Section 7 Specific Project Requirements

## SPECIFIC PROJECT REQUIREMENTS

#### **<u>1 - CONTACT DURING BIDDING</u>**

1.1 All questions during bidding should be addressed to Lucas Skelly, who can be reached at CT Consultants, Inc., 8150 Sterling Court, Mentor, Ohio 44060 at (304) 907-4923.

### 2 - INSURANCE

- 2.1 Section SC-5.04(D) of the Supplementary Conditions shall be deleted and no "all risk builders risk" or "installation floater" insurance need be purchased by the Contractor.
- 2.2 See the following Bid Set Sections for Insurance Requirements:
  - A. Section 1, Instructions to Bidders, Part 10 Insurance
  - B. Section 3, General Conditions, Article 5 Bonds and Insurance (EJCDC) or Article 11 Insurance and Bonds (AIA), whichever is used in the Bid Set
  - C. Section 4, Supplemental Conditions

#### 3 - PAYMENTS

3.1 This project is being funded in whole or in part by ARPA. The Contractor shall comply with all requirements of this program. In paragraph 14.02 C.1. of the General Conditions, change "ten days" to "sixty days".

#### 4 - WORKING HOURS

4.1 No work shall be performed between the hours of <u>7:30</u> PM and <u>7:30</u> AM nor on Saturday, Sunday, or legal Holidays, without written permission of the Owner.

#### 5 - PROJECT COMPLETION

5.1 All work including restoration and clean-up shall be completed no later than the contract completion date. Failure to complete all work within the allotted time will result in assessment of liquidated damages. Upon completion of all work and written notification of same by the Contractor, the Engineer and Owner will compile a punch list. The punch list will be sent to the Contractor. All punch list work shall be completed to the satisfaction of the Engineer and the Owner within 14 days after receipt of the punch list. Failure to complete the punch list work within the allotted time will result in assessment of liquidated damages.

#### <u>6 - ASPHALT GRINDINGS</u>

6.1 All grindings shall remain the property of the Contractor.

#### <u>7 - TAXES</u>

- 7.1 This project is sales-tax exempt, but there is a 2% B&O tax.
- 7.2 This project shall be Class Code 6611-6630. Refer to Business & Occupation Tax Return Form.
- 7.3 The Contractor shall pay the City Service Fee. Refer to City Service Fee Overview sheet.
- 7.4 Tax releases from both City and State must be received before the release of the final payment will be made.

# CITY OF WHEELING 1500 Chapline Street Room 115, Wheeling WV 26003-3553 / Phone (304) 234-3653 (QUARTERLY / ANNUAL) BUSINESS & OCCUPATION TAX RETURN

- THE TAXPAYER LISTED BELOW IS REQUIRED TO FILE (even if no income is received during this tax period) AND TO PAY BUSINESS & OCCUPATION (B&O) TAXES DUE. <u>TAXES ARE DUE WITHIN (30) DAYS AFTER TAX PERIOD ENDS</u>.
- BUSINESS CLASSIFICATIONS AND TAX RATES ARE LISTED ON THE BACK SIDE OF THIS FORM FOR YOUR INFORMATION.
- PENALTY: TO BE CALCULATED AT 5% FOR THE 1<sup>ST</sup> MONTH PAST DUE OR FRACTION THEREOF,
- AND AN ADDITIONAL 1% FOR EACH SUCCEEDING MONTH OR FRACTION THEREOF.
- COMPLETE (PART 1) OF THE B&O TAX RETURN FORM FOR YOUR RECORDS.
   COMPLETE (PART 2) OF THE B&O TAX RETURN FORM, SIGN AND RETURN WITH YOUR PAYMENT.
- IF REPORTING UNDER "<u>CONTRACTOR</u>" and/or "<u>RENTAL</u>" COMPLETE FORM ON REVERSE SIDE OF (PART 2).
- IF REPORTING TAX CREDIT COMPLETE FORM ON REVERSE SIDE

MESSAGE:						
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#### CITY OF WHEFLING BUSINESS & OCCUPATION TAX RETURN 1500 Chapline \$t Room 115, Wheeling WV 26003-3553 / Phone (304) 234-3653

(

\_QTR \_\_\_\_\_YEAR)

	CLASS CODE	BUSINE	ESS CLASSIFICATION	AMOUNT	PER S100	TAX DUE
DATE BUSINESS BEGAN IN CITY:						
DATE BUSINESS QUIT IN CITY:	-					
IF BUSINESS SOLD, DATE OF SALE: FURNISH NAME & ADDRESS OF NEW OWNER: 						
				·····		
			NET TAX DUE         TAX CREDITS (LIST ON BACK)         PENALTY ADD PENALTY OF 5% FOR FIRST MONTH OR         FRACTION THEREOF AND 1% FOR EACH SUCCEEDING MONTH OR         FRACTION THEREOF.         *         PAST DUE BALANCE			
			TOTAL AMOUNT DUE			

TOTAL AMOUNT ENCLOSED

(PART 1) TCOMPLETE AND RETAIN UPPER PORTION FOR YOUR RECORDS.

