |                            |
| 002672                        | DOLEAC ELECTRIC CO I | FS1-X1            | 2500962 |         |    | FIXED EQUIPMENT R&M      |     |   | 475.00   | 123124 | 306515 HFD STATION 1 GENER |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 475.00   |        |                            |
| 001160                        | 638400               |                   |         |         |    |                          |     |   |          |        |                            |
| 003421                        | LIL TIRE SHOPPE (BR  | 1129979           | 0       |         |    | MOTOR VEHICLE EQ. R&M    |     |   | 50.50    | 123124 | 306551 HFD MECHANIC TRUCK  |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0524      | 2501215 |         |    | 2025 3 INV P             |     |   | 166.02   | 123124 | 306514 HFD ENGINE 2 UNIT # |
| 049645                        | DELTA FIRE & SAFETY  | INVLA24-0528      | 2501219 |         |    | 2025 3 INV P             |     |   | 1,269.32 | 123124 | 306514 HFD ENGINE 2 UNIT # |
|                               |                      |                   |         |         |    |                          |     |   | 1,435.34 |        |                            |
| ACCOUNT TOTAL                 |                      |                   |         |         |    |                          |     |   | 1,485.84 |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                       |              |  | ACCOUNT/VENDOR |      | INVOICE | PO  | YEAR/PR                  | TYP       | S      | WARRANT | CHECK  | DESCRIPTION         |
|-------------------------------|-----------------------|--------------|--|----------------|------|---------|-----|--------------------------|-----------|--------|---------|--------|---------------------|
| 001160                        | 641000                |              |  |                |      |         |     | OFFICE EQUIPMENT RENT    |           |        |         |        |                     |
| 004050                        | RICOH CORP            | 40004237     |  | 0              | 2025 | 3       | INV | P                        | 205.35    | 123124 |         | 306598 | HFD ADMIN OFFICE CO |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 205.35    |        |         |        |                     |
| 001160                        | 643500                |              |  |                |      |         |     | MOP-MAT-RAG RENT         |           |        |         |        |                     |
| 002471                        | CINTAS CORPORATION #  | 4214683086   |  | 0              | 2025 | 3       | INV | P                        | 57.52     | 123124 |         | 306505 | HFD ADMIN OFFICE MA |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 57.52     |        |         |        |                     |
| ORG 001160 TOTAL              |                       |              |  |                |      |         |     |                          | 9,552.81  |        |         |        |                     |
| 001180                        | LAND DEVEL.ADM.       |              |  |                |      |         |     |                          |           |        |         |        |                     |
| 001180                        | 601800                |              |  |                |      |         |     | LOT CLEARING             |           |        |         |        |                     |
| 004417                        | TERRY'S BACKHOE AND   | 1072         |  | 0              | 2025 | 3       | INV | P                        | 17,341.50 | 123124 |         | 306624 | LOT CLEARING - 901  |
| 004417                        | TERRY'S BACKHOE AND   | 1073         |  | 0              | 2025 | 3       | INV | P                        | 828.50    | 123124 |         | 306624 | LOT CLEARING - 703  |
| 004417                        | TERRY'S BACKHOE AND   | 1074         |  | 0              | 2025 | 3       | INV | P                        | 828.50    | 123124 |         | 306624 | LOT CLEARING - 705  |
| 004417                        | TERRY'S BACKHOE AND   | 1075         |  | 0              | 2025 | 3       | INV | P                        | 380.00    | 123124 |         | 306624 | LOT CLEARING - 707  |
| 004417                        | TERRY'S BACKHOE AND   | 1076         |  | 0              | 2025 | 3       | INV | P                        | 285.00    | 123124 |         | 306624 | LOT CLEARING - 709  |
|                               |                       |              |  |                |      |         |     |                          | 19,663.50 |        |         |        |                     |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 19,663.50 |        |         |        |                     |
| 001180                        | 602300                |              |  |                |      |         |     | ABSTRACTING & RECORDING  |           |        |         |        |                     |
| 002847                        | FORREST COUNTY CHANC  | 198, 200     |  | 0              | 2025 | 3       | INV | P                        | 807.00    | 123124 |         | 306524 | RECORDING FEES FOR  |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 807.00    |        |         |        |                     |
| 001180                        | 604900                |              |  |                |      |         |     | OTHER PROFESSIONAL SERV. |           |        |         |        |                     |
| 004482                        | TYLER TECHNOLOGIES IN | 025-487657   |  | 0              | 2025 | 3       | INV | P                        | 4,533.15  | 123124 |         | 306632 | SUPPORT AND MAINTEN |
| 047055                        | INTERPRETERS & TRANS  | 210729URBDEV |  | 0              | 2025 | 3       | INV | P                        | 128.88    | 123124 |         | 306538 | INTERPRETING SERVIC |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 4,662.03  |        |         |        |                     |
| 001180                        | 620000                |              |  |                |      |         |     | PRINTING                 |           |        |         |        |                     |
| 004057                        | RJ YOUNG COMPANY      | INV7263128   |  | 0              | 2025 | 3       | INV | P                        | 247.51    | 123124 |         | 306599 | AAA71330 - BUILDING |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 247.51    |        |         |        |                     |
| 001180                        | 638400                |              |  |                |      |         |     | MOTOR VEHICLE EQ. R&M    |           |        |         |        |                     |
| 002815                        | FIRESTONE COMPLETE A  | 281513       |  | 2501252        | 2025 | 3       | INV | P                        | 72.91     | 123124 |         | 306523 | OIL CHANGE & TIRE R |
| ACCOUNT TOTAL                 |                       |              |  |                |      |         |     |                          | 72.91     |        |         |        |                     |
| ORG 001180 TOTAL              |                       |              |  |                |      |         |     |                          | 25,452.95 |        |         |        |                     |
| 001190                        | P/S CONTRAC.SER       |              |  |                |      |         |     |                          |           |        |         |        |                     |
| 001190                        | 602700                |              |  |                |      |         |     | MEDICAL                  |           |        |         |        |                     |
| 050313                        | ASSOCIATION PROGRAM   | 241226085401 |  | 0              | 2025 | 3       | INV | P                        | 5,705.04  | 123124 |         | 306480 | INMATE MEDICAL BILL |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3          |  |  |  |         |                   |         |     |       |          |        |                            |
|----------------------------------------|--|--|--|---------|-------------------|---------|-----|-------|----------|--------|----------------------------|
| ACCOUNT/VENDOR                         |  |  |  | INVOICE | PO                | YEAR/PR | TYP | S     | WARRANT  | CHECK  | DESCRIPTION                |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 5,705.04 |        |                            |
|                                        |  |  |  |         | ORG 001190 TOTAL  |         |     |       | 5,705.04 |        |                            |
| 001191 TRAFFIC MAINT.                  |  |  |  |         |                   |         |     |       |          |        |                            |
| 001191 554500                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 004555 VULCAN SIGNS R54418             |  |  |  |         | 2500437           | 2025    | 3   | INV P | 4,733.80 | 123124 | 306636 TRAFFIC SIGNS       |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 4,733.80 |        |                            |
| 001191 559000                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 002795 FASTENAL COMPANY MSHAT243629    |  |  |  |         | 2500516           | 2025    | 3   | INV P | 2,793.18 | 123124 | 306521 OHER OPERATING MATE |
| 002795 FASTENAL COMPANY MSHAT243830    |  |  |  |         | 2501005           | 2025    | 3   | INV P | 102.00   | 123124 | 306521 GLOVES              |
|                                        |  |  |  |         |                   |         |     |       | 2,895.18 |        |                            |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 2,895.18 |        |                            |
| 001191 570000                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 002168 AUTO ZONE 00139203725           |  |  |  |         | 2501189           | 2025    | 3   | INV P | 55.98    | 123124 | 306486 CABLE BOOSTER       |
| 002294 BOURNE BROTHERS PRIN 94301      |  |  |  |         | 2500994           | 2025    | 3   | INV P | 12.50    | 123124 | 306493 DECALS-TRAFFIC BB#1 |
| 004466 TRUCKS PLUS AUTO ACC 48133      |  |  |  |         | 2501025           | 2025    | 3   | INV P | 101.00   | 123124 | 306628 TRUCK PARTS MIEGAL  |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 169.48   |        |                            |
| 001191 630000                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 004321 SPIRE G2024 DEC 10              |  |  |  |         | 0                 | 2025    | 3   | INV P | 28.29    | 123124 | 306618 SPIRE-VARIOUS DEPAR |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 28.29    |        |                            |
| 001191 638400                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 003861 PATTERSON AUTO ELECT 82638      |  |  |  |         | 2501134           | 2025    | 3   | INV P | 2,452.24 | 123124 | 306584 TRUCK REPAIR MIEGAL |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 2,452.24 |        |                            |
| 001191 643000                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 002471 CINTAS CORPORATION # 4214680064 |  |  |  |         | 0                 | 2025    | 3   | INV P | 8.56     | 123124 | 306506 TRAFFIC MATS SC/8   |
| 002471 CINTAS CORPORATION # 4214680346 |  |  |  |         | 0                 | 2025    | 3   | INV P | 28.26    | 123124 | 306506 TRAFFIC UNIFORM SC  |
| 002471 CINTAS CORPORATION # 4215444327 |  |  |  |         | 0                 | 2025    | 3   | INV P | 68.08    | 123124 | 306504 TRAFFIC UNIFORM S   |
|                                        |  |  |  |         |                   |         |     |       | 104.90   |        |                            |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 104.90   |        |                            |
| 001191 643500                          |  |  |  |         |                   |         |     |       |          |        |                            |
| 002471 CINTAS CORPORATION # 4215443837 |  |  |  |         | 0                 | 2025    | 3   | INV P | 8.56     | 123124 | 306506 TRAFFIC MATS SC/820 |
|                                        |  |  |  |         | ACCOUNT TOTAL     |         |     |       | 8.56     |        |                            |
| 001191 687000                          |  |  |  |         |                   |         |     |       |          |        |                            |
|                                        |  |  |  |         | CUSTODIAL SERVICE |         |     |       |          |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3           |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
|-----------------------------------------|--|--|--|---------|----------------------|---------|------|---|---------|-----------|----------|-------------|--------|---------------------|
| ACCOUNT/VENDOR                          |  |  |  | INVOICE | PO                   | YEAR/PR | TYP  | S | WARRANT |           | CHECK    | DESCRIPTION |        |                     |
| 050404 PRECIOUS TATE JASPER             |  |  |  |         | 0001                 | 2501087 | 2025 | 3 | INV     | P         | 176.00   | 123124      | 306592 | TWO-QUOTE JANITORIA |
| 050419 SCRUB HUB LLC                    |  |  |  |         | 12/2/24-12/6/24 Jani | 0       | 2025 | 3 | INV     | P         | 108.18   | 123124      | 306604 | FINAL JANITORIAL CL |
| ACCOUNT TOTAL                           |  |  |  |         |                      |         |      |   |         | 284.18    |          |             |        |                     |
| ORG 001191 TOTAL                        |  |  |  |         |                      |         |      |   |         | 10,676.63 |          |             |        |                     |
| 001201 STREET DIV.                      |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
| 001201 540000 ASPHALT & ASPHALT PROD.   |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
| 004586 WARREN PAVING INC                |  |  |  |         | 100884               | 2500788 | 2025 | 3 | INV     | P         | 96.61    | 123124      | 306639 | ASPHALT/VARIOUS LOC |
| 004586 WARREN PAVING INC                |  |  |  |         | 100897               | 2500788 | 2025 | 3 | INV     | P         | 156.98   | 123124      | 306639 | ASPHALT/VARIOUS LOC |
| 004586 WARREN PAVING INC                |  |  |  |         | 101058               | 2500788 | 2025 | 3 | INV     | P         | 101.25   | 123124      | 306639 | ASPHALT/VARIOUS LOC |
| 004586 WARREN PAVING INC                |  |  |  |         | 101110               | 2501158 | 2025 | 3 | INV     | P         | 130.97   | 123124      | 306639 | ASPHALT/VARIOUS LOC |
| 004586 WARREN PAVING INC                |  |  |  |         | 101115               | 2501158 | 2025 | 3 | INV     | P         | 143.98   | 123124      | 306639 | ASPHALT/VARIOUS LOC |
|                                         |  |  |  |         |                      |         |      |   |         | 629.79    |          |             |        |                     |
| ACCOUNT TOTAL                           |  |  |  |         |                      |         |      |   |         | 629.79    |          |             |        |                     |
| 001201 546000 MINOR EQUIPMENT           |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
| 002714 ECONOMY SUPPLY CO                |  |  |  |         | 136063               | 2501129 | 2025 | 3 | INV     | P         | 147.98   | 123124      | 306516 | MATERIALS FOR THE C |
| ACCOUNT TOTAL                           |  |  |  |         |                      |         |      |   |         | 147.98    |          |             |        |                     |
| 001201 559000 OTHER OPERATING MATL/SPLY |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
| 002471 CINTAS CORPORATION #             |  |  |  |         | 4214680388           | 0       | 2025 | 3 | INV     | P         | 12.10    | 123124      | 306506 | HAND SANITIZER AND  |
| 002471 CINTAS CORPORATION #             |  |  |  |         | 4215444324           | 0       | 2025 | 3 | INV     | P         | 12.10    | 123124      | 306506 | DESK TOP HAND SANIT |
|                                         |  |  |  |         |                      |         |      |   |         | 24.20     |          |             |        |                     |
| 004634 WHEELER'S JANITORIAL             |  |  |  |         | 1637758              | 2500910 | 2025 | 3 | INV     | P         | 660.00   | 123124      | 306641 | BAG LINER           |
