LCCC Translucent Wall Replacement

LARAMIE COUNTY COMMUNITY COLLEGE
1400 EAST COLLEGE DRIVE
CHEYENNE, WYOMING

DATE: 12/15/2017

TOBIN & ASSOCIATES, P.C.
ARCHITECTURE / PLANNING
DRAWINGS AND SPECIFICATIONS FOR
LCCC Translucent Wall Replacement

LARAMIE COUNTY COMMUNITY COLLEGE
1400 EAST COLLEGE DRIVE
CHEYENNE, WYOMING

Date: December 15, 2018
Architects’ Project No. 17-07-02

ARCHITECT:
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(307) 632-3144
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PROJECT: Arena Translucent Wall Replacement

BID No.: IFB-18082

DUE DATE & TIME: January 18, 2018 @ 3:00 p.m. (prevailing local time)

BID: Sealed Bids, subject to the terms, conditions and specifications herein stipulated and/or attached hereto, will be received at the Laramie County Community College Contracts Office located in the Administration Building on 1400 East College Drive, Cheyenne, WY 82007 at Administration Building room AM-108 in until January 18, 2018 at 3:00 p.m. (prevailing local time), and then publicly opened, read aloud and duly recorded.

PRE-BID MEETING: A MANDATORY Pre-Bid meeting and job walk will be held on January 9, 2018 @ 10:00 a.m. (prevailing local time) in the Plant Operations Building room PO-106. Attendance at the Mandatory Pre-Bid meeting is required to bid on this project. ***Doors will be locked at 10:00 a.m.***

Jamie Spezzano
Director, Contracting & Procurement
Laramie County Community College
1400 East College Drive
Cheyenne, WY 82007
Phone: (307) 778-1280
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SECTION ONE
DEFINITIONS AND TERMINOLOGY

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof.

Addenda: Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bid documents or the related procurement documents.

Architect: Owner’s contract consultant and contracted project representative.

Bid and/or Bid Documents: Bid Document, applicable addenda, other affiliated or referenced data specific to said bid.

Bid Process or Period: Begins with issue/publication of bid document to public sector, and concludes at the award of the bid.

Bidder: Vendor, firm, or contractor submitting a Bid

Contractor: Vendor, firm, or company awarded a contract or PO for this Bid

Contract Document: A legally enforceable (binding) agreement between two competent parties; evidenced by an offer and acceptance of offer. Document shall include by reference, all Bid Documents, contractor’s bid, negotiated documents, issued addendums, special or supplemental conditions, specifications, and any mutually agreed upon modifications, and/or additions.

Firm: Same as vendor or contractor

Issuing Office: The issuing office for this IFB is: High Plains Design LLC, 4711 Moran Avenue, Cheyenne, WY 82009

LCCC: Laramie County Community College (College) or Owner, one in the same.

Purchase Order: A contractual agreement with a vendor for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

Specifications: Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable thereto.

Vendor: Same as company/contractor/firm.
END OF SECTION ONE
SECTION TWO

INSTRUCTIONS TO BIDDERS AND BID REQUIREMENTS

1. GENERAL CONDITIONS

1.1 Notice is hereby given that LCCC will receive sealed bids up to 3:00 p.m. (prevailing local time), January 18, 2018, at that time to be publicly opened and recorded in the Administration Building AM-108, for the LCCC project in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.

1.2 Successful firm shall provide LCCC with the services and/or materials as defined by LCCC Policies and this certain Bid Package.

1.3 Bids must be received by the time and date specified. Bids received after the specified time and date will not be accepted and will be returned unopened to the respective firm.

1.4 Bids shall be sent to the LCCC Purchasing Office or hand-delivered prior to the Bid Opening in a sealed envelope (or package) marked “Sealed Bid”, and referencing the Bid # IFB-18082.

1.5 All bids shall be submitted on the LCCC “BID SUBMITTAL & PRICING DOCUMENT” and must be signed by an authorized official of the firm submitting the Bid.

1.6 Telephone, telegraph, or fax bids will not be accepted.

1.7 Any bid which modifies, deletes, or changes any of the conditions or provisions, specifications, or bid requirements will be rejected. Do not deface or alter any portion of the original Bid package.

1.8 By submitting this bid, each firm certifies under penalty of perjury that they have not acted in collusion with any other firm or potential firms. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract of which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other bidder, firm or person to fix the price or prices in the attach bid or of any other bidder; to fix any overhead, profit, or cost element of the bid price or the bid price of any other bidder; or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the owner or any person interested in the proposed contract.
2. **PREPARATION OF BID**

2.1 Firms are expected to examine all Drawings, Specifications, instructions and/or requirements of this Bid package. Failure to do so will be at the bidder’s risk. The Bid and all referenced documents must be used in preparation of each bid. LCCC assumes no responsibility for errors, misinterpretations and/or verbal communication resulting from the use of incomplete Bid Documents.

2.2 Each firm shall furnish the information required by the Bid. The **BID SUBMITTAL & PRICING DOCUMENT** (see SECTION THREE) shall be completed, signed, and returned by the respective firm’s authorized agent. All required bid documents must be returned with the bidder’s sealed bid.

2.3 Time, if stated as a number of days, will be in calendar days.

2.4 Any clarification of instructions, terms and conditions, IFB document, or proposal preparation shall be made **only** by the Director of Contracting & Procurement listed in this Bid document under IFB SECTION TWO, Article 6, Paragraph 6.1. Verbal clarifications will not be binding upon LCCC or their Architect. Written clarifications will be by addenda and forwarded to all interested parties.

2.5 Written addenda will be issued by LCCC for any matters regarding submittal of Bid, or issues, questions, comments, and/or clarifications that will affect, alter, modify, or change the original Bid intent or language.

2.6 To ensure uniformity and consistency, strict rules will apply to the communication process and methods during the bid process, all inquiries shall be via written instrument, mailed, faxed or hand-delivered to the appropriate individual as detailed in IFB SECTION TWO, Article 6 Paragraph 6.1. All matters, issues, questions, answers, comments and/or clarifications which meet the criteria identified above in Paragraph 2.5 will be distributed in written format to all potential bidders.

2.7 Each erasure, marking, or other changes that appear on your Bid must be initialed individually by the person signing the Bid.

2.8 Any violation of Bid requirements shall be just cause for rejection of that particular bid without further consideration.

2.9 In the case of error in the extension of prices in the Bid, the unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.

2.10 All Bid prices shall be quoted F.O.B Destination (**Cheyenne WY**) with transportation payment terms prepaid and allowed.
3. **PRE-BID MEETING, SITE INSPECTION AND BID DOCUMENTS**

3.1 Prior to submitting bids, vendors are welcome to visit the campus to inform themselves thoroughly as to the conditions involved in providing the materials required by this Bid. Arrangements for such tours should be coordinated thru the Contracts Office.

3.2 A **MANDATORY** pre-bid meeting and job-walk will commence on January 9, 2018 @ exactly 10:00 am (prevailing local time); **doors will be locked at 10:00 a.m.** The meeting will be held in the Plant Operations Building room PO-106 on the Cheyenne WY campus. All potential bidders shall be present and signed in prior to the start of the mandatory Pre-Bid meeting. Once everyone has signed, the sign-in sheet will be taken and the meeting will “officially” start. Anyone not signed in at the “official” start of the meeting will be considered late and will not be allowed to bid on the project.

3.3 LCCC and Architect’s personnel will be present at the pre-Bid meeting to receive questions with respect to interpretation or clarification of this Bid. Any other request(s) by vendors for interpretation or clarification shall be in writing and shall be addressed to the office of the Director of Contracting and Procurement. The receipt of any request and/or corresponding reply will not alter the bid and bid due date. All requests for interpretations of Bid Documents and other questions received at the pre-Bid will be taken with the formal response through an Addendum and be issued to all plan holders.

3.4 Complete sets of the Bid Documents will be available at no charge via pdf format and may be obtained by going to the LCCC website [https://lccc.wy.edu/about/purchasing](https://lccc.wy.edu/about/purchasing).

3.5 Complete sets of the Bid Documents must be used in preparing bids, neither LCCC or Architect assumes any responsibility for errors or misinterpretations from the use of incomplete sets of Bid Documents.

3.6 LCCC and Architect in making copies of Bid Documents available on the above terms do so only for the purpose of obtaining bids for the work and/or services specified herein, and do not confer a license or grant for any other use.

4. **SUBMISSION / WITHDRAWALS / LATE BIDS / MODIFICATIONS**

4.1 Prospective vendors are instructed to send or deliver their sealed Bids complete with required “**BID SUBMITTAL & PRICING DOCUMENT**”, attachments, and addenda, enclosed in one sealed and secure box, envelope, or other package, in a manner that assures receipt by **January 18, 2018 3:00 p.m. (prevailing local time)**. Package must be sealed, secured and marked in a prominent manner. A public opening and recording of each received bid will be conducted at this date and time. The Bid opening is a public meeting, open to anyone interested in attending.
4.2 Bids may be withdrawn or amended at any time prior to Bid due date. All such requests must be done via written instrument.

4.3 A Bid that is in the possession of the LCCC Contracts Office may be altered by a telegram, fax, or letter bearing the signature of the official authorizing the Bid, provided that it is received prior to the bid due date and time. Telephone or verbal alterations of a Bid will not be accepted.

4.4 Formal, advertised Bids indicate a date and time by which Bids must be received, Bids received after that time will be returned, unopened to the vendor.

4.5 Each firm submitting a bid agrees that their Bid shall remain valid for a minimum of thirty (30) calendar days from the date of closing of this Bid.

5. CERTIFICATE OF NON-DISCRIMINATION

5.1 The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, or holding companies are treated equally by their firm without regard to or because of race, religion, ancestry, national origin or sex as required by federal and state anti-discrimination laws. The bidder further certifies and agrees that it will deal with subcontractors, bidders or vendors without regard to or because of race, religion, ancestry, national origin or sex. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.

6. QUESTIONS CONCERNING BID

6.1 All inquiries, matters, issues, questions, answers, comments, and/or clarifications concerning this Bid shall be directed to the following individual, and shall be done so via written instrument, mailed, faxed or hand-delivered to:

6.1.1 For matters pertaining to this Bid Document, contact;

- Jamie Spezzano, Director, Contracting & Procurement
- 1400 East College Drive
- Cheyenne, WY 82007
- Phone: (307) 778-1280
- Fax: (307) 778-4300
- E-mail: jspezzano@lccc.wy.edu

6.1.2 All matters, issues, questions, answers, comments, and/or clarifications concerning this Bid shall be submitted no later than January 15, 2018 at 5:00 p.m. MST and may be mailed, faxed, or hand-delivered.

