Chapter 2
DESIGNER AGREEMENTS & PAYMENTS

2.01 BASIC OWNER / DESIGNER AGREEMENT FORM

A. Form

1. Document SBC-6 is the standard form authorized by the State Building Commission for a Basic Services agreement between Owner and Designer. By reference, it includes document SBC-6a Terms and Conditions. In the Designers’ Manual, the Table of Contents indicates the current edition date and location of copies in the Administrative Forms.

2. Generally, the Owner will write or revise all contracts to the January 2007 forms, which changed primarily in:
   a. Reimbursable hourly rates (SBC-6: B.3.2);
   b. Base Fee Calculation (SBC-6a: 1-3(a)); and,
   c. Illegal immigrant participation prohibition (SBC-6a: 11-2).

B. Example Basic Services Fee Calculation:

1. A simple calculation on a single-objective new construction project (MACC = $522,022.00):

   FEE PERCENT = 35 / Log (MACC) - 1.15
   FEE PERCENT = 35 / Log (522,022.00) – 1.15
   FEE PERCENT = 7.66251850%
   FEE = .0766251850 x $522,022.00 = $40,000.00

2. A composite calculation on a project combining a new construction objective and a separate mixed objective of new construction and renovation:

   Subproject A: Woodshop Addition (MACC = 522,022.00)
   FEE PERCENT (subproject A) = 35 / Log (522,022.00) – 1.15
   FEE PERCENT (subproject A) = 7.66251850%
   FEE (subproject A) = .0766251850 x $522,022.00 x 1.0 = $40,000.00

   Subproject B:

<table>
<thead>
<tr>
<th>WORK</th>
<th>MACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Classroom Construction</td>
<td>2,539,809.00</td>
</tr>
<tr>
<td>Classroom Renovation</td>
<td>2,539,809.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5,079,618.00</td>
</tr>
</tbody>
</table>

   FEE PERCENT (subproject B) = 35 / Log (5,079,618) – 1.15
   FEE PERCENT (subproject B) = 6.29968760%
   FEE (new Construction) = $2,539,809 x .0629968760 x 1.0 = $160,000
   FEE (renovation) = $2,539,809 x .0629968760 x 1.25 = $200,000
SUBPROJECT A FEE: $ 40,000  
SUBPROJECT B FEE: $360,000  
TOTAL FEE: $400,000

3. In the example of #2 above, separate base-fee percentages are derived for subprojects A and B because the design efforts are discontinuous or the building types are different; however, these factors do not apply to the elements within subproject B that therefore use a combined base fee percentage and a split renovation multiplier.

4. The Owner will normally continue to pay Basic Services contracted under a prior edition of contract at the existing contracted rate. Basic Services added, or revised with an increase in MACC, will normally result in a fee recalculation using the latest formula for services not yet provided, thus requiring a calculation using a combination of rates.

C. Normally, CPCA fills-in the form and sends it to the prospective Designer with a copy of the Terms and Conditions and Attestation Form for signature and attachment of insurance certificates, the sub-agreement for payment direct deposit (ACH form), and the federal tax reporting form W-9.

Fill out the form as follows (paragraph numbering corresponds to form):

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Filling out the SBC-6 Designer Agreement

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Part A: The parties and basic objectives, on page 1:
A.1 The agreement and its parties:
   • The Designer shall NOT fill-in the Date of the Agreement. The Owner will fill-in the date when the agreement is fully executed by the affixing of the last required signature.
   • Fill-in “Middle Tennessee State University” as the State government Owner agency.
   • The Designer firm or joint venture name is filled in as Designer. Normally, fill-in the working address of the Designer.

A.2 The project:
   • Fill-in project identification corresponding to the approval given by the State Building Commission: either by a brief scope statement; or, by the official title, project number, and date of authorization.
   • Fill-in Maximum Allowable Construction Cost with both words and figures.