| ACCOUNT TOTAL                           |  |  |  |         |                      |         |      |   |         | 684.20    |          |             |        |                     |
| 001201 570000 MTR VEHICLE REP. PTS/SPL  |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
| 003746 NAPA AUTO PARTS                  |  |  |  |         | 000209               | 2501239 | 2025 | 3 | INV     | P         | 75.68    | 123124      | 306575 | PARTS. UNIT 20405   |
| 004514 UNIVERSITY TIRE & SE             |  |  |  |         | INV246686            | 2501027 | 2025 | 3 | INV     | P         | 473.04   | 123124      | 306635 | TIRE ON UNIT 20405  |
| 004514 UNIVERSITY TIRE & SE             |  |  |  |         | INV247086            | 2501178 | 2025 | 3 | INV     | P         | 483.12   | 123124      | 306635 | TIRES/UNIT 16237/SC |
|                                         |  |  |  |         |                      |         |      |   |         | 956.16    |          |             |        |                     |
| ACCOUNT TOTAL                           |  |  |  |         |                      |         |      |   |         | 1,031.84  |          |             |        |                     |
| 001201 604900 OTHER PROFESSIONAL SERV.  |  |  |  |         |                      |         |      |   |         |           |          |             |        |                     |
| 048676 PROCARE LANDS                    |  |  |  |         | 33                   | 0       | 2025 | 3 | INV     | P         | 3,000.00 | 123124      | 306594 | WEEKLY MAINTENANCE- |
| 048836 PAYTON, RAY A.                   |  |  |  |         | 511                  | 0       | 2025 | 3 | INV     | P         | 1,150.00 | 123124      | 306585 | WEEKLY MAINTENANCE- |
| 048966 MARTINEZ DAVID J                 |  |  |  |         | 166                  | 0       | 2025 | 3 | INV     | P         | 2,500.00 | 123124      | 306557 | WEEKLY MAINTENANCE- |
| 048966 MARTINEZ DAVID J                 |  |  |  |         | 167                  | 0       | 2025 | 3 | INV     | P         | 500.00   | 123124      | 306557 | WEEKLY MAINTENANCE- |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR     |         | INVOICE               | PO | YEAR/PR | TYP | S | WARRANT   | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|--------------------|---------|-----------------------|----|---------|-----|---|-----------|--------|----------------------------|
| 048966                        | MARTINEZ DAVID J     | 168                | 0       | 2025                  | 3  | INV     | P   |   | 700.00    | 123124 | 306557 WEEKLY MAINTENANCE- |
|                               |                      |                    |         |                       |    |         |     |   | 3,700.00  |        |                            |
|                               |                      |                    |         | ACCOUNT TOTAL         |    |         |     |   | 7,850.00  |        |                            |
| 001201                        | 638400               |                    |         | MOTOR VEHICLE EQ. R&M |    |         |     |   |           |        |                            |
| 003034                        | HATTIESBURG HYDRAULI | 108491             | 2501191 | 2025                  | 3  | INV     | P   |   | 674.50    | 123124 | 306530 REPAIRS ON UNIT 200 |
| 004297                        | SOUTHERN TIRE MART ( | 2520172663         | 2501285 | 2025                  | 3  | INV     | P   |   | 196.00    | 123124 | 306615 TIRE REPAIR/UNIT 21 |
|                               |                      |                    |         | ACCOUNT TOTAL         |    |         |     |   | 870.50    |        |                            |
| 001201                        | 638700               |                    |         | AGRICULTURAL EQ. R&M  |    |         |     |   |           |        |                            |
| 003843                        | PARISH TRACTOR (HATT | W09625             | 2500870 | 2025                  | 3  | INV     | P   |   | 830.20    | 123124 | 306583 REPAIRS UNIT 16724  |
| 003843                        | PARISH TRACTOR (HATT | W09626             | 2501099 | 2025                  | 3  | INV     | P   |   | 1,453.06  | 123124 | 306583 REPAIRS/UNIT 15999  |
|                               |                      |                    |         |                       |    |         |     |   | 2,283.26  |        |                            |
|                               |                      |                    |         | ACCOUNT TOTAL         |    |         |     |   | 2,283.26  |        |                            |
| 001201                        | 643000               |                    |         | UNIFORM RENT          |    |         |     |   |           |        |                            |
| 002471                        | CINTAS CORPORATION # | 4200936716         | 0       | 2025                  | 3  | INV     | P   |   | 35.39     | 123124 | 306505 UNIFORM RENTALS SC  |
| 002471                        | CINTAS CORPORATION # | 4214680141         | 0       | 2025                  | 3  | INV     | P   |   | 25.00     | 123124 | 306506 UNIFORM RENTALS SC  |
| 002471                        | CINTAS CORPORATION # | 4214680208         | 0       | 2025                  | 3  | INV     | P   |   | 49.90     | 123124 | 306505 UNIFORM RENTALS SC  |
| 002471                        | CINTAS CORPORATION # | 4214680352         | 0       | 2025                  | 3  | INV     | P   |   | 210.20    | 123124 | 306504 UNIFORM RENTALS SC  |
| 002471                        | CINTAS CORPORATION # | 4214680379         | 0       | 2025                  | 3  | INV     | P   |   | 23.13     | 123124 | 306506 MAT RENTALS SC 8200 |
| 002471                        | CINTAS CORPORATION # | 4214680385         | 0       | 2025                  | 3  | INV     | P   |   | 44.89     | 123124 | 306505 UNIFORM RENTALS SC  |
| 002471                        | CINTAS CORPORATION # | 4215443961         | 0       | 2025                  | 3  | INV     | P   |   | 25.00     | 123124 | 306506 UNIFORM RENTALS     |
| 002471                        | CINTAS CORPORATION # | 4215444045         | 0       | 2025                  | 3  | INV     | P   |   | 49.90     | 123124 | 306505 UNIFORM RENTALS     |
| 002471                        | CINTAS CORPORATION # | 4215444312         | 0       | 2025                  | 3  | INV     | P   |   | 93.15     | 123124 | 306504 UNIFORM RENTALS     |
| 002471                        | CINTAS CORPORATION # | 4215444376         | 0       | 2025                  | 3  | INV     | P   |   | 23.13     | 123124 | 306506 UNIFORM RENTALS     |
| 002471                        | CINTAS CORPORATION # | 4215444409         | 0       | 2025                  | 3  | INV     | P   |   | 44.89     | 123124 | 306505 UNIFORM RENTALS     |
|                               |                      |                    |         |                       |    |         |     |   | 624.58    |        |                            |
|                               |                      |                    |         | ACCOUNT TOTAL         |    |         |     |   | 624.58    |        |                            |
|                               |                      |                    |         | ORG 001201 TOTAL      |    |         |     |   | 14,122.15 |        |                            |
| 001202                        | 630500               |                    |         | STREET LIGHTS         |    |         |     |   |           |        |                            |
| 003700                        | MS POWER COMPANY     | E2024 12-DEC       | 0       | 2025                  | 3  | INV     | P   |   | 105.05    | 123124 | 306570 MISSISSIPPI POWER-1 |
| 003700                        | MS POWER COMPANY     | E2024 12/10/2024B  | 0       | 2025                  | 3  | INV     | P   |   | 52.63     | 123124 | 306567 MISSISSIPPI POWER-6 |
| 003700                        | MS POWER COMPANY     | E2024 12/6/2024B   | 0       | 2025                  | 3  | INV     | P   |   | 51.38     | 123124 | 306565 MISSISSIPPI POWER-1 |
| 003700                        | MS POWER COMPANY     | E2024 DEC 7        | 0       | 2025                  | 3  | INV     | P   |   | 51.38     | 123124 | 306566 MISSISSIPPI POWER-1 |
| 003700                        | MS POWER COMPANY     | E2024- 12/17/2024B | 0       | 2025                  | 3  | INV     | P   |   | 53.88     | 123124 | 306572 MISSISSIPPI POWER-5 |
| 003700                        | MS POWER COMPANY     | E2024- 19-DEC      | 0       | 2025                  | 3  | INV     | P   |   | 103.94    | 123124 | 306573 MISSISSIPPI POWER-1 |
|                               |                      |                    |         |                       |    |         |     |   | 418.26    |        |                            |
| 004282                        | SOUTHERN PINE ELECTR | E2024 12.04.24B    | 0       | 2025                  | 3  | INV     | P   |   | 61.50     | 123124 | 306613 SOUTHERN PINE ELECT |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR       |          | INVOICE | PO      | YEAR/PR | TYP | S                         | WARRANT | CHECK  | DESCRIPTION                |
|-------------------------------|----------------------|----------------------|----------|---------|---------|---------|-----|---------------------------|---------|--------|----------------------------|
| 004282                        | SOUTHERN PINE ELECTR | E2024-               | 12.16.24 |         | 0       | 2025    | 3   | INV P                     | 93.31   | 123124 | 306613 SOUTHERN PINE ELECT |
|                               |                      |                      |          |         |         |         |     |                           | 154.81  |        |                            |
|                               |                      |                      |          |         |         |         |     | ACCOUNT TOTAL             | 573.07  |        |                            |
|                               |                      |                      |          |         |         |         |     | ORG 001202 TOTAL          | 573.07  |        |                            |
| 001203                        |                      |                      |          |         |         |         |     | ENGR/PUBLIC SER           |         |        |                            |
| 001203                        | 501000               |                      |          |         |         |         |     | OTHER EXPENDABLE OFF.SPL  |         |        |                            |
| 003810                        | OFFICE PRODUCTS PLUS | 1076358-0            |          |         | 2500829 | 2025    | 3   | INV P                     | 144.52  | 123124 | 306581 PENBLN105C EnerGel- |
| 003810                        | OFFICE PRODUCTS PLUS | 1076358-1            |          |         | 2500829 | 2025    | 3   | INV P                     | 49.55   | 123124 | 306581 2 STAND MONITOR,DRA |
|                               |                      |                      |          |         |         |         |     |                           | 194.07  |        |                            |
|                               |                      |                      |          |         |         |         |     | ACCOUNT TOTAL             | 194.07  |        |                            |
| 001203                        | 613000               |                      |          |         |         |         |     | MESSENGER/EXPRESS SERV.   |         |        |                            |
| 002798                        | FEDERAL EXPRESS      | 9-685-24028          |          |         | 0       | 2025    | 3   | INV P                     | 4.76    | 123124 | 306522 FEDEX LATE FEE      |
| 002798                        | FEDERAL EXPRESS      | 9-685-61974          |          |         | 0       | 2025    | 3   | INV P                     | 4.44    | 123124 | 306522 FEDEX LATE FEE      |
|                               |                      |                      |          |         |         |         |     |                           | 9.20    |        |                            |
|                               |                      |                      |          |         |         |         |     | ACCOUNT TOTAL             | 9.20    |        |                            |
| 001203                        | 687000               |                      |          |         |         |         |     | CUSTODIAL SERVICE         |         |        |                            |
| 050404                        | PRECIOUS TATE JASPER | 0001                 |          |         | 2501087 | 2025    | 3   | INV P                     | 176.00  | 123124 | 306592 TWO-QUOTE JANITORIA |
| 050419                        | SCRUB HUB LLC        | 12/2/24-12/6/24 Jani | 0        |         |         | 2025    | 3   | INV P                     | 108.18  | 123124 | 306604 FINAL JANITORIAL CL |
|                               |                      |                      |          |         |         |         |     | ACCOUNT TOTAL             | 284.18  |        |                            |
|                               |                      |                      |          |         |         |         |     | ORG 001203 TOTAL          | 487.45  |        |                            |
| 001204                        |                      |                      |          |         |         |         |     | SHOP DIVISION             |         |        |                            |
| 001204                        | 512000               |                      |          |         |         |         |     | MEDICAL SUPPLIES          |         |        |                            |
| 002472                        | CINTAS FIRST AID J71 | 5244172004           |          |         | 2501037 | 2025    | 3   | INV P                     | 69.28   | 123124 | 306507 MEDICAL RE-STOCK EM |
|                               |                      |                      |          |         |         |         |     | ACCOUNT TOTAL             | 69.28   |        |                            |
| 001204                        | 559000               |                      |          |         |         |         |     | OTHER OPERATING MATL/SPLY |         |        |                            |
| 002471                        | CINTAS CORPORATION # | 5244172005           |          |         | 2501036 | 2025    | 3   | INV P                     | 145.95  | 123124 | 306504 NYLON GLOVES FOR PW |
|                               |                      |                      |          |         |         |         |     | ACCOUNT TOTAL             | 145.95  |        |                            |
| 001204                        | 560500               |                      |          |         |         |         |     | ELECTRICAL SUPPLIES       |         |        |                            |
| 004068                        | ROBINSON ELECTRIC SU | 2899-1033221         |          |         | 2500784 | 2025    | 3   | INV P                     | 187.00  | 123124 | 306601 CONTACTOR/PW SHOP   |
| 004256                        | SOLAR SUPPLY INC     | 3485609              |          |         | 2501086 | 2025    | 3   | INV P                     | 69.92   | 123124 | 306611 THERMOSTAT/SHOP OFF |
| 004256                        | SOLAR SUPPLY INC     | 3485767              |          |         | 2501132 | 2025    | 3   | INV P                     | 627.76  | 123124 | 306611 MOTOR FOR PW SHOP   |
|                               |                      |                      |          |         |         |         |     |                           | 697.68  |        |                            |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |                           |  |         |         |     |       |          |        |        |                     |  |
|-------------------------------|----------------------|---------------------------|--|---------|---------|-----|-------|----------|--------|--------|---------------------|--|
| ACCOUNT/VENDOR                |                      | INVOICE                   |  | PO      | YEAR/PR | TYP | S     | WARRANT  |        | CHECK  | DESCRIPTION         |  |
| ACCOUNT TOTAL                 |                      |                           |  |         |         |     |       | 884.68   |        |        |                     |  |
| 001204                        | 570000               | MTR VEHICLE REP. PTS/SPL  |  |         |         |     |       |          |        |        |                     |  |