6.2 All matters, issues, questions, answers, comments, and/or clarifications that alter, modify, or change the original Bid intent or
language will be addressed formally via a written Bid Addenda. Information gathered by bidders through verbal conversations, phone conversations, e-mails and fax transmittals will NOT be considered formal information and should NOT be used for Bid preparation.

6.3 All issued Addenda must be acknowledged by each respective firm submitting a Bid on the document located in IFB SECTION THREE, titled Addenda Acknowledgement Document.

7. **CONTRACT CONDITIONS**

7.1 The scope of work and/or services shall commence upon signing of a Contract.

7.2 The vendor who is awarded a Contract is prohibited from sub-contracting, assigning, transferring, or otherwise disposing of the agreement or its’ rights, title or interest therein to any other party without the prior written consent of the Vice President of Administration and Finance Services or the Director of Contracting and Procurement, or their designated representative. All approved assignments or other transfers referred to herein must abide by the provisions of the Contract.

7.3 LCCC will execute the contract incorporating all of the specifications, requirements, terms, conditions, and provisions included in the Bid and any additional documents or data provided by LCCC or the successful firm and are deemed relevant for inclusion by LCCC.

7.4 The successful firm will be expected to properly and promptly execute this Contract. Failure to do so could result in cancellation of this Bid award to the recommended vendor. Should this happen, the Bid process may be started anew, if deemed necessary by LCCC.

8. **INSURANCE REQUIREMENTS**

8.1 Throughout the term of the Contract, the successful firm shall carry and pay the premium for Certificate of Liability Insurance per Exhibit “A”, with such policies of insurance limits satisfactory to LCCC as will protect LCCC; its Board of Trustees, officers, employees, Architect’s, and agents; individually and collectively from Worker’s Compensation claims and from any other claims for damages to property or for bodily injury, including death, which may arise from or in connection with the operations under this Contract, whether such operations be by the successful firm or by any subcontractor firm or anyone directly or indirectly employed by either of them. Such insurance shall cover all contractual obligations which the successful firm has assumed.

8.2 The limits of the insurance coverage(s) listed above shall be in compliance with IFB Document Exhibit “A”

8.3 Prior to the commencement of the Contract, the successful firm shall deliver certificates of insurance evidencing such policy or policies to
the LCCC Director of Contracting & Procurement. These certificates of insurance are to contain the endorsements set forth below.

8.4 “Hold Harmless” Clause: [with statement on certificate that these endorsements are included in the policy(ies)]. The successful firm assumes the liability for all losses, damages (including loss of use), expenses, demands and claims in connection with or arising out of any injury or alleged injury to persons (including death) or damages or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the successful firm, the subcontractor firms, and their agents, servants and employees, including losses, expenses, or damages sustained by LCCC. The successful firm hereby undertakes and agrees to indemnify and hold harmless LCCC; its Board of Trustees, officers, employees, Architect’s and agents; individually and collectively, from any and all such losses, expenses, damages (including loss of use), demands and claims, and shall defend any suit or action brought against them, or any of them, based on any such alleged injury (including death) or damage (including loss of use), shall pay all damages, judgments, costs, and expenses, including attorney’s fees in connection with said demands and claims resulting therefrom. However, successful firm does not assume liability for nor indemnify LCCC against any such losses resulting from the sole negligence of LCCC or its employees or agents.

8.5 “Cancellation” Clause: The policies of insurance covered by this certificate will not be allowed to expire, be canceled, terminated or materially altered prior to their maturity date unless there shall be given no less than thirty (30) days prior written notice by certified or registered mail to LCCC’s Director of Contracting & Procurement.

8.6 “Additional Insured” Clause: LCCC shall be listed as an additional named insured on all policies, but only with respect to operations of successful firm under the Contract.

8.7 The procuring of the insurance required under the Contract shall not relieve the successful firm of any obligation or liability assumed under this Contract, including specifically the Indemnification Agreement that follows below in Paragraph 8.8. The successful firm may carry at own expense such additional insurance as it may deem necessary. The successful firm shall assist and cooperate in every manner possible in connection with the adjustment of all claims arising out of successful firm’s operations within the scope provided for under the Contract, and shall cooperate with the insurance carrier in all litigated claims and demands, arising from said operations, which the insurance carrier or carriers are called upon to adjust or resist.

8.8 Indemnification Agreement: To the extent permitted by law, successful firm shall indemnify and hold harmless LCCC; and its Board of Trustees, officers, employees, Architect’s and agents; individually and collectively, from any and all losses, damages (including loss of use), expenses, demands and claims in connection with or arising out of
any injury or alleged injury to persons (including death) or damage or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the successful firm, the subcontractor firms, and their agents, servants, and employees, including losses, expenses, or damages sustained by LCCC. The successful firm shall defend any suit or action brought against them, or any of them, based on any such alleged injury (including death) or damage (including loss of use), and shall pay all damages, judgments, costs, and expenses, including attorneys’ fees in connection with said demands and claims resulting therefrom.

8.9 In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers’ Compensation Coverage, and other insurance coverage’s, as hereinabove provided, LCCC shall have the right to cancel and terminate the Contract forthwith and without notice.

9. **APPLICABLE WYOMING STATE STATUTES**

9.1 LCCC shall apply the following State of Wyoming Statutes to this Bid.

9.1.1 §16-6-101 through 121 titled “Public Property – Public Works and Contracts”.
9.1.2 §16-6-201 through 206 titled “Preference for State Laborers”.
9.1.3 §16-6-701 through 708 titled “Construction Contracts with Public Entities”.
9.1.4 §16-1-1001 titled “Capital Construction Projects Temporary Restrictions”.
9.1.5 §27-4-401 413 titled “Prevailing Wages”.

9.2 Expenditures or contracts involving federal funds are subject to federal rules and regulations, therefore under these conditions, State of Wyoming preference laws do not apply.

9.3 Final payment will be made subsequent to a forty-one (41) day advertising period, as required by Wyoming Statute §16-6-117. The final payment is also conditioned upon receipt of a sworn affidavit as required by this Statute. Said affidavit shall be completed by Contractor stating that all claims for materials and labor under the contract have been paid in full. Should there be a disputed claim, the affidavit shall so state the exact amount to be withheld from the final payment.

9.4 Acknowledgement and compliance with applicable State Statutes is the sole responsibility of the “Prime” or “General” Contractor and all subcontractors. LCCC reserves the right to request written verification of same.
10. **LAWS AND REGULATIONS**

Successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. LCCC agrees to provide all cooperation reasonably necessary for such compliance. In addition, successful firm shall also comply with all LCCC policies and regulations as may currently and/or in the future pertain to service under the subsequent Contract. These laws, ordinances, regulations, and policies shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

11. **LICENSES, PERMITS AND TAXES**

Contractor shall secure and pay for all federal, state, and local licenses and permits required for the performance of the work and/or services provided for herein. LCCC will cooperate with successful firm in obtaining all licenses and permits and will execute such documents as shall be reasonably necessary or appropriate for such purposes. Successful firm shall pay for any and all taxes and assessments attributable to the performance of the contract work and/or services provided herein including but not limited to sales taxes, excise taxes, payroll taxes, and federal, state, and local income taxes.

12. **QUALIFICATIONS OF CONTRACTOR**

12.1 The contractor quoting on this project may be required to submit three (3) letters of reference from persons for whom they have done the type of work described by these specifications within the last three (3) years. In the event that the contractor has performed this type of work for Laramie County Community College within the last three (3) years, no letters of reference are required. In the event that such letters are not available, contractors shall supply the owner’s representative with the names, phone numbers, and addresses of persons or firms for whom they have done this type of work during the last three (3) years.

12.2 Contractor and each of its sub-contractors hereunder, if any, shall at its sole expense, obtain insurance as detailed in Exhibit “A” from reliable insurance companies acceptable to LCCC, with limits specified in U.S. currency or equivalent. Such insurance shall be in force at the time the contract has commenced and shall remain in force for the duration of this contract, unless a later date is specified by LCCC.

12.3 Contractor shall secure and pay for all federal, state or local licenses and/or permits required for this specific scope of work provided for herein.

12.4 The Contractor shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of LCCC. It is intended that the fees paid hereunder shall constitute earnings from self-employment income. The Contractor shall assume sole responsibility for and indemnify LCCC against liability for any
debts, liabilities, taxes, duties, fees or fiscal charges that may be incurred by the Contractor in fulfilling the terms of this Agreement. LCCC will not withhold any amounts therefrom as U.S. Federal income tax withholdings from wages or as employee contributions under the U.S. Federal Insurance Contributions Act or make employer contributions thereunder with respect thereto. Contractor shall be solely responsible for the reporting, estimation and payment of all income taxes, fees, and other contributions on or attributable to self-employment income attributable to the fees payable hereunder.

13. **SAFETY AND HEALTH**

13.1 The successful firm shall comply with the Occupational Safety and Health Act (OSHA) of 1970 and the American Disability Act (ADA) of 1992 or the applicable standards promulgated under said Acts.

13.2 The successful firm shall take reasonable and proper care and shall use and maintain LCCC property, facilities and equipment under its care, custody, and control in a manner which shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.

13.3 The contractor shall be responsible for implementing safety measures for the protection of their employees and members of the public during all phases of the contract work. The contractor shall be responsible for the supply and placement of traffic safety cones, barricades, warning signs, etc. Work shall be performed in compliance with OSHA regulations and other relevant and applicable codes and regulations.

13.4 If successful firm’s bid requires a capital investment for the performance of this Contract, such capital investment program shall be free of conditions which violate OSHA and ADA or other applicable standards. Should repairs, alterations, modifications, or replacements be required to comply with the cited Acts, such action shall be the responsibility of the successful firm. Should a determination be required as to whether a specific condition violates said Acts, such determination shall be made by a competent safety Architect or safety consultant.

13.5 Should successful firm furnish equipment for the performance of this Bid, such equipment shall be free of conditions which violate OSHA and ADA, or their applicable standards. Should repairs, alterations, modifications, or replacements be required to comply with the cited Acts, such action shall be the responsibility of successful firm.