Part B: the services and compensation, beginning on page 1:
B.3.1 Extent of services and commensurate fee:

- The paragraph numbers are set forth covering phases of the Designer's Basic Services to be completed, normally beginning with subparagraph 2-1-1, through:

<table>
<thead>
<tr>
<th>Pre-Planning</th>
<th>Design Development</th>
<th>Construction Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Schematic</td>
<td>Development</td>
</tr>
<tr>
<td>2-1-9</td>
<td>2-1-17</td>
<td>2-1-22</td>
</tr>
<tr>
<td>2-1-26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-1-28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-1-36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-1-39</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- There are two rectangular boxes, one of which is checked to indicate either:
  
  **Lump Sum:** Fee for basic services normally is a lump sum, which is filled-in accordingly in words and figures. If construction is planned under multiple contracts or construction types, an exhibit is attached delineating fee calculation and apportionment to stages of design and construction.

  **Multiple of Direct Expense:** Normally a Maximum is not more than what a Lump Sum Fee would be; fill-in accordingly in words and figures.

  - If a fee calculation or reference to an explanatory attachment is needed.

B.3.2 Fill-in Principals’ names. These are the only persons who can:

- act for the Designer in execution of the Agreement and subsequent modifications.
- receive hourly compensation at the Principal’s rate given in clause B.3.2.1.

B.3.3 Fill –in Consultants’ names. These are the only persons or firms for whom the Designer can receive Consultant compensation at the rate given in clause B.3.2.3.

Part C: Professional liability insurance: Normally, the basic minimum coverage is $100,000.00

Additional requirements may be set forth here for professional liability insurance beyond the minimum set forth in Article 15 of the Terms and Conditions. Additional insurance requirements are necessarily considered on a per-project basis; however, it is customary to scale the limit of liability according to the project MACC, thus (in thousands):

<table>
<thead>
<tr>
<th>if MACC &gt; or =</th>
<th>0</th>
<th>2,500</th>
<th>5,000</th>
<th>10,000</th>
<th>20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>and &lt;</td>
<td>2,500</td>
<td>5,000</td>
<td>10,000</td>
<td>20,000</td>
<td>40,000</td>
</tr>
<tr>
<td>then limit of liability =</td>
<td>100</td>
<td>250</td>
<td>500</td>
<td>750</td>
<td>1,000</td>
</tr>
</tbody>
</table>
**Part D:** Schedule for design:

**D.2** Set forth a schedule for completion of design phases. This part normally requires some discussion of the project between Owner and proposed Designer before contract.

- **Pre-Planning:** If paragraph B.3.1 includes services through the Design Development Phase (DDP, ending with paragraph 2-1-22), the first rectangular box is marked; and, in the blank line between “within” and “calendar”, a number (of days) is filled-in setting the deadline for DDP in terms of calendar days after Notice to Proceed with design.

- **Full Planning:** If paragraph B.3.1 includes services through the Construction Document Phase (CDP, ending with paragraph 2-1-26), the first rectangular box is marked; and, in the blank line between “additional” and “calendar”, a number (of days) is filled-in setting the deadline for CDP in terms of calendar days after approval of DDP.

**Signature spaces:**
At “Designer”, fill-in the name of the firm or joint venture.

Owner signatures are as shown on the SBC-6 form included in the *Administrative Forms*.

End of instructions for filling out the SBC-6 Designer Agreement

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**D. Completion of the Owner / Designer Agreement by the Designer:**

1. **Do not fill-in the date of the Agreement.** CPCA will fill-in the date after it is fully executed by MTSU.

2. **Designer Signature:** A principal legally empowered to bind Designer to Contract, who is listed in B.3.3 on page 2 of the SBC-6, shall signs seven (7) counterparts. If a joint venture, a principal of each firm shall sign, and additional counterparts shall be used. The Designer does not have to return a copy of Terms and Conditions and Attestation Form to CPCA with the signed counterparts of the Agreement.

3. **Designer Professional Liability Insurance Certificate:** Attach to each counterpart of the Agreement a certificate or certificates showing names of insured, producer, and carriers, coverage complying with Part C of the Agreement, "State of Tennessee" as certificate holder in care of OFD, and customary stipulation of notice in the event of change or renewal. When the Designer is a joint venture, certificates shall recognize the Joint Venture relationship, and the limit of liability for each member of the Joint Venture shall be not less than the required total limit divided by the number of members (firms). Give values of all limits and deductibles in like units.