| 004476                        | TURNER SUPPLY COMPAN | 3549652-00                |  | 2500769 | 2025    | 3   | INV P | 201.38   | 123124 | 306629 | ENGINE CONTROLLER K |  |
| 048827                        | CARQUEST             | 000208                    |  | 2501238 | 2025    | 3   | INV P | 94.82    | 123124 | 306500 | LIGHT FOR UNIT@1752 |  |
| 048827                        | CARQUEST             | 000246                    |  | 2501258 | 2025    | 3   | INV P | 157.99   | 123124 | 306500 | FORKLIFT/PW SHOP/UN |  |
|                               |                      |                           |  |         |         |     |       | 252.81   |        |        |                     |  |
| ACCOUNT TOTAL                 |                      |                           |  |         |         |     |       | 454.19   |        |        |                     |  |
| 001204                        | 612000               | FREIGHT                   |  |         |         |     |       |          |        |        |                     |  |
| 004068                        | ROBINSON ELECTRIC SU | 2899-1033221              |  | 2500784 | 2025    | 3   | INV P | 18.00    | 123124 | 306601 | CONTACTOR/PW SHOP   |  |
| ACCOUNT TOTAL                 |                      |                           |  |         |         |     |       | 18.00    |        |        |                     |  |
| 001204                        | 642500               | CYLINDER RENT             |  |         |         |     |       |          |        |        |                     |  |
| 002071                        | AIRGAS USA LLC (NORD | 5512496190                |  | 0       | 2025    | 3   | INV P | 691.34   | 123124 | 306475 | CYLINDER RENTAL/PW  |  |
| ACCOUNT TOTAL                 |                      |                           |  |         |         |     |       | 691.34   |        |        |                     |  |
| 001204                        | 643000               | UNIFORM RENT              |  |         |         |     |       |          |        |        |                     |  |
| 002471                        | CINTAS CORPORATION # | 4205965711                |  | 0       | 2025    | 3   | INV P | 50.87    | 123124 | 306505 | UNIFORM RENTA/PW SH |  |
| 002471                        | CINTAS CORPORATION # | 4213938039                |  | 0       | 2025    | 3   | INV P | 39.15    | 123124 | 306505 | UNIFORM RENTAL/PW S |  |
| 002471                        | CINTAS CORPORATION # | 4214680217                |  | 0       | 2025    | 3   | INV P | 39.80    | 123124 | 306505 | UNIFORM RENTAL/PW S |  |
| 002471                        | CINTAS CORPORATION # | 421544150                 |  | 0       | 2025    | 3   | INV P | 62.42    | 123124 | 306505 | UNIFORM RENTAL/PW S |  |
|                               |                      |                           |  |         |         |     |       | 192.24   |        |        |                     |  |
| ACCOUNT TOTAL                 |                      |                           |  |         |         |     |       | 192.24   |        |        |                     |  |
| ORG 001204 TOTAL              |                      |                           |  |         |         |     |       | 2,455.68 |        |        |                     |  |
| 001205                        | G O & F S DIV.       |                           |  |         |         |     |       |          |        |        |                     |  |
| 001205                        | 604900               | OTHER PROFESSIONAL SERV.  |  |         |         |     |       |          |        |        |                     |  |
| 003186                        | INSTALLATION PLUS    | 1826                      |  | 0       | 2025    | 3   | INV P | 75.00    | 123124 | 306537 | OCTOBER MONTHLY MO  |  |
| ACCOUNT TOTAL                 |                      |                           |  |         |         |     |       | 75.00    |        |        |                     |  |
| ORG 001205 TOTAL              |                      |                           |  |         |         |     |       | 75.00    |        |        |                     |  |
| 001207                        | CONSTRUCTION         |                           |  |         |         |     |       |          |        |        |                     |  |
| 001207                        | 559000               | OTHER OPERATING MATL/SPLY |  |         |         |     |       |          |        |        |                     |  |
| 002714                        | ECONOMY SUPPLY CO    | 136089                    |  | 2501177 | 2025    | 3   | INV P | 137.00   | 123124 | 306516 | MATERIAL FOR CHRIST |  |
| 002714                        | ECONOMY SUPPLY CO    | 136207                    |  | 2501192 | 2025    | 3   | INV P | 57.00    | 123124 | 306516 | MATERIALS FOR DROPP |  |
| 002714                        | ECONOMY SUPPLY CO    | 136385                    |  | 2501253 | 2025    | 3   | INV P | 15.80    | 123124 | 306516 | GLUE STICKS FOR NUM |  |
|                               |                      |                           |  |         |         |     |       | 209.80   |        |        |                     |  |
| 002795                        | FASTENAL COMPANY     | MSHAT243975               |  | 2501185 | 2025    | 3   | INV P | 296.20   | 123124 | 306521 | MATERIAL FOR PW TRA |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |              |  | INVOICE                  |      |   |       | PO       | YEAR/PR | TYP S    | WARRANT | CHECK  | DESCRIPTION         |  |
|-------------------------------|----------------------|--------------|--|--------------------------|------|---|-------|----------|---------|----------|---------|--------|---------------------|--|
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 506.00   |         |        |                     |  |
| 001207                        | 560000               |              |  | BUILDING MATERIALS & SPL |      |   |       |          |         |          |         |        |                     |  |
| 002714                        | ECONOMY SUPPLY CO    | 135704       |  | 2501072                  | 2025 | 3 | INV P | 105.53   | 123124  |          |         | 306516 | MATERIAL FOR DROPP  |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 105.53   |         |        |                     |  |
| 001207                        | 565000               |              |  | PAINT AND PAINTING SPL.  |      |   |       |          |         |          |         |        |                     |  |
| 004176                        | SHERWIN-WILLIAMS COM | 6349-4       |  | 2501240                  | 2025 | 3 | INV P | 120.00   | 123124  |          |         | 306606 | PAINT FOR NEW YEAR' |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 120.00   |         |        |                     |  |
| 001207                        | 570000               |              |  | MTR VEHICLE REP. PTS/SPL |      |   |       |          |         |          |         |        |                     |  |
| 004514                        | UNIVERSITY TIRE & SE | INV246689    |  | 2501008                  | 2025 | 3 | INV P | 236.52   | 123124  |          |         | 306635 | TIRES FOR UNIT#1592 |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 236.52   |         |        |                     |  |
| 001207                        | 638400               |              |  | MOTOR VEHICLE EQ. R&M    |      |   |       |          |         |          |         |        |                     |  |
| 003987                        | PUCKETT RENTS        | 1082259-0001 |  | 2500809                  | 2025 | 3 | INV P | 905.17   | 123124  |          |         | 306595 | REPLACE SCISSOR LIF |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 905.17   |         |        |                     |  |
| 001207                        | 642000               |              |  | MACHINERY RENT           |      |   |       |          |         |          |         |        |                     |  |
| 003987                        | PUCKETT RENTS        | 1083965-0001 |  | 2500917                  | 2025 | 3 | INV P | 1,365.00 | 123124  |          |         | 306595 | LIFTS RENTAL FOR CH |  |
| 003987                        | PUCKETT RENTS        | 1084006-0001 |  | 2500918                  | 2025 | 3 | INV P | 1,539.40 | 123124  |          |         | 306595 | 65' STRAIGHT BOOM 4 |  |
|                               |                      |              |  |                          |      |   |       |          |         | 2,904.40 |         |        |                     |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 2,904.40 |         |        |                     |  |
| 001207                        | 642500               |              |  | CYLINDER RENT            |      |   |       |          |         |          |         |        |                     |  |
| 002071                        | AIRGAS USA LLC (NORD | 5512496384   |  | 0                        | 2025 | 3 | INV P | 327.17   | 123124  |          |         | 306475 | CYLINDER RENTAL/CON |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 327.17   |         |        |                     |  |
| 001207                        | 643000               |              |  | UNIFORM RENT             |      |   |       |          |         |          |         |        |                     |  |
| 002471                        | CINTAS CORPORATION # | 4205965646   |  | 0                        | 2025 | 3 | INV P | 75.25    | 123124  |          |         | 306504 | UNIFORM RENTAL/CONS |  |
| 002471                        | CINTAS CORPORATION # | 4213937959   |  | 0                        | 2025 | 3 | INV P | 67.94    | 123124  |          |         | 306505 | UNIFORM RENTAL/CONS |  |
| 002471                        | CINTAS CORPORATION # | 4214680181   |  | 0                        | 2025 | 3 | INV P | 69.34    | 123124  |          |         | 306504 | UNIFORM RENTAL/CONS |  |
| 002471                        | CINTAS CORPORATION # | 4215444065   |  | 0                        | 2025 | 3 | INV P | 69.34    | 123124  |          |         | 306504 | UNIFORM RENTAL/CONS |  |
|                               |                      |              |  |                          |      |   |       |          |         | 281.87   |         |        |                     |  |
| ACCOUNT TOTAL                 |                      |              |  |                          |      |   |       |          |         | 281.87   |         |        |                     |  |
| ORG 001207 TOTAL              |                      |              |  |                          |      |   |       |          |         | 5,386.66 |         |        |                     |  |
| 001220                        | SANITATION DIV.      |              |  |                          |      |   |       |          |         |          |         |        |                     |  |
| 001220                        | 510000               |              |  | CLEANING/JANITORIAL SPL  |      |   |       |          |         |          |         |        |                     |  |
| 004634                        | WHEELER'S JANITORIAL | 1637765      |  | 2500954                  | 2025 | 3 | INV P | 427.85   | 123124  |          |         | 306641 | JANITORIAL SUPPLIES |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |                |         |         |                           |         |     |   |          |        |                            |
|-------------------------------|----------------------|----------------|---------|---------|---------------------------|---------|-----|---|----------|--------|----------------------------|
| ACCOUNT/VENDOR                |                      |                |         | INVOICE | PO                        | YEAR/PR | TYP | S | WARRANT  | CHECK  | DESCRIPTION                |
| ACCOUNT TOTAL                 |                      |                |         |         |                           |         |     |   | 427.85   |        |                            |
| 001220                        | 513000               |                |         |         | CHEMICALS                 |         |     |   |          |        |                            |
| 004583                        | WARING OIL CO        | 380653         | 2500990 | 2025    | 3                         | INV     | P   |   | 888.38   | 123124 | 306638 DEF FOR SANITATION  |
| ACCOUNT TOTAL                 |                      |                |         |         |                           |         |     |   | 888.38   |        |                            |
| 001220                        | 559000               |                |         |         | OTHER OPERATING MATL/SPLY |         |     |   |          |        |                            |
| 002472                        | CINTAS FIRST AID J71 | 5240727502     | 2501131 | 2025    | 3                         | INV     | P   |   | 467.04   | 123124 | 306507 SAFETY GLOVES SANIT |
| 002472                        | CINTAS FIRST AID J71 | 5245175101     | 0       | 2025    | 3                         | INV     | P   |   | 171.62   | 123124 | 306507 FIRST AID KIT CHECK |
|                               |                      |                |         |         |                           |         |     |   | 638.66   |        |                            |
| ACCOUNT TOTAL                 |                      |                |         |         |                           |         |     |   | 638.66   |        |                            |
| 001220                        | 570000               |                |         |         | MTR VEHICLE REP. PTS/SPL  |         |     |   |          |        |                            |
| 002739                        | EMPIRE TRUCK SALES   | CE006230168:01 | 2501121 | 2025    | 3                         | INV     | P   |   | 92.62    | 123124 | 306518 REPAIRS-FILTERS-UNI |
| 004120                        | SANSOM EQUIPMENT CO  | P07418         | 2500970 | 2025    | 3                         | INV     | P   |   | 688.29   | 123124 | 306602 REPAIRS-BUMPER-UNIT |
| 004120                        | SANSOM EQUIPMENT CO  | P07434         | 2501004 | 2025    | 3                         | INV     | P   |   | 2,274.98 | 123124 | 306602 REPAIRS-WIRING-UNIT |
|                               |                      |                |         |         |                           |         |     |   | 2,963.27 |        |                            |
| 004297                        | SOUTHERN TIRE MART ( | 2520172245     | 2501224 | 2025    | 3                         | INV     | P   |   | 1,660.00 | 123124 | 306615 TIRES-UNITS 21943 A |
| 004514                        | UNIVERSITY TIRE & SE | 246657         | 2501007 | 2025    | 3                         | INV     | P   |   | 408.80   | 123124 | 306635 TIRES-UNIT 13514-QU |
| 048827                        | CARQUEST             | 14758-43141    | 2500971 | 2025    | 3                         | INV     | P   |   | 434.99   | 123124 | 306500 120V AC DEF PUMP-SA |
| ACCOUNT TOTAL                 |                      |                |         |         |                           |         |     |   | 5,559.68 |        |                            |
| 001220                        | 612000               |                |         |         | FREIGHT                   |         |     |   |          |        |                            |
| 004120                        | SANSOM EQUIPMENT CO  | P07434         | 2501004 | 2025    | 3                         | INV     | P   |   | 40.00    | 123124 | 306602 REPAIRS-WIRING-UNIT |
| ACCOUNT TOTAL                 |                      |                |         |         |                           |         |     |   | 40.00    |        |                            |
| 001220                        | 638400               |                |         |         | MOTOR VEHICLE EQ. R&M     |         |     |   |          |        |                            |
| 004139                        | SCOTTS HYDRAULIC SER | 62198          | 2501118 | 2025    | 3                         | INV     | P   |   | 2,217.48 | 123124 | 306603 REPAIRS-REPLACING S |
| 004139                        | SCOTTS HYDRAULIC SER | 62299          | 2501259 | 2025    | 3                         | INV     | P   |   | 1,398.66 | 123124 | 306603 REPAIRS-HOSE-MOUNT  |
|                               |                      |                |         |         |                           |         |     |   | 3,616.14 |        |                            |