13.6 The successful firm shall comply with and conform to all applicable fire, and public safety, laws, regulations, ordinances, code requirements, as well as LCCC’s safety regulations.
14. **HAZARDOUS MATERIALS**

14.1 The contractor agrees to indemnify and hold Laramie County Community College harmless for any release of any kind of toxic wastes or hazardous material, or any violation of any law or regulation of the EPA or DEQ that is caused by the contractor or any of the contractor’s subcontractors.

14.2 Contractor shall provide LCCC with a current copy of all applicable Material Safety Data Sheets (MSDS) for each chemical, material, or product used during the performance of this scope of work.

14.3 Contractor is responsible for ensuring that all personnel who handle chemicals, materials, or products (and their respective wastes) are knowledgeable and properly trained, and that these chemicals, materials, or products are properly used, applied, handled, stored, transported and disposed of in accordance with federal, state, and local rules, regulations, and/or requirements.

14.4 Contractor shall provide knowledge of proper spill prevention and spill response methods for all chemicals or hazardous materials in use.

14.5 Contractor shall NOT dispose of any hazardous waste on campus. Contractor is responsible for off-site hazardous waste disposal, and any associated costs, fees, or permits associated with such disposal.

15. **RESPONSIBILITIES OF BIDDER**

15.1 The firm awarded the Bid shall comply with all applicable City of Cheyenne WY, Laramie County WY, State of Wyoming, and federal laws, regulation, codes, and standards.

15.2 Each bidder is solely responsible for all costs borne and associated with the preparation and delivery of this Bid, and shall not be reimbursed by LCCC. Said costs may include (but not limited to) labor, travel, materials, licenses, administrative expenses, and personal charges.

15.3 It is the responsibility of each firm before submitting a Bid to:
   a) Examine, study, and be familiar with complete Bid and referenced documents.
   b) Visit the LCCC site and become familiar with local and site conditions, if necessary.
   c) Promptly give LCCC written notice of all conflicts, errors, ambiguities, or discrepancies that the bidder discovers in the Bid or its’ related documents.

15.4 Each Bid shall be accompanied by a bid bond, certified check, or cashier’s check in an amount of 5% of the Bid. The bid security shall be drawn upon a surety company with a rating of “A” or better according to the Best Publication and licensed in the state of Wyoming. The security shall be made payable without condition to
LCCC as a guarantee that if the bid is accepted, the bidder will enter into a contract with LCCC for the work prescribed by said bid. The bid security of all bidders will be retained until the contract is awarded or other disposition has been made. If the successful bidder fails to execute a contract and/or agreement and to furnish other required documentation within ten (10) days of notice of award, LCCC shall be entitled to collect the amount of the bidder’s proposal guarantee and costs of any legal fees incurred for collection of the bid bond or any damages incurred by LCCC as liquidated damages as to award the prescribed bid work by the successful bidder to another bidder or to re-advertise the bid or otherwise dispose of the said bid as LCCC may see fit.

15.5 Each applicant is solely responsible for any cost incurred prior to issuance of a legally executed contract. No property interest, of any kind or nature, shall accrue until a contract is awarded and signed by all parties.

16. **TRADE NAME AND SUBSTITUTION PROVISIONS**

16.1 Trade names designated in the specifications are used as an acceptable standard quality. Products of other manufacturers will not be considered unless specifically stated. Substitutes or equals are not acceptable where non-substitution is specified in the Bid Document.

16.2 It is the intent of the Bid Documents that the work be completed in all respects in accordance with the subsequent Contract Documents. **This work is to be bid exactly as specified.** Where details and/or specifications are incomplete or unclear, the Bidder should request clarification in writing prior to the Bid due date.

17. **BID EVALUATION CRITERIA / AWARD OF BID**

17.1 In evaluating Bids, LCCC personnel will consider whether or not the Bid complies with the prescribed Bid requirements and specifications per the Bid Document.

17.2 Acceptable and responsive Bids will be evaluated per the criteria detailed in the Bid Documents. Any assumptions, exceptions or exclusions related to any part of the Bid Documents may result in a bidder being disqualified or reduced in standing.

17.3 LCCC reserves the right to reject any or all Bids, including without limitation, if they are, in its' sole discretion judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein, to accept or reject any part of a Bid, to reject or disapprove of any vendor as may be in the best interests of LCCC.

17.4 Cost **may not** be the sole basis for selection, since it is in LCCC’s best interest to obtain materials and/or services which best meet our needs, specifications, and requirements. In addition to price, the following will be considered in the evaluation of this Bid:
17.4.1 The ability, capacity, and skill of the bidder to perform the service or provide the material required, including the sufficiency of financial resources available.

17.4.2 The character, integrity, reputation, judgment, and experience of the bidder.

17.4.3 The quality and quantity of performance of previous contracts.

17.5 Upon review of the Bids, LCCC reserves the right to request the following additional information:

17.5.1 A break-down of bid costs to a reasonable level of detail.

17.5.2 An accounting review of bidders costs and submitted Bid.

17.5.3 Written Bidder verification of Bid Pricing and Specifications.

17.5.4 Other additional information that may be applicable to the evaluation and award of this Bid.

17.6 The Bid will be awarded to the lowest, most responsive and most responsible bidder complying with the prescribed Bid requirements and specifications, provided the price is reasonable and it is in the best interests of, and most advantageous to LCCC to accept it. The Director of Contracting & Procurement reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of LCCC. Said individual also reserves the right to reject the Bid of a bidder who has previously failed to perform properly or complete on time or on budget services of a similar nature, or a Bid of a bidder whose investigation shows is not in a position to perform the specified service.

17.7 LCCC reserves the right to negotiate with the successful Bidder any required changes and/or modifications to this Bid prior to signature of a Contract, if deemed in the best interest of LCCC to obtain the objectives and intent of this Bid, including (but not limited to) budget compliance, scope of work modification, additions and/or deletions.

18. OWNERSHIP OF DOCUMENTS / COLLEGE PROPERTY

All drawings, specifications, pictures, data, information, documents, Bid related documents, and subsequent contract and/or PO documents are considered the sole property of LCCC and/or the Consulting Architect, and shall not be transmitted in any fashion or form without the express written consent of the LCCC legal counsel, Vice President of Administration and Finance Services, or their designated representative and the Consulting Architect’s Principal-in-Charge.
19. MATERIAL AVAILABILITY

19.1 It is the responsibility of each bidder to verify the availability of material(s), delivery schedules, fabrication and manufacturing schedules and other pertinent data prior to submission of their Bid; and the responsibility of the successful bidder to provide same after award of the Bid. It is the responsibility of the bidder to notify LCCC immediately if material(s) specified are discontinued, replaced, or not available for an extended period of time. LCCC reserves the right to charge back additional costs, including but not limited to, freight, special handling, and purchase price difference due to delays, etc., to the successful bidder when items are not supplied as bid.

19.2 Failure of a bidder to furnish, within the time specified per the Bid for equipment, supplies, materials, services, and/or other items on which a Bid award is made, shall be cause for removal of bidder from the active list of bidders.

20. PUBLIC INFORMATION

All information, except that classified as confidential and/or proprietary, will become public information at the time that the Bid is awarded in accordance with applicable sections of the federal “Freedom of Information Act (FOIA) and Wyoming State Statute §16-4-201. Confidential and/or proprietary information must be marked “CONFIDENTIAL” and/or “PROPRIETARY” in bold letters in the upper right hand corner of each sheet (page) containing the confidential information. Price and information concerning the Bid specifications cannot be considered confidential. All information identified as confidential and/or proprietary will remain confidential unless LCCC is required by legal order to make it available to the public or to particular parties.

21. PROTESTS

Any firm or vendor who is allegedly aggrieved in connection with the solicitation of a Bid, or award of a contract may protest. The protest must be submitted in writing to the Director of Contracting & Procurement within five (5) days after notification to all firms of intent to award. If the protest is not resolved by mutual agreement, the Director of Contracting & Procurement will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered, such appeal must be made in writing to the LCCC Vice President of Administration and Finance Services. The decision of this VP will be final. Unless this procedure is followed, a protest need not be considered by LCCC.

22. RESPONSIBILITIES OF LCCC

22.1 Execute Notice of Award, Notice to Proceed, Contract and/or Agreement following approval and award to the successful bidder.

22.2 Provide to all bidders any applicable documentation, drawings, specifications, records, or other data required to complete this bid.

Invitation to Bid No. IFB-18082
Page 17 of 25
22.3 Provide as required, uniform and consistent written documentation to all potential bidders deemed to be support assistance and as necessary to complete a Bid submittal.

22.4 LCCC may conduct such investigations as deemed necessary to establish the responsibility, qualifications, and financial ability of a bidder, their suppliers, affiliates, consultants, and/or sub-contractors to perform the services in accordance with this Bid.

23. **PAYMENT SCHEDULE**

23.1 LCCC shall make progress payments against the Bid Compensation sum which shall be submitted on an “Application and Certification for Payment (AIA Document G702 or equivalent). Each Application for Payment shall be one (1) calendar month ending on the last day of the respective month.

23.2 Each payment shall include detailed invoices as required by LCCC policies and procedures or other applicable regulations.

23.3 Final payment will be made subsequent to a forty-one (41) day advertising period, as required by Wyoming Statute §16-6-116 and 117. The final payment is also conditioned upon receipt of a sworn affidavit as required by this Statute. Said affidavit shall be completed by Contractor stating that all claims for materials and labor under the contract have been paid in full. Should there be a disputed claim, the affidavit shall so state the exact amount to be withheld from the final payment.

24. **TAX EXEMPTION**

LCCC is exempt from Wyoming sales or use tax for direct purchases of materials and supplies. A copy of the Wyoming Sales Tax Exemption Form will be issued upon request. LCCC’s federal identification number is 83-6009473.

END OF SECTION TWO
SECTION THREE

**BID SUBMITTAL & PRICING DOCUMENT**

DO NOT MODIFY BID DOCUMENT – Any modification or alteration to this Document from its original format will result in rejection of the respective Bid. BID FORM TO BE COMPLETED IN ITS ENTIRETY, SIGNED IN INK, AND SUBMITTED IN ITS ENTIRETY.

Bid No.: IFB-18082

Bid Description: Arena Translucent Wall Replacement

Bid Due/Opening Date: January 18, 2018 @ 3:00 p.m. (prevailing local time)

This Bid shall be submitted to:
Laramie County Community College
Administration Building AM-104
1400 East College Drive, Cheyenne, WY 82007

1. **BID REQUIREMENTS AND FORMAT**

   1.1 An original Bid shall be completed on this document titled “BID SUBMITTAL & PRICING DOCUMENT” and submitted per the specifications and requirements of Bid No. IFB-18082. Failure to complete or submit any required portion of this BID SUBMITTAL & PRICING DOCUMENT; and/or to deface or alter any portion of the Bid Documents shall be cause for rejection of said Bid as being unacceptable, non-responsive, non-conforming or conditional.