4. **ACH Credits Form:** Complete one (1) counterpart. An example of the form is in document 00 54 33 of the *Bidding Documents*.

5. **W-9 Form:** Complete one (1) counterpart. An example of the form is in document 00 54 35 of the *Bidding Documents*.

6. Send all of the above, completed and compiled, to CPCA for execution.
E. Execution:
   1. Obtain The State Architect’s signature on a separate counterpart, concurrent with execution within Middle Tennessee State University. File the counterpart with the State Architect’s signature at CPCA.
   2. Once returned by the Designer, signed and accompanied by appropriate insurance certificates, ACH, and W-9, CPCA will secure the signatures indicated for the Owner on page 3 and return one (1) counterpart to the Designer.

2.02 MODIFICATIONS TO THE DESIGNER CONTRACT

A. Document SBC-6s is the standard form used under authority of the State Building Commission for modification of an agreement between Owner and Designer. A current edition is included in the Administrative Forms. Like SBC-6, there is a new 2007 edition; however, it has not changed from the prior edition.

B. As with the Agreement, CPCA normally fills-in the form and sends it to the Designer for signature and, when appropriate, attachment of updated insurance certificates. Fill-out the form as follows (paragraph numbering corresponds to form):

Filling out the SBC-6s Designer Supplement

Verify Form: Check existing agreement to be sure which edition SBC-6s is appropriate.

Part A: The Supplement and the existing contract it modifies, on page 1:
   A.1 The Supplement and the parties:
      • The Designer shall NOT fill-in the date of the Supplement. The Owner will fill-in the date when the agreement is fully executed with the last required signature.
      • Fill-in the Owner agency name to match the existing contract, normally as “Middle Tennessee State University.”
      • Fill-in the Designer firm or joint venture name to match the existing contract. If the Supplement is acknowledging a change in the name of the Designer, the new name is addressed in paragraph B.1.
   A.2 Fill-in the Project identification to match the existing contract, ideally including the official title and project number.
   A.3 Fill-in the date of the original Agreement.
   A.4 Fill-in the dates of prior supplements. If there have been none, fill-in “None” or “N/A.”
A.5 Services and MACC:

• The paragraph numbers for design phases currently under contract are filled-in. If the current contract calls for some services under one edition of Terms and Conditions and other services under another edition, cite the paragraph numbers to make that distinction, since the numbering and service requirements might differ.

• The designer may modify the reference in this paragraph to “Terms and Conditions” to clarify which edition is being used, particularly if services started under an older edition are extended or continued under the new edition.

• Fill-in Existing Maximum Allowable Construction Cost with both words and figures.

Part B: Changes in the parties, project, services, and compensation, on page 2:

B.1 Special changes:
After the fixed text of this paragraph, the blank space before paragraph B.2 is normally left blank; however, use this space when needed for changes not addressed in the remaining structure of Part B, such as changes in the parties, consultants, hourly rates of compensation, or the Terms and Conditions.

B.2.1 Scope confirmation or change:
Fill-in “unchanged,” if there is no change in project scope. Otherwise, describe changes in scope fully; or, if the changes are too extensive to include verbatim, make reference to an attachment.

B.2.2 Fill-in Maximum Allowable Construction Cost with both words and figures.

B.3.1 For services being added by the Supplement, fill-in paragraph numbers. It is permissible to make an all-inclusive reference that incorporates the already contracted services; however, if the modified contract spans editions of the Agreement forms, the necessary distinction of applicable Terms and Conditions might be problematic.

B.3.3 Compensation:

• If the fee is based on a Multiple of Direct Expense with a Maximum not to exceed, at the end of the first line, after “shall be”, it is customary to add “not to exceed” before the amount.

• Fill-in the all-inclusive new Lump Sum fee or Maximum with both words and figures.