| 004297                        | SOUTHERN TIRE MART ( | 2520172239     | 2501223 | 2025    | 3                         | INV     | P   |   | 1,646.72 | 123124 | 306615 TIRES-UNIT 19887 AN |
| ACCOUNT TOTAL                 |                      |                |         |         |                           |         |     |   | 5,262.86 |        |                            |
| 001220                        | 643000               |                |         |         | UNIFORM RENT              |         |     |   |          |        |                            |
| 002471                        | CINTAS CORPORATION # | 4213938401     | 0       | 2025    | 3                         | INV     | P   |   | 221.23   | 123124 | 306504 SANITATION UNIFORMS |
| 002471                        | CINTAS CORPORATION # | 4214680750     | 0       | 2025    | 3                         | INV     | P   |   | 376.79   | 123124 | 306504 UNIFORM RENTAL-SANI |
| 002471                        | CINTAS CORPORATION # | 4215444716     | 0       | 2025    | 3                         | INV     | P   |   | 220.45   | 123124 | 306504 SC8200044758- SANI  |
|                               |                      |                |         |         |                           |         |     |   | 818.47   |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                                 | ACCOUNT/VENDOR |      | INVOICE         | PO                       | YEAR/PR | TYP       | S      | WARRANT   | CHECK               | DESCRIPTION |  |
|-------------------------------|---------------------------------|----------------|------|-----------------|--------------------------|---------|-----------|--------|-----------|---------------------|-------------|--|
|                               |                                 |                |      |                 | ACCOUNT TOTAL            |         |           |        | 818.47    |                     |             |  |
| 001220                        | 643500                          |                |      |                 | MOP-MAT-RAG RENT         |         |           |        |           |                     |             |  |
| 002471                        | CINTAS CORPORATION # 4213937787 | 0              | 2025 | 3               | INV                      | P       | 28.74     | 123124 | 306505    | SANITIZER-MOP RENTA |             |  |
| 002471                        | CINTAS CORPORATION # 4213937826 | 0              | 2025 | 3               | INV                      | P       | 43.43     | 123124 | 306505    | SC#82000044758-SANI |             |  |
| 002471                        | CINTAS CORPORATION # 4214680041 | 0              | 2025 | 3               | INV                      | P       | 43.43     | 123124 | 306505    | MATS-SANTATION-SC # |             |  |
| 002471                        | CINTAS CORPORATION # 4214680095 | 0              | 2025 | 3               | INV                      | P       | 28.74     | 123124 | 306505    | SANITATION-MOPS-SAN |             |  |
| 002471                        | CINTAS CORPORATION # 4215443873 | 0              | 2025 | 3               | INV                      | P       | 43.43     | 123124 | 306505    | SC8200044758- SANIT |             |  |
| 002471                        | CINTAS CORPORATION # 4215443892 | 0              | 2025 | 3               | INV                      | P       | 28.74     | 123124 | 306506    | SC8200044758- SANIT |             |  |
|                               |                                 |                |      |                 |                          |         | 216.51    |        |           |                     |             |  |
|                               |                                 |                |      |                 | ACCOUNT TOTAL            |         |           |        | 216.51    |                     |             |  |
|                               |                                 |                |      |                 | ORG 001220 TOTAL         |         |           |        | 13,852.41 |                     |             |  |
| 001250                        |                                 |                |      | HEALTH DIVISION |                          |         |           |        |           |                     |             |  |
| 001250                        | 513000                          |                |      |                 | CHEMICALS                |         |           |        |           |                     |             |  |
| 002443                        | CERTIFIED LABORATORI 8969514    | 2501143        | 2025 | 3               | INV                      | P       | 4,031.75  | 123124 | 306502    | CHEMICALS/FUEL TANK |             |  |
|                               |                                 |                |      |                 | ACCOUNT TOTAL            |         |           |        | 4,031.75  |                     |             |  |
|                               |                                 |                |      |                 | ORG 001250 TOTAL         |         |           |        | 4,031.75  |                     |             |  |
| 001260                        |                                 |                |      | ANIMAL CONTROL  |                          |         |           |        |           |                     |             |  |
| 001260                        | 535500                          |                |      |                 | WEARING APPAREL          |         |           |        |           |                     |             |  |
| 004501                        | UNIFORM SURPLUS OF A 00052      | 2400704        | 2025 | 3               | INV                      | P       | 1,328.78  | 123124 | 306634    | UNIFORM FOR ANIMAL  |             |  |
|                               |                                 |                |      |                 | ACCOUNT TOTAL            |         |           |        | 1,328.78  |                     |             |  |
| 001260                        | 699900                          |                |      |                 | SERVICES NOT SPECIFIED   |         |           |        |           |                     |             |  |
| 004283                        | SOUTHERN PINES ANIMA 01.20255   | 0              | 2025 | 3               | INV                      | P       | 20,833.33 | 123124 | 306614    | HOUSING OF ANIMALS  |             |  |
| 004283                        | SOUTHERN PINES ANIMA 02.20255   | 0              | 2025 | 3               | INV                      | P       | 20,833.33 | 123124 | 306614    | HOUSING OF ANIMALS  |             |  |
|                               |                                 |                |      |                 |                          |         | 41,666.66 |        |           |                     |             |  |
|                               |                                 |                |      |                 | ACCOUNT TOTAL            |         |           |        | 41,666.66 |                     |             |  |
|                               |                                 |                |      |                 | ORG 001260 TOTAL         |         |           |        | 42,995.44 |                     |             |  |
| 001402                        |                                 |                |      | ECONOMIC DEV.   |                          |         |           |        |           |                     |             |  |
| 001402                        | 604900                          |                |      |                 | OTHER PROFESSIONAL SERV. |         |           |        |           |                     |             |  |
| 003764                        | NEEL-SCHAFFER INC 1102683       | 0              | 2025 | 3               | INV                      | P       | 15,853.45 | 123124 | 306577    | MB 2022-387 SAFETY  |             |  |
|                               |                                 |                |      |                 | ACCOUNT TOTAL            |         |           |        | 15,853.45 |                     |             |  |
|                               |                                 |                |      |                 | ORG 001402 TOTAL         |         |           |        | 15,853.45 |                     |             |  |
| 001553                        |                                 |                |      | CEMETERY DIV    |                          |         |           |        |           |                     |             |  |
| 001553                        | 541500                          |                |      |                 | SAND,CLAY,GRVL,FILL DIRT |         |           |        |           |                     |             |  |
| 002359                        | BURGE EXCAVATING & G 2215       | 2501117        | 2025 | 3               | INV                      | P       | 975.00    | 123124 | 306496    | SAND, CLAY GRAVAL,  |             |  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                                 |  |  | ACCOUNT/VENDOR |         | INVOICE | PO | YEAR/PR          | TYP | S                        | WARRANT | CHECK  | DESCRIPTION                |  |
|-------------------------------|---------------------------------|--|--|----------------|---------|---------|----|------------------|-----|--------------------------|---------|--------|----------------------------|--|
|                               |                                 |  |  |                |         |         |    | ACCOUNT TOTAL    |     | 975.00                   |         |        |                            |  |
| 001553                        | 570000                          |  |  |                |         |         |    |                  |     |                          |         |        |                            |  |
| 048827                        | CARQUEST                        |  |  | 000073         | 2501108 | 2025    | 3  | INV              | P   | PTS/SPL                  | 37.84   | 123124 | 306500 MOTOR VEHICLE REPAI |  |
|                               |                                 |  |  |                |         |         |    | ACCOUNT TOTAL    |     | 37.84                    |         |        |                            |  |
| 001553                        | 604900                          |  |  |                |         |         |    |                  |     |                          |         |        |                            |  |
| 002471                        | CINTAS CORPORATION # 5244695801 |  |  |                | 0       | 2025    | 3  | INV              | P   | OTHER PROFESSIONAL SERV. | 21.47   | 123124 | 306506 MEDICINE CABINET SE |  |
|                               |                                 |  |  |                |         |         |    | ACCOUNT TOTAL    |     | 21.47                    |         |        |                            |  |
| 001553                        | 630500                          |  |  |                |         |         |    |                  |     |                          |         |        |                            |  |
| 003873                        | PEARL RIVER VALLEY E 2024-12/09 |  |  |                | 0       | 2025    | 3  | INV              | P   | ELECTRICITY              | 497.45  | 123124 | 306586 PEARL RIVER VALLEY- |  |
|                               |                                 |  |  |                |         |         |    | ACCOUNT TOTAL    |     | 497.45                   |         |        |                            |  |
| 001553                        | 643000                          |  |  |                |         |         |    |                  |     |                          |         |        |                            |  |
| 002471                        | CINTAS CORPORATION # 4214683538 |  |  |                | 0       | 2025    | 3  | INV              | P   | UNIFORM RENT             | 113.28  | 123124 | 306504 ST CONT#8200044758  |  |
| 002471                        | CINTAS CORPORATION # 4215448087 |  |  |                | 0       | 2025    | 3  | INV              | P   |                          | 113.28  | 123124 | 306504 ST. CONT# 820004475 |  |
|                               |                                 |  |  |                |         |         |    |                  |     | 226.56                   |         |        |                            |  |
|                               |                                 |  |  |                |         |         |    | ACCOUNT TOTAL    |     | 226.56                   |         |        |                            |  |
| 001553                        | 643500                          |  |  |                |         |         |    |                  |     |                          |         |        |                            |  |
| 002471                        | CINTAS CORPORATION # 4214683339 |  |  |                | 0       | 2025    | 3  | INV              | P   | MOP-MAT-RAG RENT         | 28.71   | 123124 | 306506 ST CONT#8200044758  |  |
| 002471                        | CINTAS CORPORATION # 425447927  |  |  |                | 0       | 2025    | 3  | INV              | P   |                          | 28.71   | 123124 | 306506 ST. CONT# 820004475 |  |
|                               |                                 |  |  |                |         |         |    |                  |     | 57.42                    |         |        |                            |  |
|                               |                                 |  |  |                |         |         |    | ACCOUNT TOTAL    |     | 57.42                    |         |        |                            |  |
|                               |                                 |  |  |                |         |         |    | ORG 001553 TOTAL |     | 1,815.74                 |         |        |                            |  |
| FUND 001 General Fund         |                                 |  |  |                |         |         |    | TOTAL:           |     | 376,579.54               |         |        |                            |  |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      | ACCOUNT/VENDOR |         | INVOICE                        | PO       | YEAR/PR | TYP S  | WARRANT             | CHECK | DESCRIPTION |
|-------------------------------|----------------------|----------------|---------|--------------------------------|----------|---------|--------|---------------------|-------|-------------|
| 002300                        |                      |                |         | PKS/REC-RECREATION MAINT. DIV. |          |         |        |                     |       |             |
| 002300                        | 502000               |                |         | MINOR OFFICE EQUIP/FURN.       |          |         |        |                     |       |             |
| 003810                        | OFFICE PRODUCTS PLUS | 1076488-1      | 2500846 | 2025 3 INV P                   | 136.70   | 123124  | 306581 | OFFICE SUPPLIES     |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 136.70   |         |        |                     |       |             |
| 002300                        | 510000               |                |         | CLEANING/JANITORIAL SPLY       |          |         |        |                     |       |             |
| 003810                        | OFFICE PRODUCTS PLUS | 1078359-0      | 2501123 | 2025 3 INV P                   | 346.20   | 123124  | 306581 | JANITORIAL SUPPLIES |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 346.20   |         |        |                     |       |             |
| 002300                        | 551000               |                |         | RECREATIONAL SUPPLIES          |          |         |        |                     |       |             |
| 002304                        | BRACKMAN MOWER WAREH | 61930          | 2501260 | 2025 3 INV P                   | 177.00   | 123124  | 306494 | SHOP SUPPLIES       |       |             |
| 002304                        | BRACKMAN MOWER WAREH | 62115          | 2501278 | 2025 3 INV P                   | 52.50    | 123124  | 306494 | SHOP SUPPLIES       |       |             |
|                               |                      |                |         |                                | 229.50   |         |        |                     |       |             |