   1.2 The undersigned agrees that their Bid will not be withdrawn for a period of forty-five (45) days from the date of Bid opening.

   1.3 The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform all work and/or services as specified or indicated in the Bid Documents for the prices and within the times indicated in this Bid and
in accordance with the other terms and conditions of the Bid Documents. Bidder acknowledges that they have included the cost of all insurance requirements, permits, bonds and taxes as required, and will execute and return same in the time allotted within the general conditions of the Bid Documents and subsequently issued Contract.

1.4 Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, and performance of the work and/or services. Bidder has correlated the information known to bidder, information and observations from visits to the work site, reports and drawings identified in the Bid Documents.

1.5 Bidder is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the work and/or services.

1.6 Bidder does not consider that any further examinations, investigations, explorations, tests, studies, specifications, or data are necessary for the determination of this bid for performance of the work and/or services at the price(s) bid and within the times and in accordance with the other items and conditions of the Bid Documents.

1.7 Bidder has given LCCC and Architect written notice of all conflicts, errors, ambiguities or discrepancies that the bidder has discovered in the Bid Documents, and the written resolution thereof by LCCC and Architect is acceptable to bidder. The Bid Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work and/or services for which this Bid is submitted.

1.8 Any assumption, exception or exclusion related to any part of the Bid Documents must be noted prior to Bid Due/Opening Date, and may result in bidder being disqualified or reduced in standing. Assumptions, exceptions or exclusions taken after issuance of a "Notice of Award" document may also result in disqualification.

1.9 Bidder acknowledges receipt of complete Bid Document package, including all incorporated and attached Bid Documents.

1.10 Acknowledgement and compliance with applicable State Statutes is the sole responsibility of the "Prime" or "General" Contractor and all subcontractors. LCCC reserves the right to request written verification of same.

2. **PROJECT SCOPE AND DETAILS**

2.1 The Work includes and consists of furnishing all labor, operations, materials, accessories, incidentals, services and equipment indicated, specified, mentioned, scheduled or implied per the Bid Documents for work on the specific aforementioned project. The specific Work
includes: furnishing all labor, materials, services and equipment required for the following: Remove all existing translucent wall panels from the upper walls. Install new translucent wall panels and insulated metal wall panels and all sheet metal flashings as required by the Construction Documents and manufacturer’s requirements. Prep., prime and paint existing metal wall louvers. Install new exterior wall mounted signage. All materials, services and/or work not specifically mentioned which are necessary in order to provide a complete project shall be included in the bid and shall conform to all Local, State, and Federal requirements in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.

2.2 Project Representatives

**LCCC**
Bill Zink  
Asst. Director, Physical Plant  
(307) 778-1121  
bzink@lccc.wy.edu

**Architect's Representative**
Martin Crozier  
Tobin & Associates  
(307) 632-3144 x123  
martin@tobin-assoc.com

2.3 Project Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release bid</td>
<td>December 15, 2017</td>
</tr>
<tr>
<td>Mandatory pre-bid meeting</td>
<td>January 9, 2018 @10:00 a.m.</td>
</tr>
<tr>
<td>Questions due</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>Issue addendum if necessary</td>
<td>January 16, 2018</td>
</tr>
<tr>
<td>Bid opening</td>
<td>January 18, 2018 @3:00 p.m.</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>January 28, 2018</td>
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<tr>
<td>Notice to Proceed w/submittals</td>
<td>February 1, 2018</td>
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<tr>
<td>Notice to Proceed w/Construction</td>
<td>May 14, 2018</td>
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<tr>
<td>Substantial Completion</td>
<td>July 1, 2018</td>
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</tbody>
</table>

2.4 Liquidated Damages: For failure to complete the Work on time, It is mutually agreed by and between the parties hereto that time is of the essence and that in the case of the Contractor’s failure to complete the contract within the time specified and agreed upon (*substantial completion date*), the Owner will be damaged thereby; and because it is difficult to definitely ascertain and prove the amount of said damages, it is hereby agreed that the amount of such damages shall be the liquidated sum of Two Hundred and Fifty ($250.00) per calendar day for every day’s delay in finishing the Work until such time as the Work is completed and accepted via written instrument by the Owner; and the Contractor hereby agrees that said sum shall be deducted from monies due the contractor under the contract or if no money is due the Contractor, the Contractor hereby agrees to pay to the Owner as liquidated damages, and not by way of penalty, such total sum as shall be due for such delay.
If the Contractor has not completed all Punch List items within sixty (60) days from when the list was generated, the Owner may address the Punch List items with other forces and back-charge the Contractor for those forces in addition to days of non-compliance.

3. **BASE BID PRICE SCHEDULE**

3.1 The undersigned, in compliance with the Bid Document package requirements and instructions, having read and examined same, and having visited the site of the proposed work, and being familiar with the conditions surrounding the Bid Project, including availability of materials, utilities and labor, proposes to perform the proposed scope of work for the proposed price which includes (*but is not limited to*) the furnishing of labor, materials, shop drawings (*if required*), transportation, tools, equipment, insurance, bonds, applicable taxes, temporary provisions, escalation, overhead and profits necessary for the completion of the work in accordance with and described, indicated or reasonably inferred per this certain Bid Document package.

3.2 Each submitted Bid shall provide a Base Bid per Paragraph 3.3 below. Lump sum Base Bid shall be written in words and in figures, discrepancies between words and figures will be resolved in favor of written words.

3.3 **Total Base Bid Price (Not to Exceed Sum of):**

Total Written in Words

$_________________  
Total Written in Figures

4. **STATE STATUTES AND REGULATIONS**

**WYOMING RESIDENT CONTRACTOR**

4.1 Are you submitting this Bid as a Wyoming Resident Contractor?

☐ No

☐ Yes, my Contractor Residency Certification Number is ______________, and my bid complies with Wyoming Statutes §16-6-101 through 107 and §16-6-1001. This Bid will be awarded based on the Contractor’s statement of meeting the requirements of these Wyoming Statutes. Subsequent information verifying the statute retirements have been met may be required up to and including possible audits to confirm that the contractor has not subcontracted more than a total of 30% of the work covered by his contract to non-resident subcontractors and non-resident sub-tier contractors and that other applicable statute requirements have been met. (*Certificate of
Residency must be current and on file with the State of Wyoming Department of Employment, Labor Standards Division (307.777.7261).

4.2 Debarment/Suspension: A Vendor certifies, by submission of their respective Bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of State or Federal benefits by State or Federal court, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that LCCC will be notified of any change in this status. Additionally:

a) Have not within a three-year period preceding this transaction been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and,

b) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in Paragraph “a” above; and have not within a three-year period preceding this transaction had one or more public transactions (Federal, State, or Local) terminated for cause or default.

Verification and Certification of Debarment Status
☐ Presently debarred, suspended, or excluded per the above criteria.
☐ Not presently debarred, suspended or excluded per the above criteria.

5. REQUIRED SUBMITTALS (SUBMIT WITH BID)

The following documents shall be included with your Bid submittal:

5.1 LCCC “BID SUBMITTAL & PRICING DOCUMENT
5.2 Bid bond or Bid security
5.3 Acknowledgement of any issued Addendums.
5.4 A list of substitutions, clarifications, qualifications, assumptions, or exceptions (if applicable).
5.5 Residency Certification

6. BID DOCUMENT CHECKLIST

☐ LCCC “BID SUBMITTAL & PRICING DOCUMENT” completed, signed in ink and submitted.
☐ Bid Bond completed and submitted.
☐ Acknowledged any issued addendum(s) and submitted.
☐ A listing of substitutions, qualifications, exclusions, exceptions and/or clarifications, submitted on a company letterhead.
☐ Residency Certification submitted.
☐ CSI Division Work Assignment Schedule

7. APPENDIX – BID ATTACHMENTS

Invitation to Bid No. IFB-18082
Page 23 of 25
The following documents are attached hereto and incorporated by reference and shall become a part and condition of this certain Bid.

7.1 Exhibit B: LCCC Insurance Requirements  
7.3 Exhibit C: Architect’s Project Drawing Package  
7.4 Exhibit D: 2017 Building Construction Prevailing Wages  
7.5 Exhibit E: CSI Division Work Assignment Schedule

8. POST-BID SUBMITTALS

The undersigned also agrees to furnish the following post-bid submittals to LCCC within ten (10) days after Notice of Award:

8.1 Certificate of Liability Insurance  
8.2 Construction Schedule  
8.3 Schedule of Values

9. ADDENDA ACKNOWLEDGEMENT

9.1 All IFB Addenda must be acknowledged in writing and submitted with Bid. Confirmation and receipt of all issued Addenda is the responsibility of each prospective firm to verify. Verification can be obtained by contacting the LCCC Purchasing Office at (307) 778-1280 or via e-mail at: jspezzano@lccc.wy.edu.

Bid No.: IFB-18082

Project Description: Arena Translucent Wall Replacement

I, the undersigned, hereby acknowledge receipt of the following addenda for LCCC Bid No IFB-18082:

Addendum No._____; Addendum No._____; Addendum No._____; Addendum No._____

Name of Bidder – Company Name

Signature

Printed Name

Title

Date
10. **SIGNATURE PAGE**

10.1 Signature page must be completed in its’ entirety and submitted with Bid Document package.

10.2 Signature page must be signed by firm’s authorized agent, failure to do so will result in rejection of said bid as being unacceptable and non-responsive.

The undersigned, as an authorized agent for the Firm named below, acknowledges that he/she has examined, read, and understands this Request for Bid with its’ incorporated or related documents, and hereby offers to furnish all labor, materials, equipment, services, and information necessary to comply with the requirements, terms, specifications, conditions, and provisions set forth herein.