• In the space below the amount, the designer may show a fee calculation, if needed; or, make reference to an explanatory attachment.

Part C: Professional liability insurance, on page 2:
Fill-in following the same manner as for the original agreement (see above).
Normally, the basic minimum coverage is $100,000.00

**Part D:** Schedule for design, on page 3:

**D.2** Fill-in following the same manner as for paragraph D.1 of the original agreement (see above); however:

- The first rectangular box and associated clause addresses completion of Basic Services through the Design Development Phase.
  - If adding these services, or the schedule is being changed, mark the first rectangular box; and, in the blank line between “within” and “calendar”, fill-in a number (of days) that sets the deadline for Design Development Phase in terms of calendar days after Notice to Proceed with design.
  - If no change in schedule is intended, fill-in the box “N/A”, and existing requirements stand.

- The second rectangular box and associated clause addresses completion of Construction Document Phase.
  - If adding these services, or the schedule is being changed, mark the second rectangular box; and, in the blank line between “additional” and “calendar”, fill-in a number (of days) that sets the deadline for Construction Document Phase in terms of calendar days after Notice to Proceed with design. In cases of adding these services sometime after completion of Design Development Phase, at the end of the clause following “Terms and Conditions”, it might be appropriate to add “and receipt of a Notice to Proceed.”
  - If no change in schedule is intended, fill-in the box “N/A”, and existing requirements stand.

**Signature spaces:**

Fill-in at “Designer”, the name of the firm or joint venture. If the Supplement makes a change in the Designer name, use the new name. Owner signatures are as shown on the SBC-6s form included in the Administrative Forms.

End of instructions for filling out the SBC-6s Designer Supplement

**D. Completion by the Designer:**

1. **Do not fill in the date of the Supplemental Agreement.** CPCA will fill in after it is fully executed.

2. **Designer Signature:** A principal legally empowered to bind Designer to Contract, who is included in the list of principals applicable both before and after the Supplement, shall sign seven (7) counterparts. If a joint venture, a principal of each firm shall sign, and additional counterparts used.
3. **Designer Professional Liability Insurance Certificate:** If prior certificates have expired, new certificates might be needed.

4. **ACH Credits Form:** New form required for change in Designer name, bank, or account.

5. **W-9 Form:** New form required for change in Designer name.

6. Send all of the above, completed and compiled, to CPCA for execution.

**E. Execution:** Complete the same as for original agreements.

### 2.03 PROHIBITION OF PARTICIPATION BY ILLEGAL IMMIGRANTS

**A.** In 2006 and 2007, the State put in place new requirements to stop illegal immigrants from participating in contracts with the State of Tennessee. The law re-defined Article 11 of the Terms and Conditions from “Non-Discrimination” to “Employment Practices”, and added paragraph 11-2. By entering into an agreement or supplemental agreement that incorporates the 2007 SBC-6a, the Designer makes the initial attestation contained in subparagraph 11-2-2.

**B.** Re-attestation

1. Re-attestation is required at least semi-annually using a form referred to in SBC-6a as “Exhibit A.” Normally, the Designer will receive an attachment to the Terms and Conditions. This form is also included in the Designers’ Manual Administrative Forms as form F226. By being issued together as a part of the Designers’ Manual, the form is in fact attached to the SBC-6a, even if one or both is inadvertently omitted from hardcopy transmission.

2. To ensure timely re-attestation, submit a signed attestation form with each invoice for Basic Services.

3. Obtain attestations from the Designer’s consultants and subcontractors using the same form, and the designer shall maintain them in accordance with Terms and Conditions subparagraphs 11-2-3 and 11-2-4. These attestations are not automatically submitted to the Owner, but they are maintained by the Designer subject to Owner review as stipulated in those subparagraphs.

### 2.04 PAYMENTS TO DESIGNERS

**A.** Identify yourself, the project, and the SBC project number on pay request.

**B.** Bill reimbursable expenses and additional services separately from basic services, so that disagreement over one type item will not hinder payment for others.