| 049595                        | SITEONE LANDSCAPE    | 148137321-001  | 2500738 | 2025 3 INV P                   | 4,338.59 | 123124  | 306609 | TIMBERTON PARK SOFT |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 4,568.09 |         |        |                     |       |             |
| 002300                        | 559000               |                |         | OTHER OPERATING MATL/SPLY      |          |         |        |                     |       |             |
| 002060                        | ADVANCE AUTO PARTS   | 5604435436076  | 2501226 | 2025 3 INV P                   | 29.25    | 123124  | 306473 | TRX SAFETY BOLTS FU |       |             |
| 049595                        | SITEONE LANDSCAPE    | 148367777-001  | 2500862 | 2025 3 INV P                   | 389.00   | 123124  | 306609 | SHOP SUPPLIES       |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 418.25   |         |        |                     |       |             |
| 002300                        | 560500               |                |         | ELECTRICAL SUPPLIES            |          |         |        |                     |       |             |
| 002672                        | DOLEAC ELECTRIC CO I | H29112         | 2500773 | 2025 3 INV P                   | 400.00   | 123124  | 306515 | LIGHTING REPAIRS AT |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 400.00   |         |        |                     |       |             |
| 002300                        | 570000               |                |         | MTR VEHICLE REP. PTS/SPL       |          |         |        |                     |       |             |
| 048827                        | CARQUEST             | 000137         | 2501176 | 2025 3 INV P                   | 71.99    | 123124  | 306500 | SHOP SUPPLIES       |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 71.99    |         |        |                     |       |             |
| 002300                        | 575500               |                |         | AGRICLTR REPAIR PTS/SPL        |          |         |        |                     |       |             |
| 002304                        | BRACKMAN MOWER WAREH | 62015          | 2501218 | 2025 3 INV P                   | 59.97    | 123124  | 306494 | SHOP SUPPLIES       |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 59.97    |         |        |                     |       |             |
| 002300                        | 612000               |                |         | FREIGHT                        |          |         |        |                     |       |             |
| 049595                        | SITEONE LANDSCAPE    | 148367777-001  | 2500862 | 2025 3 INV P                   | 28.00    | 123124  | 306609 | SHOP SUPPLIES       |       |             |
|                               |                      |                |         | ACCOUNT TOTAL                  | 28.00    |         |        |                     |       |             |
| 002300                        | 635500               |                |         | ELECTRICAL R&M                 |          |         |        |                     |       |             |
| 002672                        | DOLEAC ELECTRIC CO I | H29112         | 2500773 | 2025 3 INV P                   | 650.00   | 123124  | 306515 | LIGHTING REPAIRS AT |       |             |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |            |         |         |     |       |           |        |             |                     |
|-------------------------------|----------------------|------------|---------|---------|-----|-------|-----------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |                      | INVOICE    | PO      | YEAR/PR | TYP | S     | WARRANT   | CHECK  | DESCRIPTION |                     |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 650.00    |        |             |                     |
| MOTOR VEHICLE EQ. R&M         |                      |            |         |         |     |       |           |        |             |                     |
| 002300                        | 638400               |            |         |         |     |       |           |        |             |                     |
| 048827                        | CARQUEST             | 000112     | 2501155 | 2025    | 3   | INV P | 75.27     | 123124 | 306500      | TRUCK MAINT UNIT#21 |
| 048827                        | CARQUEST             | 000157     | 2501206 | 2025    | 3   | INV P | 86.36     | 123124 | 306500      | TRUCK MAINT UNIT #1 |
| 048827                        | CARQUEST             | 000228     | 2501261 | 2025    | 3   | INV P | 170.68    | 123124 | 306500      | TRUCK MAINT#15048   |
|                               |                      |            |         |         |     |       | 332.31    |        |             |                     |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 332.31    |        |             |                     |
| AGRICULTURAL EQ. R&M          |                      |            |         |         |     |       |           |        |             |                     |
| 002300                        | 638700               |            |         |         |     |       |           |        |             |                     |
| 002222                        | BEARD EQUIPMENT CO   | 2062997    | 2501277 | 2025    | 3   | INV P | 1,759.64  | 123124 | 306491      | MOWER REPAIR        |
| 002304                        | BRACKMAN MOWER WAREH | 61782      | 2500301 | 2025    | 3   | INV P | 1,882.50  | 123124 | 306494      | MOWER REPAIR UNIT#2 |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 3,642.14  |        |             |                     |
| UNIFORM RENT                  |                      |            |         |         |     |       |           |        |             |                     |
| 002300                        | 643000               |            |         |         |     |       |           |        |             |                     |
| 002471                        | CINTAS CORPORATION # | 4214388458 | 0       | 2025    | 3   | INV P | 315.64    | 123124 | 306504      | PR GROUNDS UNIFORM  |
| 002471                        | CINTAS CORPORATION # | 4215137154 | 0       | 2025    | 3   | INV P | 271.63    | 123124 | 306504      | PR GROUNDS UNIFORM  |
|                               |                      |            |         |         |     |       | 587.27    |        |             |                     |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 587.27    |        |             |                     |
| OTHER RENT                    |                      |            |         |         |     |       |           |        |             |                     |
| 002300                        | 644900               |            |         |         |     |       |           |        |             |                     |
| 002471                        | CINTAS CORPORATION # | 4214387891 | 0       | 2025    | 3   | INV P | 47.46     | 123124 | 306505      | PR GROUNDS MAT RENT |
| 002471                        | CINTAS CORPORATION # | 4215136746 | 0       | 2025    | 3   | INV P | 47.46     | 123124 | 306505      | PR GROUNDS MATS REN |
| 002471                        | CINTAS CORPORATION # | 5244914106 | 0       | 2025    | 3   | INV P | 291.30    | 123124 | 306504      | PR GROUNDS MEDICAL  |
|                               |                      |            |         |         |     |       | 386.22    |        |             |                     |
| 004281                        | SOUTHERN ON SITE STO | 111173     | 2500976 | 2025    | 3   | INV P | 1,188.00  | 123124 | 306612      | PORTABLE TOILET REN |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 1,574.22  |        |             |                     |
| SERVICES NOT SPECIFIED        |                      |            |         |         |     |       |           |        |             |                     |
| 002300                        | 699900               |            |         |         |     |       |           |        |             |                     |
| 050384                        | FOUR SEASONS ORNAMEN | 3189       | 0       | 2025    | 3   | INV P | 785.00    | 123124 | 306525      | FERTILIZED SHRUBS H |
| 050384                        | FOUR SEASONS ORNAMEN | 3190       | 0       | 2025    | 3   | INV P | 335.00    | 123124 | 306525      | SHRUB AND TURF MAIN |
| 050384                        | FOUR SEASONS ORNAMEN | 3198       | 0       | 2025    | 3   | INV P | 460.00    | 123124 | 306525      | TURF AND SHRUB MAIN |
| 050384                        | FOUR SEASONS ORNAMEN | 3205       | 0       | 2025    | 3   | INV P | 285.00    | 123124 | 306525      | TURF AND SHRUB MAIN |
|                               |                      |            |         |         |     |       | 1,865.00  |        |             |                     |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 1,865.00  |        |             |                     |
| OTHER EQUIPMENT               |                      |            |         |         |     |       |           |        |             |                     |
| 002300                        | 739900               |            |         |         |     |       |           |        |             |                     |
| 048553                        | HUSTLER TURF         | 2827588    | 2500731 | 2025    | 3   | INV P | 63,996.00 | 123124 | 306536      | MOWERS FOR GROUNDS  |
| ACCOUNT TOTAL                 |                      |            |         |         |     |       | 63,996.00 |        |             |                     |



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3             |  |  |  | ACCOUNT/VENDOR |  | INVOICE | PO                            | YEAR/PR | TYP       | S         | WARRANT | CHECK  | DESCRIPTION                |
|-------------------------------------------|--|--|--|----------------|--|---------|-------------------------------|---------|-----------|-----------|---------|--------|----------------------------|
|                                           |  |  |  |                |  |         | ORG 002300                    | TOTAL   |           | 78,676.14 |         |        |                            |
| 002315                                    |  |  |  |                |  |         | PKS/REC-REC.ADMIN/COM.REL.    |         |           |           |         |        |                            |
| 002315 551000                             |  |  |  |                |  |         | RECREATIONAL SUPPLIES         |         |           |           |         |        |                            |
| 003937 PLAY IT AGAIN SPORTS 002151        |  |  |  |                |  |         | 2501022                       | 2025    | 3         | INV P     | 228.00  | 123124 | 306590 ARCHERY SHIRTS      |
|                                           |  |  |  |                |  |         | ACCOUNT TOTAL                 |         | 228.00    |           |         |        |                            |
| 002315 551001                             |  |  |  |                |  |         | RECREATIONAL SUPP-ARTS CENTER |         |           |           |         |        |                            |
| 002714 ECONOMY SUPPLY CO 136273           |  |  |  |                |  |         | 0                             | 2025    | 3         | INV P     | 80.00   | 123124 | 306516 NYE EVENT SUPPLIES  |
|                                           |  |  |  |                |  |         | ACCOUNT TOTAL                 |         | 80.00     |           |         |        |                            |
| 002315 604900                             |  |  |  |                |  |         | OTHER PROFESSIONAL SERV.      |         |           |           |         |        |                            |
| 004477 TURNER, JASON JTURNER121724        |  |  |  |                |  |         | 2501024                       | 2025    | 3         | INV P     | 575.00  | 123124 | 306630 SOUND&EQUIP AV LABO |
|                                           |  |  |  |                |  |         | ACCOUNT TOTAL                 |         | 575.00    |           |         |        |                            |
| 002315 615200                             |  |  |  |                |  |         | ADVERTISING-SPEC. EVENTS      |         |           |           |         |        |                            |
| 047721 TWIN FORKS WINE & 12/11/2024       |  |  |  |                |  |         | 2500984                       | 2025    | 3         | INV P     | 300.00  | 123124 | 306631 EVENT FOOD SUPPORT/ |
|                                           |  |  |  |                |  |         | ACCOUNT TOTAL                 |         | 300.00    |           |         |        |                            |
| 002315 630000                             |  |  |  |                |  |         | GAS                           |         |           |           |         |        |                            |
| 004321 SPIRE G2024 DEC 10                 |  |  |  |                |  |         | 0                             | 2025    | 3         | INV P     | 25.92   | 123124 | 306618 SPIRE-VARIOUS DEPAR |
|                                           |  |  |  |                |  |         | ACCOUNT TOTAL                 |         | 25.92     |           |         |        |                            |
| 002315 630500                             |  |  |  |                |  |         | ELECTRICITY                   |         |           |           |         |        |                            |
| 003700 MS POWER COMPANY E2024 12/10/2024C |  |  |  |                |  |         | 0                             | 2025    | 3         | INV P     | 768.24  | 123124 | 306568 MISSISSIPPI POWER-6 |
| 003700 MS POWER COMPANY E2024- 17-DEC     |  |  |  |                |  |         | 0                             | 2025    | 3         | INV P     | 284.18  | 123124 | 306571 MISSISSIPPI POWER-1 |
|                                           |  |  |  |                |  |         |                               |         | 1,052.42  |           |         |        |                            |
|                                           |  |  |  |                |  |         | ACCOUNT TOTAL                 |         | 1,052.42  |           |         |        |                            |
|                                           |  |  |  |                |  |         | ORG 002315                    | TOTAL   |           | 2,261.34  |         |        |                            |
| FUND 002 PARKS & RECREATION FUND          |  |  |  |                |  |         | TOTAL:                        |         | 80,937.48 |           |         |        |                            |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3           |  |  |  |                            |        |    |         |           |           |        |         |                     |             |
|-----------------------------------------|--|--|--|----------------------------|--------|----|---------|-----------|-----------|--------|---------|---------------------|-------------|
| ACCOUNT/VENDOR                          |  |  |  | INVOICE                    |        | PO | YEAR/PR |           | TYP       | S      | WARRANT | CHECK               | DESCRIPTION |
| 005160                                  |  |  |  | H.M.F.P.FUND-FIRE DIVISION |        |    |         |           |           |        |         |                     |             |
| 005160 735500                           |  |  |  | COMMUNICATION EQUIPMENT    |        |    |         |           |           |        |         |                     |             |
| 050542 LOCALITY MEDIA, INC 2372         |  |  |  | 0                          | 2025 3 |    | INV     | P         | 19,635.00 | 123124 | 306553  | HFD YRLY FIRE REPOR |             |
| ACCOUNT TOTAL                           |  |  |  |                            |        |    |         |           | 19,635.00 |        |         |                     |             |
| ORG 005160 TOTAL                        |  |  |  |                            |        |    |         |           | 19,635.00 |        |         |                     |             |
| FUND 005 HATT.MUNICIPAL FIRE PROTECTION |  |  |  | TOTAL:                     |        |    |         | 19,635.00 |           |        |         |                     |             |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |        |        |     |                          |                          |         |     |        |   |            |        |             |                     |