---

**Authorized Signature**   **Printed Name**

**Title**   **Name of Firm**

**Mailing Address**   **City, State, Zip**

**Phone #**   **Fax #**

**E-mail address**

Dated this _____ day of ____________________, 2018

---

**Bidder must return this entire “BID SUBMITTAL & PRICING DOCUMENT”, along with each document described in Article 6 above titled Bid Document Checklist.**

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**END OF SECTION THREE**
EXHIBIT B

INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

A. Insurance Coverage/Limits:

Contractor and each of its subcontractors hereunder, if any, shall at its own expense, obtain insurance as provided below from reliable insurance companies acceptable to Laramie County Community College (LCCC) and authorized to do business in the State of Wyoming, in which the Work is to be performed, with limits as specified in U.S. currency or equivalent. Such insurance shall be in force at the time the Work is commenced and shall remain in force for the duration of this Contract/Agreement, unless a later date is specified below.

a. **Workers’ Compensation and Employer’s Liability Insurance:** Workers’ Compensation insurance or its’ equivalent (including Occupational Disease coverage) as required by law for all employees, agents, and subcontractors. Employer’s Liability Insurance (including Occupational Disease coverage) in the amount of **$1,000,000.00 per accident**. Such insurance shall provide coverage in the location in which the work is performed and the location in which the Contractor is domiciled. The Contractor expressly agrees to comply with all provisions of the Workers’ Compensation Laws of the state(s) or country wherein said work is being performed.

b. **General Liability Insurance:** Commercial General Liability insurance covering all operations by or on behalf of Contractor against claims for bodily injury (including mental injury, mental anguish, and death) and property damage (including loss of use). The Commercial General Liability policy will include limits as follows:

   i. **General Aggregate** $1,000,000.00
   ii. **Products and Completed Operations** $1,000,000.00
   iii. **Personal Injury and Advertising Injury** $1,000,000.00
   iv. **Each Occurrence** $1,000,000.00
   v. **Damage to Premises Rented** $100,000.00
   vi. **Medical Expense** $5,000.00

   If the policy is written on a claims-made basis, the Contractor will include an automatic extended reporting period of at least five (5) years past the expiration date of the policy.

c. **Automobile Liability Insurance:** Automobile Liability insurance against claims of bodily injury (including death) and property damage (including loss of use) covering all owned, rented, leased, non-owned, and hired vehicles used in the performance of the Work, with a **minimum**
limit of $1,000,000.00 per accident for bodily injury and property damage combined and containing appropriate uninsured motorist and No-Fault insurance provision wherever applicable.

d. Excess Insurance: Excess (or Umbrella) Liability insurance with a minimum limit of $2,000,000.00 per occurrence/$2,000,000.00 annual aggregate. This insurance shall provide coverage in excess of the underlying primary liability limits, terms, and conditions for each category of liability insurance in the foregoing subsections a, b, and c. This insurance shall be written on a following form basis of underlying coverage, and the aggregate limits, if any, shall apply separately to each annual policy period. If this insurance is written on a claims-made policy form, then the policy shall be endorsed to include an automatic extended period of at least five (5) years.

B. Policy Requirements

a. Certificate Proof: Prior to the commencement of the respective Contract and/or Agreement, the successful Contractor shall deliver certificates of insurance evidencing such policy or polices to the LCCC Director of Procurement and Contracting specific “Certification” proof shall include:

i. Certificate of Liability insurance form.

ii. State of Wyoming, Department of Employment “Unemployment Insurance Certificate of Good Standing”.

iii. State of Wyoming, Department of Employment “Workers’ Compensation Certificate of Good Standing”.

“Certification” may be mailed, faxed or emailed to:

• E-mail: jspezzano@lccc.wy.edu
• Fax: 307-778-4300 (Attn: Director, Procurement and Contracting)
• Mail: 1400 East College Drive, Cheyenne, WY 82007 (Attn: Director, Procurement and Contracting)

b. Additional Insured Clause: LCCC shall be listed as the “Additional Insured” on all policies, but only with respect to operations of successful firm under the respective Contract.

c. Notice of Cancellation: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed expect after thirty (30) days prior written notice has been given to LCCC, expect when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to LCCC, Director of Procurement and Contracting.
Exhibit E to RFB-18082/ CSI Division Work Assignment Schedule

Complete the information requested below per the applicable CSI Division required for this Bid. Any portion of the form not filled in will be considered non-conforming and an irregularity, and may affect the award of this Bid. EXCEPTION: Any Division not applicable to this Bid may be left void or blank.

PROJECT: Arena Translucent Wall Replacement

ARCHITECT/ENGINEER: Tobin & Associates

CONTRACTOR NAME: ________________________________________________________

Do not combine categories of work; list separately per respective Construction Specification Institute (CSI) Division.

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<thead>
<tr>
<th>WORK DESCRIPTION CSI Division</th>
<th>PRIME, SUBCONTRACTOR, SUPPLIER Name, City and State</th>
<th><strong>WORK LEVEL SP or Tier 1</strong></th>
<th>% of BID VALUE</th>
<th>BID AMOUNT</th>
<th>TRADES Performed by Division</th>
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<td>% of BID VALUE</td>
<td>BID AMOUNT</td>
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<td></td>
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<td>Div 27: Communication</td>
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<td></td>
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<tr>
<td>Div 28: Electronic Safety &amp; Security</td>
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<td>$</td>
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<td>Div 31: Earthwork</td>
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<td>Div 32: Exterior Improvements</td>
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<td>$</td>
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<td>Div 33: Utilities</td>
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<td>$</td>
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<tr>
<td>Other – Please specify</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
**WORK DESCRIPTION CSI Division** | **PRIME, SUBCONTRACTOR, SUPPLIER Name, City and State** | **WORK LEVEL SP or Tier 1** | % of BID VALUE | BID AMOUNT | TRADES Performed by Division
--- | --- | --- | --- | --- | ---

**Totals of: % of Bid Value and Bid Amount** (% must add up to 100 and Bid must equal RFB-16045 Bid Value)

1. Fill in information for each Division of work to be completed under this Bid, even if, the work is self-performed by the General Contractor.

2. **Work Level Descriptions: SP = Self performed by Prime/General Contractor; Tier 1: Subcontractor to Prime/GC;**
## 2017 Heavy and Highway Prevailing Wages including Statewide (all Counties) Wages

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Craft</th>
<th>Statewide (All Counties)</th>
<th>Statewide excluding Laramie and Natrona Counties</th>
<th>Laramie County</th>
<th>Natrona County</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Basic Hourly Rate</td>
<td>Method</td>
<td>Hourly Fringe Benefit</td>
<td>Method</td>
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<tr>
<td>101</td>
<td>Laborers: Group 1</td>
<td>$16.36</td>
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<td>102</td>
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<td>Laborers: Group 3</td>
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<td>201</td>
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<td>$4.99</td>
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<td>$3.13</td>
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<td>601</td>
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<td>$12.76</td>
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<td>$12.30</td>
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</tbody>
</table>

### Notes:

#### Methods

1. **Majority.** If 50% of workers or more within a labor group earn the same wage/fringe benefit, this becomes the prevailing wage/fringe benefit for the labor group in the respective district. If two different wages/benefits each account for 50% of a labor group within a district, a weighted average is performed.

2. **Sign/Board Minority.** If 30% of workers or more within a labor group earn the same wage, this becomes the prevailing wage for the labor group in the respective district. If two different wages each account for 50% for a labor group within a district, a weighted average is performed. This method is not used for benefits.

3. **Weighted Average.** If no significant minority exists for a wage/fringe benefit, the prevailing wage/fringe benefit is calculated as 
\[
\text{Prevailing Wage} = \frac{\text{Weighted Avg. (Wage/Benefit)}}{\text{Weighted Avg. (Number of Workers)}}
\]

4. **Other Wage Adjustments.** If data was not received for an occupation, the previous wage is inflated by the area inflation rate for the past year. If data is received:

   - If 50% or more of reported workers and hours were party to a CBA, current CBA wages and benefits were used (incl. only benefit levels for health, pension, vacation and apprentice training). Occupations may also be adjusted for relative skill level in selected occupations. Highlighted occupations indicate trades where skill adjustment may be necessary to ensure higher skilled positions are paid at least equal to lower skilled occupations. If more than 50% of workers earn a fringe benefit, the weighted average methodology is used to compute the benefit.

Contact with questions or to receive a copy; John Ysebaert, Workforce Standards & Compliance Administrator, Labor Standards, (307) 777-7261. Objections to the rates must be filed with the Director of the Department of Workforce Services, John Cor, Director, 1510 E. Pershing Blvd., West Wing, Room 150, Cheyenne, WY 82002, and received within 15 days of this publication. The objection must be in writing and include the specific grounds for objection.

Legal No.: 17623 Published: February 5, 2017
AFFIDAVIT CERTIFYING
THAT NO ASBESTOS
WAS USED OR INSTALLED

TO:
PROJECT:
ARCHITECT'S PROJECT NUMBER:
CONTRACT DATE:
SUBSTANTIAL COMPLETION DATE:

State of: Wyoming
County of: Laramie

The undersigned, in accordance with the Federal Register, Part III, Environmental Protection Agency 40 CFR Part 763, Asbestos Containing Materials in Schools; Final Rule and Notice, hereby certifies that, no asbestos or asbestos containing materials were used or installed on the above referenced project.

CONTRACTOR:

Address:

BY:

Subscribed and sworn to before me this

_______ day of __________ , 20 ___.

Notary Public:

My Commission Expires:
AFFIDAVIT CERTIFYING
THAT NO LEAD
WAS USED OR INSTALLED

To: 

Project Number: 

Contract Amount: 

Project: 

Contract Date: 

State of 

County of 

The undersigned, hereby certifies that no lead or lead containing materials were used or
installed on the above-referenced project. Except where specifically shown or specified.

Contractor:

By: __________________________

Subscribed and sworn to before me this  day of , 200__

Notary Public

My Commission Expires: _______________
INFORMATION AVAILABLE TO BIDDERS

1. TENTATIVE SCHEDULE OF EVENTS

May be changed by addenda or mutual agreement between Owner and successful Bidder prior to signing Contract, Change Order after signing of Contract or other legitimate reason.

a. First Advertisement December 15, 2017
b. Second Advertisement December 18, 2017
c. Mandatory Pre-Bid Conference January 9, 2018 10:00 AM
d. Last day of Questions January 15, 2018 5:00 PM
e. Date of Last Addendum January 16, 2018
f. Bid Opening January 18, 2018 3:00PM
g. Notice of Award issued January 28, 2018
h. Notice to Proceed with Submittals February 1, 2018
i. Notice to Proceed with Construction May 14, 2018
j. Substantial Completion Due July 1, 2018

2. FACILITY ACCESS FOR CONSTRUCTION

The Contractor shall coordinate with college officials for functions during the summer months to avoid disruptions to planned events and uses during times of construction.