**C. Basic Services:**

1. Subdivide lump sum payments for Basic Services to indicate extent of services thus far provided, prior payments, and balance due. Differentiate between portions of project that are progressing on different timetables or subject to separate approvals.

2. Partial Phase billings (SBC-6a paragraphs 7-3 and 7-5):
   a. Schematic Design Phase might be considered 50% complete for billing purposes when Owner has given written approval of a design concept (SBC-6a subparagraph 2-1-13).
b. Design Development and Construction Document phases might be considered 50% complete for billing purposes when the Designer has submitted sufficient work product to the Project Manager to demonstrate that 50% of the work of the phase is complete. It is impracticable to provide a universal guideline; therefore, the Project Manager has discretion as to form, extent, delivery, and sufficiency of work product.

c. Construction Phase billings:
   1) may be submitted with or after issuance of any certificate for contractor payment;
   2) must aggregate in proportion to the Phase fee no greater than the Contractor’s total completed and stored to date (including retainage) on the latest certificate aggregates in proportion to the current construction Contract Sum;
   3) must indicate beginning and ending dates of services currently billed; and,
   4) must have copies attached of field reports for the period of service.

3. Attach copies of meeting minutes, field reports, and designer logs applicable to the Basic Services being invoiced.

4. Attach a re-attestation, on form F226, after filling -in the SBC project number as identified in the design contract, the design firm or joint venture name, the Federal ID number, the signature and date thereof, and the name and title of the signatory.

5. Example Billing Breakdown for Basic Services upon completion of Bidding Phase:

<table>
<thead>
<tr>
<th>PHASE</th>
<th>DUE PCT</th>
<th>FEE</th>
<th>DUE PCT</th>
<th>AMT</th>
<th>BILLED</th>
<th>REMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programing</td>
<td>3%</td>
<td>$1,200</td>
<td>3%</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$0</td>
</tr>
<tr>
<td>Schematic Design</td>
<td>12%</td>
<td>$4,800</td>
<td>12%</td>
<td>$4,800</td>
<td>$4,800</td>
<td>$0</td>
</tr>
<tr>
<td>Design Development</td>
<td>25%</td>
<td>$10,000</td>
<td>25%</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
</tr>
<tr>
<td>Construction Document</td>
<td>30%</td>
<td>$12,000</td>
<td>30%</td>
<td>$12,000</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Bidding</td>
<td>3%</td>
<td>$1,200</td>
<td>3%</td>
<td>$1,200</td>
<td>$0</td>
<td>$1,200</td>
</tr>
<tr>
<td>Construction</td>
<td>23%</td>
<td>$9,200</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Close-Out</td>
<td>4%</td>
<td>$1,600</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>SUB - TOTAL</strong></td>
<td>100%</td>
<td>$40,000</td>
<td>73%</td>
<td>$29,200</td>
<td>$22,000</td>
<td>$7,200</td>
</tr>
</tbody>
</table>

D. Hourly or Additional Services:

1. Hourly and other direct expenses require CPCA approval before work is started. Itemize expenses under an appropriate heading. Attach applicable receipts. The hourly rate for
principals' time is a maximum hourly rate; the rate for employee's time, including allowable multipliers, cannot exceed the rate for a principal.

2. Example Billing Breakdown for Additional Services:

   **Task “Room B”**

<table>
<thead>
<tr>
<th>DPE</th>
<th>Mark up</th>
<th>Rate Results</th>
<th>Billable Rate</th>
<th>Hrs.</th>
<th>Due</th>
<th>Prev. Billed</th>
<th>Remit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Jane</td>
<td>$155 0%</td>
<td>$155.00</td>
<td>$155.00</td>
<td>22.5</td>
<td>$3,487.50</td>
<td>$1,200.00</td>
<td>$2,287.50</td>
</tr>
<tr>
<td>Principal Dave</td>
<td>$155 0%</td>
<td>$155.00</td>
<td>$155.00</td>
<td>15.0</td>
<td>$2,325.00</td>
<td>$700.00</td>
<td>$1,625.00</td>
</tr>
<tr>
<td>Employee Susan</td>
<td>$50 30%</td>
<td>$58.50</td>
<td>$58.50</td>
<td>10.0</td>
<td>$585.00</td>
<td>$392.00</td>
<td>$1,158.00</td>
</tr>
<tr>
<td>Employee Darth</td>
<td>$20 30%</td>
<td>$55.50</td>
<td>$55.50</td>
<td>15.0</td>
<td>$832.50</td>
<td>$0.00</td>
<td>$832.50</td>
</tr>
<tr>
<td>Consultant Jim</td>
<td>$75 0%</td>
<td>$90.00</td>
<td>$90.00</td>
<td>4.0</td>
<td>$360.00</td>
<td>$0.00</td>
<td>$360.00</td>
</tr>
</tbody>
</table>