|-------------------------------|--------|--------|-----|--------------------------|--------------------------|---------|-----|--------|---|------------|--------|-------------|---------------------|
| ACCOUNT/VENDOR                |        |        |     | INVOICE                  | PO                       | YEAR/PR | TYP | S      |   | WARRANT    | CHECK  | DESCRIPTION |                     |
| 008201                        |        |        |     |                          | SPEC.ST.IMPR-STREET DIV. |         |     |        |   |            |        |             |                     |
| 008201 636000                 |        |        |     |                          | STREETS & STRUCTURES R&M |         |     |        |   |            |        |             |                     |
| 047056                        | WARREN | PAVING | INC | 2404987.1                | 2404987                  | 2025    | 3   | INV    | P | 113,347.20 | 123124 | 306640      | PAVING ST. ANNES DR |
| 047056                        | WARREN | PAVING | INC | 2404988.1                | 2404988                  | 2025    | 3   | INV    | P | 13,955.22  | 123124 | 306640      | PAVING TURNBURY DRI |
|                               |        |        |     |                          |                          |         |     |        |   | 127,302.42 |        |             |                     |
| ACCOUNT TOTAL                 |        |        |     |                          |                          |         |     |        |   | 127,302.42 |        |             |                     |
| ORG 008201 TOTAL              |        |        |     |                          |                          |         |     |        |   | 127,302.42 |        |             |                     |
| FUND 008                      |        |        |     | SPECIAL STREET IMPR.FUND |                          |         |     | TOTAL: |   | 127,302.42 |        |             |                     |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |        | ACCOUNT/VENDOR |                      | INVOICE     | PO            | YEAR/PR | TYP  | S       | WARRANT       | CHECK    | DESCRIPTION                |
|-------------------------------|--------|----------------|----------------------|-------------|---------------|---------|------|---------|---------------|----------|----------------------------|
| 009660                        |        |                |                      |             |               |         |      |         |               |          |                            |
| 009660                        | 501000 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 004327         | STANDARD             | OFFICE SUPP | H35547-00     | 2501133 | 2025 | 3 INV P | 303.31        | 123124   | 306619 OFFICE SUPPLIES WAT |
|                               |        | 004327         | STANDARD             | OFFICE SUPP | H35551-00     | 2501133 | 2025 | 3 INV P | 189.44        | 123124   | 306619 OFFICE SUPPLIES WAT |
|                               |        |                |                      |             |               |         |      |         | 492.75        |          |                            |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 492.75   |                            |
| 009660                        | 502000 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 004327         | STANDARD             | OFFICE SUPP | H35548-00     | 2501133 | 2025 | 3 INV P | 352.53        | 123124   | 306619 OFFICE SUPPLIES WAT |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 352.53   |                            |
| 009660                        | 570000 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 048827         | CARQUEST             |             | 14758-43005   | 2500923 | 2025 | 3 INV P | 6.50          | 123124   | 306500 MOTOR VEHICLE SUPPL |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 6.50     |                            |
| 009660                        | 604900 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 002146         | ARNOLD LINE WATER AS | 204         |               | 0       | 2025 | 3 INV P | 405.00        | 123124   | 306477 SEWER READS OCT/NOV |
|                               |        | 002905         | GILLILANDS ELECTRONI | 16235       |               | 0       | 2025 | 3 INV P | 90.00         | 123124   | 306527 ALARM MONITORING    |
|                               |        | 003796         | NORTH LAMAR WATER AS | NL 08222024 |               | 0       | 2025 | 3 INV P | 147.00        | 123124   | 306579 SEWER READS FOR WAT |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 642.00   |                            |
| 009660                        | 607000 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 047562         | ENCO UTILITY         | INV68692    |               | 0       | 2025 | 3 INV P | 3,372.63      | 123124   | 306519 MB 2020-303 RT 1 BI |
|                               |        | 047562         | ENCO UTILITY         | INV68767    |               | 0       | 2025 | 3 INV P | 1,717.21      | 123124   | 306519 MB 2020-303 RT 3 BI |
|                               |        | 047562         | ENCO UTILITY         | INV69016    |               | 0       | 2025 | 3 INV P | 2,465.38      | 123124   | 306519 MB 2020-303 RT 3 BI |
|                               |        |                |                      |             |               |         |      |         | 7,555.22      |          |                            |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 7,555.22 |                            |
| 009660                        | 620000 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 047562         | ENCO UTILITY         | INV68692    |               | 0       | 2025 | 3 INV P | 1,117.07      | 123124   | 306519 MB 2020-303 RT 1 BI |
|                               |        | 047562         | ENCO UTILITY         | INV68767    |               | 0       | 2025 | 3 INV P | 567.19        | 123124   | 306519 MB 2020-303 RT 3 BI |
|                               |        | 047562         | ENCO UTILITY         | INV69016    |               | 0       | 2025 | 3 INV P | 807.68        | 123124   | 306519 MB 2020-303 RT 3 BI |
|                               |        |                |                      |             |               |         |      |         | 2,491.94      |          |                            |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 2,491.94 |                            |
| 009660                        | 630000 |                |                      |             |               |         |      |         |               |          |                            |
|                               |        | 004321         | SPIRE                |             | G2024- 16-DEC | 0       | 2025 | 3 INV P | 102.94        | 123124   | 306618 SPIRE-VARIOUS DEPAR |
|                               |        |                |                      |             |               |         |      |         | ACCOUNT TOTAL | 102.94   |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                                |                          |         | ACCOUNT/VENDOR | INVOICE | PO  | YEAR/PR | TYP        | S      | WARRANT | CHECK  | DESCRIPTION         |
|-------------------------------|--------------------------------|--------------------------|---------|----------------|---------|-----|---------|------------|--------|---------|--------|---------------------|
| 009660                        | 643000                         | UNIFORM RENT             |         |                |         |     |         |            |        |         |        |                     |
| 002471                        | CINTAS CORPORATION #           | 4212435912               | 0       | 2025           | 3       | INV | P       | 39.65      | 123124 |         | 306505 | SC#2800044758: UNIF |
| 002471                        | CINTAS CORPORATION #           | 4213186711               | 0       | 2025           | 3       | INV | P       | 22.93      | 123124 |         | 306506 | SC#2800044758: UNIF |
| 002471                        | CINTAS CORPORATION #           | 4213939514               | 0       | 2025           | 3       | INV | P       | 39.65      | 123124 |         | 306505 | SC#2800044758: UNIF |
| 002471                        | CINTAS CORPORATION #           | 4214682394               | 0       | 2025           | 3       | INV | P       | 24.99      | 123124 |         | 306506 | STATE CONTRACT 8200 |
|                               |                                |                          |         |                |         |     |         | 127.22     |        |         |        |                     |
| ACCOUNT TOTAL                 |                                |                          |         |                |         |     |         | 127.22     |        |         |        |                     |
| 009660                        | 687000                         | CUSTODIAL SERVICE        |         |                |         |     |         |            |        |         |        |                     |
| 050404                        | PRECIOUS TATE JASPER           | 0001                     | 2501087 | 2025           | 3       | INV | P       | 264.00     | 123124 |         | 306592 | TWO-QUOTE JANITORIA |
| 050419                        | SCRUB HUB LLC                  | 12/2/24-12/6/24 Jani     | 0       | 2025           | 3       | INV | P       | 108.18     | 123124 |         | 306604 | FINAL JANITORIAL CL |
| ACCOUNT TOTAL                 |                                |                          |         |                |         |     |         | 372.18     |        |         |        |                     |
| ORG 009660 TOTAL              |                                |                          |         |                |         |     |         | 12,143.28  |        |         |        |                     |
| 009672                        | W&S O&M-WATER TRANSMISSION DIV |                          |         |                |         |     |         |            |        |         |        |                     |
| 009672                        | 541500                         | SAND,CLAY,GRVL,FILL DIRT |         |                |         |     |         |            |        |         |        |                     |
| 004586                        | WARREN PAVING INC              | 100973                   | 2501152 | 2025           | 3       | INV | P       | 2,944.15   | 123124 |         | 306639 | 610 CRUSH LIMESTONE |
| 004586                        | WARREN PAVING INC              | 101094                   | 2501152 | 2025           | 3       | INV | P       | 1,725.35   | 123124 |         | 306639 | 610 CRUSH LIMESTONE |
|                               |                                |                          |         |                |         |     |         | 4,669.50   |        |         |        |                     |
| ACCOUNT TOTAL                 |                                |                          |         |                |         |     |         | 4,669.50   |        |         |        |                     |
| 009672                        | 561000                         | PLUMBING SUPPLIES        |         |                |         |     |         |            |        |         |        |                     |
| 002442                        | CENTRAL PIPE SUPPLY            | S100373736.001           | 2403403 | 2025           | 3       | INV | P       | 3,797.60   | 123124 |         | 306501 | WAREHOUSE STOCK FOR |
| 002442                        | CENTRAL PIPE SUPPLY            | S100384122.005           | 2404754 | 2025           | 3       | INV | P       | 387.40     | 123124 |         | 306501 | WAREHOUSE STOCK FOR |
|                               |                                |                          |         |                |         |     |         | 4,185.00   |        |         |        |                     |
| 004300                        | SOUTHERN WATERWORKS            | 100163                   | 2501202 | 2025           | 3       | INV | P       | 4,996.46   | 123124 |         | 306616 | WAREHOUSE STOCK FOR |
| ACCOUNT TOTAL                 |                                |                          |         |                |         |     |         | 9,181.46   |        |         |        |                     |
| 009672                        | 570000                         | MTR VEHICLE REP. PTS/SPL |         |                |         |     |         |            |        |         |        |                     |
| 002646                        | DELK'S TIRE SALES AN           | 47403                    | 2501127 | 2025           | 3       | INV | P       | 362.12     | 123124 |         | 306513 | TIRES FOR UNIT # 21 |
| 048827                        | CARQUEST                       | 000067                   | 2501009 | 2025           | 3       | INV | P       | 198.97     | 123124 |         | 306500 | REPAIR PARTS FOR UN |
| ACCOUNT TOTAL                 |                                |                          |         |                |         |     |         | 561.09     |        |         |        |                     |
| 009672                        | 636000                         | STREETS & STRUCTURES R&M |         |                |         |     |         |            |        |         |        |                     |
| 003649                        | C J MORGAN INC                 | 2024064                  | 0       | 2025           | 3       | INV | P       | 340,031.43 | 123124 |         | 306497 | MB2024-551: WATER R |
| ACCOUNT TOTAL                 |                                |                          |         |                |         |     |         | 340,031.43 |        |         |        |                     |
| 009672                        | 638600                         | CONSTRUCTION EQUIP R&M   |         |                |         |     |         |            |        |         |        |                     |
| 002166                        | AUTO ARMATURE SERVIC           | 04132                    | 2501163 | 2025           | 3       | INV | P       | 209.95     | 123124 |         | 306485 | BATTERY FOR ASSET # |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |           | ACCOUNT/VENDOR               |              | INVOICE | PO      | YEAR/PR | TYP   | S     | WARRANT    | CHECK  | DESCRIPTION                |
|-------------------------------|-----------|------------------------------|--------------|---------|---------|---------|-------|-------|------------|--------|----------------------------|
| 003861                        | PATTERSON | AUTO ELECT                   | 82621        |         | 2501071 | 2025    | 3     | INV P | 650.80     | 123124 | 306584 REPAIRS TO KABOTA T |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 860.75     |        |                            |
| 009672                        | 643000    | UNIFORM RENT                 |              |         |         |         |       |       |            |        |                            |
| 002471                        | CINTAS    | CORPORATION #                | 4214683111   | 0       | 2500124 | 2025    | 3     | INV P | 260.63     | 123124 | 306504 SC#8200044758: UNIF |
| 002471                        | CINTAS    | CORPORATION #                | 4215447604   | 0       | 2500124 | 2025    | 3     | INV P | 291.65     | 123124 | 306504 SC#8200044758: UNIF |
|                               |           |                              |              |         |         |         |       |       | 552.28     |        |                            |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 552.28     |        |                            |
| ORG 009672 TOTAL              |           |                              |              |         |         |         |       |       | 355,856.51 |        |                            |
| 009673                        | 510000    | W&S O&M-WATER PLANT DIVISION |              |         |         |         |       |       |            |        |                            |
| 009673                        | 510000    | CLEANING/JANITORIAL SPLY     |              |         |         |         |       |       |            |        |                            |