The Contractor shall have access to the building on weekends, but shall still coordinate with the college officials for possible college related functions.
Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and
(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of
called the Surety, hereinafter
(Here insert full name and address or legal title of Owner)

called the Surety, hereinafter

as Oblige, hereinafter called the Oblige, in the sum of ($ ), for the payment of
which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and
severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for
(Here insert full name, address and description of project)

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the
Principal shall enter into a Contract with the Oblige in accordance with the terms of
such bid, and give such bond or bonds as may be specified in the bidding or Contract
Documents with good and sufficient surety for the faithful performance of such Contract
and for the prompt payment of labor and material furnished in the prosecution thereof, or
in the event of the failure of the Principal to enter such Contract and give such bond or
bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the
Oblige may in good faith contract with another party to perform the Work covered by
said bid, then this obligation shall be null and void, otherwise to remain in full force and
effect.

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.
Performance Bond

CONTRACTOR (Name and Address):

SURETY (Name and Principal Place of Business):

OWNER (Name and Address):

CONSTRUCTION CONTRACT
Date:
Amount:
Description (Name and Location):

BOND
Date (Not earlier than Construction Contract Date):
Amount:
Modifications to this Bond: [x] None [ ] See Last Page

CONTRACTOR AS PRINCIPAL
Company: (Corporate Seal)
Signature:
Name and Title:
(Any additional signatures appear on the last page)

SURETY
Company: (Corporate Seal)
Signature:
Name and Title:

(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.

Any singular reference to Contract, Surety, Owner or other party shall be considered plural where applicable.)

AGENT or BROKER: OWNER'S REPRESENTATIVE
(Architect, Engineer or other party):
§ 1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in Section 3.1.

§ 3 If there is no Owner Default, the Surety’s obligation under this Bond shall arise after:
§ 3.1 The Owner has notified the Contractor and the Surety at its address described in Section 10 below that the Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than fifteen days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner’s right, if any, subsequently to declare a Contractor Default; and

§ 3.2 The Owner has declared a Contractor Default and formally terminated the Contractor’s right to complete the contract. Such Contractor Default shall not be declared earlier than twenty days after the Contractor and the Surety have received notice as provided in Section 3.1; and

§ 3.3 The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the Construction Contract in accordance with the terms of the contract with the Owner.

§ 4 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety’s expense take one of the following actions:
§ 4.1 Arrange for the Contractor, with consent of the Owner, to perform and complete the Construction Contract; or

§ 4.2 Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors; or

§ 4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner’s concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 6 in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor’s default; or

§ 4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:
.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefor to the Owner; or
.2 Deny liability in whole or in part and notify the Owner citing reasons therefor.

§ 5 If the Surety does not proceed as provided in Section 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 4.4, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 6 After the Owner has terminated the Contractor’s right to complete the Construction Contract, and if the Surety elects to act under Section 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for:
§ 6.1 The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;  

§ 6.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 4; and  

§ 6.3 Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.  

§ 7 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators or successors.  

§ 8 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.  

§ 9 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.  

§ 10 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page.  

§ 11 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.  

§ 12 DEFINITIONS  
§ 12.1 Balance of the Contract Price: The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.  

§ 12.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.  

§ 12.3 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.  

§ 12.4 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms thereof.
§ 13 MODIFICATIONS TO THIS BOND ARE AS FOLLOWS:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

<table>
<thead>
<tr>
<th>CONTRACTOR AS PRINCIPAL</th>
<th>SURETY</th>
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<tr>
<td>Company:</td>
<td>Company:</td>
</tr>
<tr>
<td>(Corporate Seal)</td>
<td>(Corporate Seal)</td>
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</table>

<table>
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<th>Signature:</th>
<th>Signature:</th>
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<tbody>
<tr>
<td>Name and Title:</td>
<td>Name and Title:</td>
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<tr>
<td>Address:</td>
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</tbody>
</table>

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User Notes:
Payment Bond

CONTRACTOR (Name and Address):

SURETY (Name and Principal Place of Business):

OWNER (Name and Address):

CONSTRUCTION CONTRACT
Date:
Amount:
Description (Name and Location):

BOND
Date (Not earlier than Construction Contract Date):
Amount:
Modifications to this Bond: □ None □ See Last Page

CONTRACTOR AS PRINCIPAL
Company: (Corporate Seal)

SURETY
Company: (Corporate Seal)

Signature: ____________________________________________
Name and Title: ____________________________________________
(Any additional signatures appear on the last page)

(FOR INFORMATION ONLY - Name, Address and Telephone)
AGENT or BROKER: ____________________________________________
OWNER'S REPRESENTATIVE (Architect, Engineer or other party):

Signature: ____________________________________________
Name and Title: ____________________________________________
§ 1 The Contractor and the Surety, jointly and severally bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 With respect to the Owner, this obligation shall be null and void if the Contractor:
§ 2.1 Promptly makes payment, directly or indirectly, for all sums due Claimants, and
§ 2.2 Defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, provided the Owner has promptly notified the Contractor and the Surety (at the address described in Section 12) of any claims, demands, liens or suits and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety, and provided there is no Owner Default.

§ 3 With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.

§ 4 The Surety shall have no obligation to Claimants under this Bond until:
§ 4.1 Claimants who are employed by or have a direct contract with the Contractor have given notice to the Surety (at the address described in Section 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.

§ 4.2 Claimants who do not have a direct contract with the Contractor:
  .1 Have furnished written notice to the Contractor and sent a copy, or notice thereof, to the Owner, within 90 days after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials were furnished or supplied or for whom the labor was done or performed; and
  .2 Have either received a rejection in whole or in part from the Contractor, or not received within 30 days of furnishing the above notice any communication from the Contractor by which the Contractor has indicated the claim will be paid directly or indirectly; and
  .3 Not having been paid within the above 30 days, have sent a written notice to the Surety (at the address described in Section 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and enclosing a copy of the previous written notice furnished to the Contractor.

§ 5 If a notice required by Section 4 is given by the Owner to the Contractor or to the Surety, that is sufficient compliance.

§ 6 When the Claimant has satisfied the conditions of Section 4, the Surety shall promptly and at the Surety’s expense take the following actions:
§ 6.1 Send an answer to the Claimant, with a copy to the Owner, within 45 days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.

§ 6.2 Pay or arrange for payment of any undisputed amounts.

§ 7 The Surety’s total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 8 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Owner’s priority to use the funds for the completion of the work.

§ 9 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.
§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the location in which the work or part of the work is located or after the expiration of one year from the date (1) on which the Claimant gave the notice required by Section 4.1 or Section 4.2.3, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page. Actual receipt of notice by Surety, the Owner or the Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 15 DEFINITIONS
§ 15.1 Claimant: An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor’s subcontracts, and all other items for which a mechanic’s lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 15.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

§ 15.3 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms thereof.

§ 16 MODIFICATIONS TO THIS BOND ARE AS FOLLOWS:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL
Company: (Corporate Seal)
Signature: ____________________________
Name and Title: _______________________
Address: ____________________________

SURETY
Company: (Corporate Seal)
Signature: ____________________________
Name and Title: _______________________
Address: ____________________________
Contractor’s Affidavit of Payment of Debts and Claims

PROJECT: (Name and address)  ARCHITECT’S PROJECT NUMBER:  OWNER:

ARCHITECT:  CONSTRUCTOR:

TO OWNER: (Name and address)  CONTRACT FOR: General Construction  SURETY:

CONTRACT DATED:

OTHER:

STATE OF:  COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner’s property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707. Consent of Surety, may be used for this purpose. Indicate Attachment  [ ] Yes  [ ] No

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor’s Release or Waiver of Liens, conditional upon receipt of final payment.

2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.


CONTRACTOR: (Name and address)

BY: (Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:
Contractor's Affidavit of Release of Liens

PROJECT: (Name and address)               ARCHITECT'S PROJECT NUMBER:  

ARCHITECT: ☐  OWNER: ☐

CONTRACT FOR: General
Construction

ARCHITECT: ☐  CONTRACTOR: ☐

TO OWNER: (Name and address)               CONTRACT DATED:

SURETY: ☐  OTHER: ☐

STATE OF:
COUNTY OF:

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Lien, conditional upon receipt of final payment.

2. Separate Releases or Waivers of Lien from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: (Name and address)

BY:   (Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:
My Commission Expires:
Consent Of Surety to Final Payment

PROJECT: (Name and address)
ARCHITECT'S PROJECT NUMBER:
ARCHITECT: ☐
OWNER: ☐

TO OWNER: (Name and address)
CONTRACT FOR: General Construction
CONTRACTOR: ☐
SURETY: ☐
OTHER: ☐

CONTRACT DATED:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

on bond of
(Insert name and address of Contractor)

SURETY,

hence approves the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the
SURETY of any of its obligations to
(Insert name and address of Owner)

CONTRACTOR,

as set forth in said Surety’s bond.

OWNER,

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)

(Surety)

(Signature of authorized representative)

Attest:
(Printed name and title)
TO OWNER:

FROM
CONTRACTOR:

APPLICATION NO.: 004

APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .......................................................... $ 0.00

2. Net change by Change Orders ....................................................... $ 0.00

3. CONTRACT SUM TO DATE (Line 1 + 2) ......................................... $ 0.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .......... $ 0.00

5. RETAINAGE:
a. 0 ___% of Completed Work (Column D + E on G703) ...................... $ 0.00
b. 0 ___% of Stored Material (Column F on G703) .............................. $ 0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) ............... $ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) .......... $ 0.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
   (Line 6 from prior Certificate) .................................................... $ 0.00

8. CURRENT PAYMENT DUE ............................................................. $ 0.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
   (Line 3 less Line 6) .................................................................... $ 0.00

CHANGE ORDER SUMMARY

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<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
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This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1978 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 11:15:59 on 07/27/2007 under Order No.1000278933_1 which expires on 11/11/2008, and is not for resale.

User Notes: (1684330888)
Continuation Sheet

AIA Document G703™ – 1992

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column 1 on Contracts where variable retainage for line items may apply.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>SCHEDULED VALUE</th>
<th>WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)</th>
<th>THIS PERIOD</th>
<th>MATERIALS PRESENTLY STORED (NOT IN D OR E)</th>
<th>TOTAL COMPLETED AND STORED TO DATE (D+E+F)</th>
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PART 1  GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

B. The Project is located within the Limits of Laramie County, Wyoming. The Contractor shall be responsible for any and all required Laramie County Building Permit, and for the payment of any associated fees, and shall include such costs in their bid.