(PART 2) COMPLETE LOWER PORTION, SIGN AND RETURN WITH PAYMENT MADE PAYABLE TO "CITY OF WHEELING".

CITY OF WHEELING BUSINESS & OCCUPATIO	N TAX RI	TURN	(X***	XXXXXXXXXXXX		
1500 Chapline St Room 115, Wheeling WV 26003-3553 Phone (304) 234-3653	CLASS CODE		ISINESS CLASSIFICATION	TAXABLE RATE AMOUNT PER \$100	TAX DUE	
DATE BUSINESS BEGAN IN CITY:						
DATE BUSINESS QUIT IN CITY:						
IF BUSINESS SOLD, DATE OF SALE:						
FURNISH NAME & ADDRESS OF NEW OWNER:						
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			NET TAX DUE	NET TAX DUE TAX CREDITS (LIST ON BACK) PENALTY ADD PENALTY OF 5% FOR FIRST MONTH OR FRACTION THEREOF AND 1% FOR EACH SUCCEEDING MONTH OR FRACTION THEREOF. + PAST DUE BALANCE +		
			FRACTION THEREOF AND 1% FO			
			PAST DUE BALANCE			

TOTAL AMOUNT DUE

CLASS CODE	BUSINESS CLASSIFICATIONS	RATE PER \$100
1000	OTHER NATURAL RESOURCE PRODUCTS	1.00
2111-3999	MANUFACTURED PRODUCTS	.28
5212-5999	RETAILERS AND OTHERS	.365
5111-5199	WHOLESALERS	.15
*6611-6630	CONTRACTING BUSINESS * (List Specific Project/s in excess of \$5,000 Separately)	2.00
*6147-6151	RENTAL/LEASE INCOME PROPERTY FOR HIRE * (List all Rental Property Owned within City Limits)	.73
6211-6599	SERVICES AND ALL OTHER BUSINESS	.88
6111-6152	BANKING AND OTHER FINANCIAL INSTITUTIONS	.94
6600	SHARED SERVICES	.15

\*

EXEMPTION TYPE	AMOUNT	EXEMPTION TYPE	AMOUNT				
*IF REPORTING INCOME UNDER CLASS 6611-6630 (CONTRACTING BUSINESS) IT IS NECESSARY FOR YOU TO SEPARATELY LIST SPECIFIC PROJECT(S) IN EXCESS OF \$5000							
PROJECT NAME (ADDRESS OR JOB SITE)	Gross Amount						
1)       \$         2)       \$         3) TOTAL OF ALL OTHER GROSS CONTRACTING INCOME RECEIVED (FOR JOBS LESS THAN \$5000)       \$         TOTAL REVENUE THIS QUARTER FOR "CONTRACTING BUSINESS"       \$         (CARRY TOTAL AMOUNT RECEIVED TO FRONT OF FORM UNDER "TAXABLE AMOUNT" COLUMN-CLASS 6611-6630							
*IF REPORTING INCOME UNDER CLASS 6151 "RE PROPERTY YOU OWN WITHIN THE CITY LIMITS ( PROPERTY ADDRESS # OF U 1)	NTAL BUSINESS" IT IS F WHEELING (USE SE NITS (Circl Commercial ( Commercial ( Commercial (	NECESSARY FOR YOU TO UPDATE         PARATE SHEET IF NECESSARY)         le One)       GROSS RE         (or) Residential       \$)         (or) Residential       \$)					



#### **CITY SERVICE FEE OVERVIEW**

The City of Wheeling imposes a two dollar (\$2.00) per week City Service Fee ("CSF") upon all full-time employees, part-time employees, and self-employed individuals who regularly report to work at a physical location or work from home within the City of Wheeling. Employers are required to withhold \$2.00 per week from each employee's pay. Withheld fees are remitted quarterly to the City Finance Department. Self-employed individuals are responsible for remitting their own fees. CSF payments not received within one month following the end of the calendar quarter will be subject to penalties.

If you work multiple jobs in Wheeling, and the fee is being deducted by more than one employer, complete a *Prior Payment Form* (CSF-1). Fill out areas one (1) and two (2) and sign area three (3). Your primary employer must sign area four (4). Once the form is completed, it should then be given to your secondary employer(s) and retained by them. *THE PRIOR PAYMENT FORM SHOULD NOT BE SENT TO THE CITY FINANCE DEPARTMENT.* 

If the fee is withheld from your pay in error, complete *a Refund Claim Form* (CSF-4), attach a copy of your pay stub or other employer-provided documentation showing the fee was deducted in error, and return the form to the City Finance Department. This form must be received within thirty (30) days following the receipt of payment from your employer.

Businesses exempt from Wheeling Business & Occupation Tax, but that maintain offices / locations in Wheeling, are required to withhold the fee from employees.