| 003772                        | NEWELL    | PAPER COMPANY                | 35612402     | 2500124 | 2025    | 3       | INV P |       | 926.36     | 123124 | 306578 PAPER GOODS FOR WAT |
| 003772                        | NEWELL    | PAPER COMPANY                | 35627936     | 2500124 | 2025    | 3       | INV P |       | 249.50     | 123124 | 306578 PAPER GOODS FOR WAT |
|                               |           |                              |              |         |         |         |       |       | 1,175.86   |        |                            |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 1,175.86   |        |                            |
| 009673                        | 570000    | MTR VEHICLE REP. PTS/SPL     |              |         |         |         |       |       |            |        |                            |
| 004466                        | TRUCKS    | PLUS AUTO ACC                | 48191        | 2501068 | 2025    | 3       | INV P |       | 628.00     | 123124 | 306628 BEDLINER & TOOLBOX  |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 628.00     |        |                            |
| 009673                        | 604900    | OTHER PROFESSIONAL SERV.     |              |         |         |         |       |       |            |        |                            |
| 002288                        | BONNER    | ANALYTICAL TE                | 85539        | 0       | 2025    | 3       | INV P |       | 1,636.50   | 123124 | 306492 ROUTINE COLIFORM TE |
| 003242                        | JEFCOAT   | FENCE OF HAT                 | 0025834      | 2500988 | 2025    | 3       | INV P |       | 986.96     | 123124 | 306543 REPLACE 14'DOUBLE G |
| 003614                        | MISSION   | COMMUNICATIO                 | 2003002      | 0       | 2025    | 3       | INV P |       | 910.80     | 123124 | 306561 ANNUAL SERVICE, VAR |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 3,534.26   |        |                            |
| 009673                        | 630000    | GAS                          |              |         |         |         |       |       |            |        |                            |
| 004321                        | SPIRE     |                              | G2024 DEC 10 | 0       | 2025    | 3       | INV P |       | 20.00      | 123124 | 306618 SPIRE-VARIOUS DEPAR |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 20.00      |        |                            |
| 009673                        | 643500    | MOP-MAT-RAG RENT             |              |         |         |         |       |       |            |        |                            |
| 002471                        | CINTAS    | CORPORATION #                | 4215446889   | 0       | 2025    | 3       | INV P |       | 80.07      | 123124 | 306504 SC#8200044758: MOPS |
| ACCOUNT TOTAL                 |           |                              |              |         |         |         |       |       | 80.07      |        |                            |
| ORG 009673 TOTAL              |           |                              |              |         |         |         |       |       | 5,438.19   |        |                            |

| YEAR/PERIOD: 2025/3 TO 2025/3 |  |  |  |  |  |  |  |  |  | INVOICE                   |         | PO         | YEAR/PR | TYP | S | WARRANT    |        | CHECK  | DESCRIPTION         |
|-------------------------------|--|--|--|--|--|--|--|--|--|---------------------------|---------|------------|---------|-----|---|------------|--------|--------|---------------------|
| 009676                        |  |  |  |  |  |  |  |  |  | W&S O&M-SEWER DIVISION    |         |            |         |     |   |            |        |        |                     |
| 009676 513000                 |  |  |  |  |  |  |  |  |  | CHEMICALS                 |         |            |         |     |   |            |        |        |                     |
| 002443 CERTIFIED LABORATORI   |  |  |  |  |  |  |  |  |  | 8971814                   | 2501196 | 2025       | 3       | INV | P | 22,736.40  | 123124 | 306502 | TREATMENT CHEMICALS |
|                               |  |  |  |  |  |  |  |  |  | ACCOUNT TOTAL             |         | 22,736.40  |         |     |   |            |        |        |                     |
| 009676 570000                 |  |  |  |  |  |  |  |  |  | MTR VEHICLE REP. PTS/SPL  |         |            |         |     |   |            |        |        |                     |
| 048827 CARQUEST               |  |  |  |  |  |  |  |  |  | 000164                    | 2501200 | 2025       | 3       | INV | P | 187.97     | 123124 | 306500 | BATTERY FOR UNIT #  |
|                               |  |  |  |  |  |  |  |  |  | ACCOUNT TOTAL             |         | 187.97     |         |     |   |            |        |        |                     |
| 009676 630500                 |  |  |  |  |  |  |  |  |  | ELECTRICITY               |         |            |         |     |   |            |        |        |                     |
| 003700 MS POWER COMPANY       |  |  |  |  |  |  |  |  |  | E2024- 12/17/2024C        | 0       | 2025       | 3       | INV | P | 119.71     | 123124 | 306574 | MISSISSIPPI POWER-1 |
| 004282 SOUTHERN PINE ELECTR   |  |  |  |  |  |  |  |  |  | E2024 12.04.24            | 0       | 2025       | 3       | INV | P | 247.58     | 123124 | 306613 | SOUTHERN PINE ELECT |
| 004282 SOUTHERN PINE ELECTR   |  |  |  |  |  |  |  |  |  | E2024- 12.16.24           | 0       | 2025       | 3       | INV | P | 143.63     | 123124 | 306613 | SOUTHERN PINE ELECT |
| 004282 SOUTHERN PINE ELECTR   |  |  |  |  |  |  |  |  |  | E2024- 12.17.24           | 0       | 2025       | 3       | INV | P | 364.64     | 123124 | 306613 | SOUTHERN PINE ELECT |
| 004282 SOUTHERN PINE ELECTR   |  |  |  |  |  |  |  |  |  | E2024- 12.17.24B          | 0       | 2025       | 3       | INV | P | 768.47     | 123124 | 306613 | SOUTHERN PINE ELECT |
|                               |  |  |  |  |  |  |  |  |  |                           |         | 1,524.32   |         |     |   |            |        |        |                     |
|                               |  |  |  |  |  |  |  |  |  | ACCOUNT TOTAL             |         | 1,644.03   |         |     |   |            |        |        |                     |
| 009676 636000                 |  |  |  |  |  |  |  |  |  | STREETS & STRUCTURES R&M  |         |            |         |     |   |            |        |        |                     |
| 004058 RJM MCQUEEN CONTRACT   |  |  |  |  |  |  |  |  |  | 3108                      | 0       | 2025       | 3       | INV | P | 203,946.63 | 123124 | 306600 | MB2024-551: SEWER R |
| 004058 RJM MCQUEEN CONTRACT   |  |  |  |  |  |  |  |  |  | 3111                      | 0       | 2025       | 3       | INV | P | 19,015.86  | 123124 | 306600 | MB2024-551: SEWER R |
| 004058 RJM MCQUEEN CONTRACT   |  |  |  |  |  |  |  |  |  | 3112                      | 0       | 2025       | 3       | INV | P | 8,753.50   | 123124 | 306600 | MB2024-551: SEWER R |
| 004058 RJM MCQUEEN CONTRACT   |  |  |  |  |  |  |  |  |  | 3115                      | 0       | 2025       | 3       | INV | P | 3,215.00   | 123124 | 306600 | MB2024-551: SEWER R |
| 004058 RJM MCQUEEN CONTRACT   |  |  |  |  |  |  |  |  |  | 3116                      | 0       | 2025       | 3       | INV | P | 13,619.00  | 123124 | 306600 | MB2024-551: SEWER R |
|                               |  |  |  |  |  |  |  |  |  |                           |         | 248,549.99 |         |     |   |            |        |        |                     |
|                               |  |  |  |  |  |  |  |  |  | ACCOUNT TOTAL             |         | 248,549.99 |         |     |   |            |        |        |                     |
| 009676 638400                 |  |  |  |  |  |  |  |  |  | MOTOR VEHICLE EQ. R&M     |         |            |         |     |   |            |        |        |                     |
| 003476 MAACO COLLISION REPA   |  |  |  |  |  |  |  |  |  | 30123                     | 2500454 | 2025       | 3       | INV | P | 2,344.71   | 123124 | 306555 | REPAIRS TO UNIT # 2 |
|                               |  |  |  |  |  |  |  |  |  | ACCOUNT TOTAL             |         | 2,344.71   |         |     |   |            |        |        |                     |
|                               |  |  |  |  |  |  |  |  |  | ORG 009676 TOTAL          |         | 275,463.10 |         |     |   |            |        |        |                     |
| 009677                        |  |  |  |  |  |  |  |  |  | W&S O&M-SEWER LAGOON DIV. |         |            |         |     |   |            |        |        |                     |
| 009677 513000                 |  |  |  |  |  |  |  |  |  | CHEMICALS                 |         |            |         |     |   |            |        |        |                     |
| 002094 ALLIED UNIVERSAL COR   |  |  |  |  |  |  |  |  |  | I2987285                  | 2501069 | 2025       | 3       | INV | P | 14,318.55  | 123124 | 306476 | CHLORINE & SULFUR D |
|                               |  |  |  |  |  |  |  |  |  | ACCOUNT TOTAL             |         | 14,318.55  |         |     |   |            |        |        |                     |
| 009677 638000                 |  |  |  |  |  |  |  |  |  | FIXED EQUIPMENT R&M       |         |            |         |     |   |            |        |        |                     |
| 003348 L & A CONTRACTING CO   |  |  |  |  |  |  |  |  |  | 483-284                   | 0       | 2025       | 3       | INV | P | 54,254.72  | 123124 | 306549 | MB2024-1088: LAGOON |
| 003348 L & A CONTRACTING CO   |  |  |  |  |  |  |  |  |  | 483-285                   | 0       | 2025       | 3       | INV | P | 18,245.50  | 123124 | 306549 | MB2024-1088: LAGOON |



| YEAR/PERIOD: 2025/3 TO 2025/3 |                                | ACCOUNT/VENDOR | INVOICE | PO         | YEAR/PR       | TYP S | WARRANT    | CHECK | DESCRIPTION |
|-------------------------------|--------------------------------|----------------|---------|------------|---------------|-------|------------|-------|-------------|
|                               |                                |                |         |            |               |       | 72,500.22  |       |             |
|                               |                                |                |         |            | ACCOUNT TOTAL |       | 72,500.22  |       |             |
|                               |                                |                |         | ORG 009677 | TOTAL         |       | 86,818.77  |       |             |
| FUND 009                      | WATER & SEWER OPERATION/MAINT. |                |         |            | TOTAL:        |       | 735,719.85 |       |             |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |           |              |       |                             |         |     |     |         |        |        |             |       |               |
|-------------------------------|-----------|--------------|-------|-----------------------------|---------|-----|-----|---------|--------|--------|-------------|-------|---------------|
| ACCOUNT/VENDOR                |           | INVOICE      |       | PO                          | YEAR/PR | TYP | S   | WARRANT |        | CHECK  | DESCRIPTION |       |               |
| 011000                        |           |              |       | WATER & SEWER BALANCE SHEET |         |     |     |         |        |        |             |       |               |
| 011000 115000                 |           |              |       | COLLECTION FEES             |         |     |     |         |        |        |             |       |               |
| 002058                        | ADELA INC | 040201490000 | 11/24 | 0                           | 2025    | 3   | INV | P       | 372.40 | 123124 | 306472      | WATER | COLLECTION FE |
| 002058                        | ADELA INC | 040201490000 | 10/24 | 0                           | 2025    | 3   | INV | P       | 435.16 | 123124 | 306471      | WATER | COLLECTION FE |
|                               |           |              |       |                             |         |     |     |         | 807.56 |        |             |       |               |
| ACCOUNT TOTAL                 |           |              |       |                             |         |     |     |         | 807.56 |        |             |       |               |
| ORG 011000 TOTAL              |           |              |       |                             |         |     |     |         | 807.56 |        |             |       |               |
| FUND 011 WATER & SEWER FUND   |           |              |       |                             |         |     |     |         | TOTAL: | 807.56 |             |       |               |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3        |  |  |  |         |  |                             |         |     |     |         |        |        |                            |
|--------------------------------------|--|--|--|---------|--|-----------------------------|---------|-----|-----|---------|--------|--------|----------------------------|
| ACCOUNT/VENDOR                       |  |  |  | INVOICE |  | PO                          | YEAR/PR | TYP | S   | WARRANT |        | CHECK  | DESCRIPTION                |
| 019100                               |  |  |  |         |  | POL.FORFEITURES-POLICE DIV. |         |     |     |         |        |        |                            |
| 019100 604900                        |  |  |  |         |  | OTHER PROFESSIONAL SERV.    |         |     |     |         |        |        |                            |
| 050095 TOSHIBA FINANCIAL SE 45827515 |  |  |  |         |  | 0                           | 2025    | 3   | INV | P       | 217.64 | 123124 | 306627 FILE# 2022-514 COPI |
| ACCOUNT TOTAL                        |  |  |  |         |  |                             |         |     |     | 217.64  |        |        |                            |
| ORG 019100 TOTAL                     |  |  |  |         |  |                             |         |     |     | 217.64  |        |        |                            |
| FUND 019 POLICE FORFEITURES FUND     |  |  |  |         |  |                             |         |     |     | TOTAL:  |        | 217.64 |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                      |                        |         |         |                             |          |          |         |                     |             |
|-------------------------------|----------------------|------------------------|---------|---------|-----------------------------|----------|----------|---------|---------------------|-------------|
| ACCOUNT/VENDOR                |                      |                        |         | INVOICE | PO                          | YEAR/PR  | TYP S    | WARRANT | CHECK               | DESCRIPTION |
| 073570                        |                      |                        |         |         | MASS TRANSIT-TRANSPORTATION |          |          |         |                     |             |
| 073570 501000                 |                      |                        |         |         | OTHER EXPENDABLE OFF.SPL    |          |          |         |                     |             |
| 002527                        | COMMERCIAL STATIONER | 484560                 | 2501138 | 2025 3  | INV P                       | 384.77   | 123124   | 306510  | OFFICE SUPPLIES     |             |
| ACCOUNT TOTAL                 |                      |                        |         |         |                             | 384.77   |          |         |                     |             |
| 073570 559000                 |                      |                        |         |         | OTHER OPERATING MATL/SPLY   |          |          |         |                     |             |
| 050524                        | B & R INDUSTRIAL     | 1038634                | 2500754 | 2025 3  | INV P                       | 102.35   | 123124   | 306488  | SHOP WORK CART & OD |             |
| ACCOUNT TOTAL                 |                      |                        |         |         |                             | 102.35   |          |         |                     |             |
| 073570 638501                 |                      |                        |         |         | BUS EQUIP R&M-FIXED ROUTE   |          |          |         |                     |             |
| 050656                        | MS COAST TRANSPORT   | INV-114382908          | 2500758 | 2025 3  | INV P                       | 2,395.20 | 123124   | 306564  | REPLACE KNUCLE & WH |             |