C. The Work shall comply with, and all work shall be installed in accordance with all applicable Building Codes and Ordinances, current editions, as adopted by the State of Wyoming; and Laramie County, Wyoming. Furnish all equipment and devices as required for compliance with the applicable Codes.

D. Due to potential changes and/or directions needed to be conveyed on the job site, contractors shall have at least one foreman/supervisor with the means of communicating verbally in English on-site at ALL TIMES.

E. All meetings pertaining to this project shall be conducted on the Laramie County Community College premises. All meetings shall include at least one (1) representative from the Owner, Architect, Contractor and Sub Contractor. All parties involved shall receive notice two (2) business days prior to the meeting date.

1.02 SUMMARY

A. This Section includes the following:
   1. Work covered by the Contract Documents.
   2. Type of Contract.
   3. Work phases.
   4. Use of premises.
   5. Owner's occupancy requirements.
   6. Work restrictions.
   7. Specification formats and conventions.

B. Related Sections include the following:
   1. Division 1 Section "Construction Facilities and Temporary Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.03 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Identification: Translucent Wall Panel Replacement

B. Owner: Board of Trustees; Laramie County Community College; 1400 East College Drive; Cheyenne, Wyoming 82007-3299.
   1. Owner's Representative: Bill Zink ; Director of Physical Plant; Laramie County Community College; 1400 East College Drive; Cheyenne, Wyoming 82007-3299.

C. Architect: Tobin & Associates, P.C.; P. O. Box 2420; 1820 Dillon Avenue, Suite 200A; Cheyenne, Wyoming 82003-2420.

D. The Work consists of the following:
   1. Remove all existing translucent wall panels from the upper walls. Install new translucent wall panels and insulated metal wall panels, and all sheet metal flashings as required per the construction drawings. Paint existing metal wall louvers. Install LCCC golden-eagle logos and lettering at south corners of the building.

1.04 TYPE OF CONTRACT

A. Project will be constructed under a single prime contract.

1.05 WORK PHASES

A. The Work shall be conducted in a single phase.
1.06 USE OF PREMISES

A. General: Contractor shall have limited use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work.

B. Use of Site: Limit uses of premises to area immediately adjacent to the area of work. Do not disturb portions of buildings or College site beyond areas in which the Work is indicated.
   1. Limits: Confine operations to areas within reasonable bounds immediately adjacent to the area of work. Portions of the buildings and site beyond areas in which construction operations are staged are not to be disturbed. Do not disturb portions of the buildings or site beyond the areas in which the Work is indicated.
   2. Owner Occupancy: Allow for limited Owner occupancy of Project buildings and sites and limited use by the public.
   3. Driveways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
      a. Schedule deliveries to minimize use of driveways and entrances.
   4. Sidewalks: Keep one sidewalk (pedestrian walk way) clear at all times.

C. Construction Staging and Material Storage:
   1. On Site Materials Storage: The Contractor shall have limited use of the Owner's Parking Lot for storage of materials, unless otherwise agreed to in writing with the Owner.

D. Use of Existing Buildings: Maintain existing buildings in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect buildings, and occupants during construction period.

E. Use of Existing Parking Lot: When used for storage or staging of the work, the Contractor shall protect parking lot and/or driveway surfaces, including curbs and gutters, throughout his construction operations. Any damage resulting from the Contractor's re-roofing operations shall be repaired or replaced to the satisfaction of the Owner at no additional charge.

1.07 OWNER'S OCCUPANCY REQUIREMENTS

A. Full Owner Occupancy: Owner will occupy the sites and the existing buildings during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations.
   1. Maintain access to other adjacent occupied or used facilities. Do not close or obstruct corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
   2. Provide not less than 48 hours’ notice to Owner of activities that will affect Owner's operations.
   3. See instruction to Bidders for important schedule dates.

1.08 WORK RESTRICTIONS

A. On-Site Work Hours: Work shall be generally performed outside the existing building during normal business working hours, Monday through Friday, accept otherwise indicated.
   1. Weekend Hours: Notify Campus Security a minimum of 48-hours in advance of weekend work.
   2. Hours for noisy activity: Coordinate with Owner.

B. Mandatory no work days: Contractor will include in the roof schedule two "NO WORK DAY". These days will be during the practice day and the day of the US Air Force Thunder Bird performance during the week of Cheyenne Frontier Days.

1.09 SPECIFICATION FORMATS AND CONVENTIONS

A. Specification Format: The Specifications are organized into Divisions and Sections using the 32-division format and CSI/CST's *MasterFormat* numbering system.
1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.

2. Division 1: Sections in Division 1 govern the execution of the Work of all Sections in the Specifications.

B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.

2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
   a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 3 EXECUTION (NOT USED)

END OF SECTION
SECTION 01 1015 - ELECTRONIC DRAWINGS

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. The Architect, if requested, will provide the General Contractor with one electronic copy of the Contract Document Drawings for distribution to subcontractors and suppliers as a convenience in the preparation of Shop Drawings and Site Work. The electronic copy will be provided on a compact disk or e-mail transfer in AutoCAD 2012 format.
   B. The Architect shall be paid a service fee of One Hundred and no/100 Dollars per file ($100/file) in accordance with the Agreement. This fee shall be paid by the party requesting the CAD files.

1.03 REFERENCES
   A. A copy of the Agreement is included at the end of this Section.

END OF SECTION
AN AGREEMENT BETWEEN ARCHITECT-ENGINEER OF RECORD AND CONTRACTOR FOR TRANSFER OF COMPUTER AIDED DRAFTING (CAD) FILES ON ELECTRONIC MEDIA

Architect-Engineer of Record (AER) ____________ Contractor __________________________

Architect Project No. __________________________ Date: __________________________

Project Name: _________________________________________________________________

Location:_______________________________________________________________________

The AER will provide the following CAD files, dated ____________, for the convenience of the contract in preparing shop fabrication drawings:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Drawings were prepared on the following:

Computer Software: ______________________ Version: _______________________________

Contractor shall pay AER a service fee of __________________________ ($ _____ )

TERMS AND CONDITIONS:

1. AER makes no representation as to the compatibility of the CAD files with any hardware or software.

2. Since the information set forth on the CAD files can be modified unintentionally or otherwise, the AER reserves the right to remove all indicia of its ownership and/or involvement from each electronic display. This media should not be considered a certified document.

3. All information on the CAD files is considered instruments of service of the AER and shall not be used for other projects, for additions to this project, or completion of this project by others. CAD files shall remain the property of the AER, and in no case shall the transfer of these files be considered a sale.

4. AER makes no representation regarding the accuracy, completeness, or permanence of CAD files, nor of their merchantability or fitness for a particular purpose. Addenda information or revisions made after the date indicated on the CAD files may not have been incorporated. In the event of a conflict between the AER’s sealed Contract Drawings and CAD files, the sealed Contract Drawings shall govern. It is the Contractor’s responsibility to determine if any conflicts exist. The CAD files shall not be considered to be Contract Documents as defined by the General Conditions of the Contract for Construction.
5. The use of CAD files prepared by the AER shall not in any way obviate the Contractor’s responsibility for the proper checking and coordination of dimensions, details, member sizes and gage, and quantities of materials as required to facilitate complete and accurate fabrication and erection.

6. The Contractor shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the AER, and its subconsultants from all claims, damages, losses, expenses, penalties and liabilities of any kind, including attorney’s fees, arising out of or resulting from the use of the CAD files by the Contractor, or by third party recipients of the CAD files from the Contractor.

7. The AER believes that no licensing or copyright fees are due to others on account of the transfer of the CAD files, but to the extent any are, the Contractor will pay the appropriate fees and hold the AER harmless from such claims.

8. Any purchase order number provided by the Contractor is for Contractor’s accounting purposes only. Purchase order terms and conditions are void and are not a part of this Agreement.

9. Payment of the service fee is due upon receipt of the CAD files.

10. This Agreement shall be governed by the laws of the principal place of business of the AER.

**AUTHORIZED ACCEPTANCE**

by Architect-Engineer

by Contractor

______________________________
Signature

______________________________
Print Name and Title

______________________________
Date

______________________________
Signature

______________________________
Print Name and Title

______________________________
Date

END OF SECTION 011015
SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES

PART 1 GENERAL

1.01 RELATED DOCUMENTS
A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
A. This Section specifies administrative and procedural requirements for handling and processing contract modifications.
B. Related Sections: The following Sections contain requirements that relate to this Section:
   1. Division 01 Section "Submittal Procedures" for requirements for the Contractor's Construction Schedule.
   2. Division 01 Section "Applications for Payment" for administrative procedures governing Applications for Payment.
   3. Division 01 Section "Substitutions" for administrative procedures for handling requests for substitutions made after award of the Contract.

1.03 MINOR CHANGES IN THE WORK
A. The Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time, on AIA Form G710, Architect's Supplemental Instructions.

1.04 CHANGE ORDER PROPOSAL REQUESTS
A. Owner-Initiated Proposal Requests: The Architect will issue a detailed description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
   1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
   2. Within 10 days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Architect for the Owner's review.
      a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
      b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
      c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.
B. Contractor-Initiated Proposals: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.
   1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
   2. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
   3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
   4. Comply with requirements in Section "Substitutions" if the proposed change requires substitution of one product or system for a product or system specified.
1.05  CHANGE ORDER PROCEDURES

A. Upon the Owner's approval of a Proposal Request, the Architect will issue a Change Order for signatures of the Owner and the Contractor on AIA Form G701.

END OF SECTION
SECTION 01 2900 - APPLICATIONS FOR PAYMENT

PART 1 GENERAL

1.01 RELATED DOCUMENTS
A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.

1.03 SCHEDULE OF VALUES
A. Coordination: Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
   1. Submit the Schedule of Values to the Architect at the earliest possible date but no later than 7 days before the date scheduled for submittal of the initial Applications for Payment.
B. Format and Content: Use the Project Manual table of contents as a guide to establish the format for the Schedule of Values. Provide at least one line item for each Specification Section.
   1. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
      a. Related Specification Section or Division.
      b. Description of Work.
      c. Change Orders (numbers) that affect value.
      d. Dollar value.
      e. Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
   2. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Break principal subcontract amounts down into several line items.
   3. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
   4. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed.
      a. Differentiate between items stored on-site and items stored off-site. Include requirements for insurance and bonded warehousing, if required.
   5. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.04 APPLICATIONS FOR PAYMENT
A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
   1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
B. Payment-Application Times: Each progress-payment date is indicated in the Agreement. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
C. Payment-Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.
D. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Architect will return incomplete applications without action.
   1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.