   **SUB-TOTAL**
   | $8,678.00 |

   Maximum authorized for this task: $9,000.00
   
   | billable: $8,678.00 |
   | $2,292.00 |
   | $6,386.00 |

3. Note that in the example above:
   a. Principals base rate is at the maximum flat rate allowed under SBC-6 clause B.3.2.1.
   b. Employees are increased by the maximum allowed under SBC-6a paragraph 5-2.
   c. Mark-up is according to SBC-6 clause B.3.2.2 for employees and B.3.2.3 for consultants.
   d. Billable Rate is capped for employees according to SBC-6 clause B.3.2.2.
   e. The hours and amount due are cumulative, and cannot exceed the maximum authorized.

E. Reimbursable Expenses:

1. Reimbursable expenses (i.e. survey work, geotechnical investigations, air monitoring services, and printing costs) require CPCA approval before work is started. Attach statements and summarize under the heading of "Reimbursable Expenses" in invoice. If statements are not itemized, include itemization in the summary.

2. Bidding Documents reproduction: Except as pre-approved below, obtain Owner's prior approval for printing costs. Without prior approval, the Owner limits the maximum reimbursement, in-house as well as by others, to a total cost below $1,200.00 for not more than 30 sets at unit costs not exceeding:

<table>
<thead>
<tr>
<th>Black Line Drawings:</th>
<th>$.15 / square foot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manual</td>
<td></td>
</tr>
<tr>
<td>Cover &amp; Binding:</td>
<td>$3.50 per set</td>
</tr>
<tr>
<td>AIA A201:</td>
<td>Printable from CPCA website</td>
</tr>
<tr>
<td>Text Pages:</td>
<td>$.06 / sheet (double sided)</td>
</tr>
<tr>
<td></td>
<td>$.04 / sheet (single sided) prior approval required</td>
</tr>
</tbody>
</table>

3. No reimbursement for Postage, delivery, and other handling costs for design submittals, bidding documents, construction documents, and correspondence.
4. Example Billing Breakdown for reimbursable expenses:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
<th>Multi</th>
<th>Due</th>
<th>Prev. Billed</th>
<th>Remit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>$655.00</td>
<td>1.00</td>
<td>$655.00</td>
<td>$0.00</td>
<td>$655.00</td>
</tr>
<tr>
<td>Air-Monitoring</td>
<td>$1,200.00</td>
<td>1.20</td>
<td>$1,440.00</td>
<td>$700.00</td>
<td>$740.00</td>
</tr>
<tr>
<td>Surveys</td>
<td>$3,200.00</td>
<td>1.20</td>
<td>$3,840.00</td>
<td>$2,800.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>Geotechnical</td>
<td>$1,500.00</td>
<td>1.20</td>
<td>$1,800.00</td>
<td>$1,200.00</td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>$7,735.00</strong></td>
<td></td>
<td><strong>$4,700.00</strong></td>
<td><strong>$3,035.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

F. Submit original statement and two copies to CPCA.

G. **Automated Clearing House Payments**: Owner's automated clearing house (ACH) wire transfer system will make payments to the Designer, as set forth in Article 7 of the SBC-6a Terms and Conditions (See *Administrative Forms*) and the ACH form (See 00 54 33 of *Bidding Documents*)

CHAPTER 2 END