| 050656                        | MS COAST TRANSPORT   | INV-114382909          | 2500565 | 2025 3  | INV P                       | 4,313.18 | 123124   | 306564  | FRONT END REPAIRS F |             |
|                               |                      |                        |         |         |                             | 6,708.38 |          |         |                     |             |
| ACCOUNT TOTAL                 |                      |                        |         |         |                             | 6,708.38 |          |         |                     |             |
| 073570 639400                 |                      |                        |         |         | DISINFECT./EXTERMINATION    |          |          |         |                     |             |
| 050524                        | B & R INDUSTRIAL     | 1038634                | 2500754 | 2025 3  | INV P                       | 47.62    | 123124   | 306488  | SHOP WORK CART & OD |             |
| ACCOUNT TOTAL                 |                      |                        |         |         |                             | 47.62    |          |         |                     |             |
| 073570 639900                 |                      |                        |         |         | OTHER REPAIRS AND MAINT.    |          |          |         |                     |             |
| 050524                        | B & R INDUSTRIAL     | 1038634                | 2500754 | 2025 3  | INV P                       | 807.70   | 123124   | 306488  | SHOP WORK CART & OD |             |
| ACCOUNT TOTAL                 |                      |                        |         |         |                             | 807.70   |          |         |                     |             |
| 073570 687000                 |                      |                        |         |         | CUSTODIAL SERVICE           |          |          |         |                     |             |
| 050404                        | PRECIOUS TATE JASPER | 0001                   | 2501087 | 2025 3  | INV P                       | 176.00   | 123124   | 306592  | TWO-QUOTE JANITORIA |             |
| 050419                        | SCRUB HUB LLC        | 12/2/24-12/6/24 Jani 0 |         | 2025 3  | INV P                       | 108.18   | 123124   | 306604  | FINAL JANITORIAL CL |             |
| ACCOUNT TOTAL                 |                      |                        |         |         |                             | 284.18   |          |         |                     |             |
| ORG 073570 TOTAL              |                      |                        |         |         |                             | 8,335.00 |          |         |                     |             |
| FUND 073 MASS TRANSIT FUND    |                      |                        |         |         |                             | TOTAL:   | 8,335.00 |         |                     |             |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3 |                               |    |         |     |       |               |        |                              |    |          |         |
|-------------------------------|-------------------------------|----|---------|-----|-------|---------------|--------|------------------------------|----|----------|---------|
| ACCOUNT/VENDOR                | INVOICE                       | PO | YEAR/PR | TYP | S     | WARRANT       | CHECK  | DESCRIPTION                  |    |          |         |
| 075695                        |                               |    |         |     |       |               |        | W&S CONSTR.-CAPITAL PROJECTS |    |          |         |
| 075695                        | 601500                        |    |         |     |       |               |        | ENGINEERING                  |    |          |         |
| 004197                        | SHOWS DEARMAN & WAIT 24535    | 0  | 2025    | 3   | INV P | 12,299.24     | 123124 | 306607                       | MB | 2022-286 | UNIFIED |
| 004197                        | SHOWS DEARMAN & WAIT 24536    | 0  | 2025    | 3   | INV P | 13,611.91     | 123124 | 306607                       | MB | 2022-44  | LINCOLN |
|                               |                               |    |         |     |       | 25,911.15     |        |                              |    |          |         |
|                               |                               |    |         |     |       | ACCOUNT TOTAL |        |                              |    |          |         |
|                               |                               |    |         |     |       | 25,911.15     |        |                              |    |          |         |
|                               |                               |    |         |     |       | ORG 075695    |        |                              |    |          |         |
|                               |                               |    |         |     |       | TOTAL         |        |                              |    |          |         |
|                               |                               |    |         |     |       | 25,911.15     |        |                              |    |          |         |
| FUND 075                      | WATER&SEWER CONSTRUCTION FUND |    |         |     |       | TOTAL:        |        |                              |    |          |         |
|                               |                               |    |         |     |       | 25,911.15     |        |                              |    |          |         |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3    |                      | ACCOUNT/VENDOR |         | INVOICE                     | PO | YEAR/PR  | TYP S    | WARRANT | CHECK  | DESCRIPTION         |
|----------------------------------|----------------------|----------------|---------|-----------------------------|----|----------|----------|---------|--------|---------------------|
| 077650                           |                      |                |         | COMMUNITY CTR-ADMIN/GENERAL |    |          |          |         |        |                     |
| 077650                           | 510000               |                |         | CLEANING/JANITORIAL SPLY    |    |          |          |         |        |                     |
| 048909                           | BRADY COMPANIES, LLC | 8937854        | 0       | 2025 3 INV P                |    | 13.64    | 123124   |         | 306495 | DUST MOP HEAD B/O 2 |
| 048909                           | BRADY COMPANIES, LLC | 9045170        | 0       | 2025 3 INV P                |    | 48.06    | 123124   |         | 306495 | B/O OCEAN MIST AERO |
|                                  |                      |                |         |                             |    | 61.70    |          |         |        |                     |
|                                  |                      |                |         | ACCOUNT TOTAL               |    | 61.70    |          |         |        |                     |
| 077650                           | 546000               |                |         | MINOR EQUIPMENT             |    |          |          |         |        |                     |
| 002471                           | CINTAS CORPORATION # | 5236916103     | 0       | 2025 3 INV P                |    | 440.00   | 123124   |         | 306504 | CINTAS 5 SHELF FIRS |
| 002471                           | CINTAS CORPORATION # | 5237160302     | 0       | 2025 3 INV P                |    | 440.10   | 123124   |         | 306504 | CINTAS 5 SHELF FIRS |
|                                  |                      |                |         |                             |    | 880.10   |          |         |        |                     |
|                                  |                      |                |         | ACCOUNT TOTAL               |    | 880.10   |          |         |        |                     |
| 077650                           | 561000               |                |         | PLUMBING SUPPLIES           |    |          |          |         |        |                     |
| 003543                           | MCELHANEY PLUMBING I | 307821         | 2501039 | 2025 3 INV P                |    | 22.90    | 123124   |         | 306558 | URINAL REPAIRS AT R |
|                                  |                      |                |         | ACCOUNT TOTAL               |    | 22.90    |          |         |        |                     |
| 077650                           | 630000               |                |         | GAS                         |    |          |          |         |        |                     |
| 004321                           | SPIRE                | G2024- 16-DEC  | 0       | 2025 3 INV P                |    | 305.39   | 123124   |         | 306618 | SPIRE-VARIOUS DEPAR |
|                                  |                      |                |         | ACCOUNT TOTAL               |    | 305.39   |          |         |        |                     |
|                                  |                      |                |         | ORG 077650 TOTAL            |    | 1,270.09 |          |         |        |                     |
| FUND 077 COMMUNITY CENTERS' FUND |                      |                |         |                             |    | TOTAL:   | 1,270.09 |         |        |                     |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3           |  |            |                   |                  |     |         |         |        |        |                     |  |
|-----------------------------------------|--|------------|-------------------|------------------|-----|---------|---------|--------|--------|---------------------|--|
| ACCOUNT/VENDOR                          |  | INVOICE    | PO                | YEAR/PR          | TYP | S       | WARRANT |        | CHECK  | DESCRIPTION         |  |
| 082285                                  |  |            | CDBG-ENTITLEMENTS |                  |     |         |         |        |        |                     |  |
| 082285 501000                           |  |            |                   | OTHER EXPENDABLE |     | OFF.SPL |         |        |        |                     |  |
| 004328 STAPLES                          |  | 6019399698 | 2501148           | 2025             | 3   | INV P   | 89.15   | 123124 | 306620 | CDBG OFFICE SUPPLIE |  |
| ACCOUNT TOTAL                           |  |            |                   |                  |     |         | 89.15   |        |        |                     |  |
| 082285 641000                           |  |            |                   | OFFICE EQUIPMENT |     | RENT    |         |        |        |                     |  |
| 004057 RJ YOUNG COMPANY                 |  | INV7276856 | 0                 | 2025             | 3   | INV P   | 206.37  | 123124 | 306599 | MCMB#2021-891, GYXO |  |
| ACCOUNT TOTAL                           |  |            |                   |                  |     |         | 206.37  |        |        |                     |  |
| ORG 082285                              |  |            |                   | TOTAL            |     | 295.52  |         |        |        |                     |  |
| FUND 082 COMMUNITY DEVELOP. BLOCK GRANT |  |            |                   | TOTAL:           |     | 295.52  |         |        |        |                     |  |



INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3        |  |         |                                |         |     |       |          |        |        |                |      |
|--------------------------------------|--|---------|--------------------------------|---------|-----|-------|----------|--------|--------|----------------|------|
| ACCOUNT/VENDOR                       |  | INVOICE | PO                             | YEAR/PR | TYP | S     | WARRANT  |        | CHECK  | DESCRIPTION    |      |
| 087601                               |  |         | INDUSTRIAL PK-G.O.ACQUISITIONS |         |     |       |          |        |        |                |      |
| 087601 602500                        |  |         | LEGAL                          |         |     |       |          |        |        |                |      |
| 004171 SHEMPER, MICHAEL J P 191      |  |         | 0                              | 2025    | 3   | INV P | 412.50   | 123124 | 306605 | LEGAL SERVICES | REND |
| 047720 HOWDESHELL, PITTMAN 1641      |  |         | 0                              | 2025    | 3   | INV P | 3,075.00 | 123124 | 306534 | LEGAL SERVICES | REND |
| ACCOUNT TOTAL                        |  |         |                                |         |     |       | 3,487.50 |        |        |                |      |
| ORG 087601 TOTAL                     |  |         |                                |         |     |       | 3,487.50 |        |        |                |      |
| FUND 087 INDUSTRIAL PARK DEVELOPMENT |  |         |                                |         |     |       | TOTAL:   |        |        |                |      |
|                                      |  |         |                                |         |     |       | 3,487.50 |        |        |                |      |

INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2025/3 TO 2025/3                  |                    |                                |    |         |     |       |              |        |        |                     |  |  |
|------------------------------------------------|--------------------|--------------------------------|----|---------|-----|-------|--------------|--------|--------|---------------------|--|--|
| ACCOUNT/VENDOR                                 |                    | INVOICE                        | PO | YEAR/PR | TYP | S     | WARRANT      |        | CHECK  | DESCRIPTION         |  |  |
| 097201                                         |                    | INFRA IMPROVE-INTRNT SALES TAX |    |         |     |       |              |        |        |                     |  |  |
| 097201                                         |                    | HALL AVENUE OVERPASS           |    |         |     |       |              |        |        |                     |  |  |
| 048667                                         | R & J CONSTRUCTION | HALL AVE WEST #15              | 0  | 2025    | 3   | INV P | 1,478,464.03 | 123124 | 306596 | MB 2022-74 HALL AVE |  |  |
| ACCOUNT TOTAL                                  |                    |                                |    |         |     |       | 1,478,464.03 |        |        |                     |  |  |
| ORG 097201 TOTAL                               |                    |                                |    |         |     |       | 1,478,464.03 |        |        |                     |  |  |
| FUND 097 INFRA IMPROVE-INTRNT SALES TAX TOTAL: |                    |                                |    |         |     |       | 1,478,464.03 |        |        |                     |  |  |

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City of Hattiesburg, MS  
A/P CASH DISBURSEMENTS JOURNAL

P 30  
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JOURNAL ENTRIES TO BE CREATED

| FUND                               | DUE TO       | DUE FR       |
|------------------------------------|--------------|--------------|
| 001 General Fund                   |              | 376,579.54   |
| 002 PARKS & RECREATION FUND        |              | 80,937.48    |
| 005 HATT.MUNICIPAL FIRE PROTECTION |              | 19,635.00    |
| 008 SPECIAL STREET IMPR.FUND       |              | 127,302.42   |
| 009 WATER & SEWER OPERATION/MAINT. |              | 735,719.85   |
| 011 WATER & SEWER FUND             |              | 807.56       |
| 019 POLICE FORFEITURES FUND        |              | 217.64       |
| 073 MASS TRANSIT FUND              |              | 8,335.00     |
| 075 WATER&SEWER CONSTRUCTION FUND  |              | 25,911.15    |
| 077 COMMUNITY CENTERS' FUND        |              | 1,270.09     |
| 082 COMMUNITY DEVELOP. BLOCK GRANT |              | 295.52       |
| 087 INDUSTRIAL PARK DEVELOPMENT    |              | 3,487.50     |
| 097 INFRA IMPROVE-INTRNT SALES TAX |              | 1,478,464.03 |
| 801 CLAIMS FUND                    |              |              |
|                                    | 2,858,962.78 |              |
|                                    | -----        | -----        |
| TOTAL                              | 2,858,962.78 | 2,858,962.78 |

\*\* END OF REPORT - Generated by Nacoshia Mark \*\*