E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours. One copy shall be complete, including waivers of lien and similar attachments, when required.
   1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to the Architect.

F. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who is lawfully entitled to file a mechanics lien arising out of the Contract and related to the Work covered by the payment.
   1. When an application shows completion of an item, submit final or full waivers.
   2. The Owner reserves the right to designate which entities involved in the Work must submit waivers.
   3. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to the Owner.

G. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal of the first Application for Payment, include the following:
   1. List of subcontractors.
   2. List of principal suppliers and fabricators.
   3. Schedule of Values.
   4. Contractor's Construction Schedule (preliminary if not final).
   5. Schedule of principal products.
   6. List of Contractor's staff assignments.
   7. Copies of building permits.
   8. Certificates of insurance and insurance policies.
   10. Data needed to acquire the Owner's insurance.

H. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.
   1. Administrative actions and submittals that shall precede or coincide with this application include:
      a. Occupancy permits and similar approvals.
      b. Warranties (guarantees) and maintenance agreements.
      c. Maintenance instructions.
      d. Final cleaning.
      e. Application for reduction of retainage and consent of surety.
      f. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.

I. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
   1. Completion of Project closeout requirements.
   2. Completion of items specified for completion after Substantial Completion.
   3. Ensure that unsettled claims will be settled.
   4. Ensure that incomplete Work is not accepted and will be completed without undue delay.
   5. Transmittal of required Project construction records to the Owner.
   6. Removal of temporary facilities and services.
   7. Removal of surplus materials, rubbish, and similar elements.

END OF SECTION
SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.01 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.

1.02 SUMMARY
A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
   1. Coordination Drawings.
   2. Administrative and supervisory personnel.
   3. Project meetings.
   4. Requests for Interpretation (RFIs).
B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.
C. Related Sections include the following:
   1. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor’s Construction Schedule.
   2. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
   3. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.

1.03 DEFINITIONS
A. RFI: Request from Contractor seeking interpretation or clarification of the Contract Documents.

1.04 COORDINATION
A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
   1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
   2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
   3. Make adequate provisions to accommodate items scheduled for later installation.
   4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.
B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
   1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
   1. Preparation of Contractor’s Construction Schedule.
   2. Preparation of the Schedule of Values.
   3. Installation and removal of temporary facilities and controls.
   4. Delivery and processing of submittals.
   5. Progress meetings.
   6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.
9. Project closeout activities.

D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
   1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work.

1.05 SUBMITTALS

A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
   1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
      a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
      b. Indicate required installation sequences.
      c. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
   2. Sheet Size: At least 8-1/2 by 11 inches but no larger than 24 by 36 inches.
   3. Number of Copies: one electronic PDF copy of each submittal. Architect will return one electronic PDF copy.
      a. Submit one electronic PDF where Coordination Drawings are required for operation and maintenance manuals. Architect will retain two copies; remainder will be returned. Mark up and retain one returned copy as a Project Record Drawing.
   4. Refer to individual Sections for Coordination Drawing requirements for Work in those Sections.

B. Key Personnel Names: Within 5 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
   1. Post copies of list in temporary field office. Keep list current at all times.

1.06 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
   1. Include special personnel required for coordination of operations with other contractors.

1.07 PROJECT MEETINGS

A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
   1. Attendees: Contractor to inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
   2. Agenda: Contractor to prepare the meeting agenda. Distribute the agenda to all invited attendees.
   3. Minutes: Contractor to record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
B. Preconstruction Conference: Contractor to schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Discuss items of significance that could affect progress, including the following:
   a. Tentative construction schedule.
   b. Phasing.
   c. Critical work sequencing and long-lead items.
   d. Designation of key personnel and their duties.
   e. Procedures for processing field decisions and Change Orders.
   f. Procedures for processing RFIs.
   g. Procedures for testing and inspecting.
   h. Procedures for processing Applications for Payment.
   i. Distribution of the Contract Documents.
   j. Submittal procedures.
   k. Preparation of Record Documents.
   l. Use of the premises and existing building.
   m. Work restrictions.
   n. Owner's occupancy requirements.
   o. Responsibility for temporary facilities and controls.
   q. Parking availability.
   r. Office, work, and storage areas.
   s. Equipment deliveries and priorities.
   t. First aid.
   u. Security.
   v. Progress cleaning.
   w. Working hours.

3. Minutes: Contractor to record and distribute meeting minutes.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
   b. Options.
   c. Related RFIs.
   d. Related Change Orders.
   e. Purchases.
   f. Deliveries.
   g. Submittals.
   h. Review of mockups.
   i. Possible conflicts.
   j. Compatibility problems.
   k. Time schedules.
   l. Weather limitations.
   m. Manufacturer's written recommendations.
n. Warranty requirements.
o. Compatibility of materials.
p. Acceptability of substrates.
q. Temporary facilities and controls.
r. Space and access limitations.
s. Regulations of authorities having jurisdiction.
t. Testing and inspecting requirements.
u. Installation procedures.
v. Coordination with other work.
w. Required performance results.
x. Protection of adjacent work.
y. Protection of construction and personnel.

3. Contractor to record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.

4. Reporting: Contractor to distribute minutes of the meeting to each party present and to parties who should have been present.

5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Coordination and Progress Meetings: Conduct Project coordination meetings at bi-weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.

1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.

1) Review schedule for next period.

b. Schedule Updating: Revise Combined Contractor's Construction Schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.

c. Review present and future needs of each entity present, including the following:

1) Interface requirements.
2) Sequence of operations.
3) Status of submittals.
4) Deliveries.
5) Off-site fabrication.
6) Access.
7) Site utilization.
8) Temporary facilities and controls.
9) Work hours.
10) Hazards and risks.
11) Progress cleaning.
12) Quality and work standards.
13) Change Orders.
14) Status of correction of deficient items.
15) Field observations.
16) RFIs.
17) Status of proposal requests.
18) Pending changes.
19) Status of Change Orders.
20) Pending claims and disputes.
21) Documentation of information for payment requests.
3. Minutes: Contractor to record the meeting minutes.
4. Reporting: Contractor to distribute minutes and results of the meeting to each party present and to others affected by decisions or actions resulting from each meeting.
5. Schedule Updating: Revise Contractor’s Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

1.08 REQUESTS FOR INTERPRETATION (RFI)

A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor’s work or work of subcontractors.

B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
1. Project name.
2. Date.
3. Name of Contractor.
5. RFI number, numbered sequentially.
6. Specification Section number and title and related paragraphs, as appropriate.
7. Drawing number and detail references, as appropriate.
8. Field dimensions and conditions, as appropriate.
9. Contractor’s suggested solution(s). If Contractor’s solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
10. Contractor’s signature.
11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
   a. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.

C. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
2. Identify each page of attachments with the RFI number and sequential page number.

D. Architect’s Action: Architect will review each RFI, determine action required, and return it. Allow fourteen working days for Architect’s response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
   a. Requests for approval of submittals.
   b. Requests for approval of substitutions.
   c. Requests for coordination information already indicated in the Contract Documents.
   d. Requests for adjustments in the Contract Time or the Contract Sum.
   e. Requests for interpretation of Architect’s actions on submittals.
f. Incomplete RFIs or RFIs with numerous errors.

2. Architect's action may include a request for additional information, in which case Architect's time for response will start again.

3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
   a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 5 days of receipt of the RFI response.

E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within five days if Contractor disagrees with response.

F. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit software log weekly prior to coordination meeting, with not less than the following:
   1. Project name.
   2. Name and address of Contractor.
   3. Name and address of Architect.
   4. RFI number including RFIs that were dropped and not submitted.
   5. RFI description.
   6. Date the RFI was submitted.
   7. Date Architect's response was received.
   8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

END OF SECTION
SECTION 01 3200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 GENERAL

1.01 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.

1.02 SUMMARY

A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
   1. Preliminary Construction Schedule.
   2. Contractor’s Construction Schedule.
   4. Daily construction reports.
   5. Material location reports.
   6. Field condition reports.
   7. Special reports.

B. Related Sections include the following:
   1. Division 01 Section “Application for Payment” for submitting the Schedule of Values.
   2. Division 01 Section “Project Management and Coordination” for submitting and distributing meeting and conference minutes.
   3. Division 01 Section “Submittal Procedures” for submitting schedules and reports.
   4. Division 01 Section “Quality Requirements” for submitting a schedule of tests and inspections.

1.03 DEFINITIONS

A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
   1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
   2. Predecessor Activity: An activity that precedes another activity in the network.
   3. Successor Activity: An activity that follows another activity in the network.

B. Cost Loading: The allocation of the Schedule of Values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum, unless otherwise approved by Architect.

C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

E. Event: The starting or ending point of an activity.

F. Float: The measure of leeway in starting and completing an activity.
   1. Float time belongs to the Owner is not for the exclusive use or benefit of the Contractor.
   2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
   3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

G. Fragment: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.

H. Major Area: A story of construction, a separate building, or a similar significant construction element.

I. Milestone: A key or critical point in time for reference or measurement.
J. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

K. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.04 SUBMITTALS

A. Submittals Schedule: Submit one electronic copy in PDF format. Arrange the following information in a tabular format:
1. Scheduled date for first submittal.
2. Specification Section number and title.
3. Submittal category (action or informational).
4. Name of subcontractor.
5. Description of the Work covered.
6. Scheduled date for Architect's final release or approval.

B. Preliminary Construction Schedule: Submit one electronic copy in PDF format.
1. Approval of cost-loaded preliminary construction schedule will not constitute approval of Schedule of Values for cost-loaded activities.

C. Contractor's Construction Schedule: Submit one electronic copy in PDF format of initial schedule, large enough to show entire schedule for entire construction period.
1. Submit an electronic copy of schedule, using software indicated, on CD-R, and labeled to comply with requirements for submittals. Include type of schedule (Initial or Updated) and date on label.

D. Daily Construction Reports: Submit electronic copies in PDF format prior to weekly coordination meeting.

E. Material Location Reports: Submit two copies monthly to coincide with Applications for Payment.

F. Field Condition Reports: Submit two copies at time of discovery of differing conditions.

G. Special Reports: Submit two copies at time of unusual event.

1.05 COORDINATION

A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.

B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
1. Secure time commitments for performing critical elements of the Work from parties involved.
2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 PRODUCTS

2.01 SUBMITTALS SCHEDULE

A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
2. Initial Submittal: Submit concurrently with preliminary bar-chart schedule or network diagram. Include submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
   a. Show submittals on the Preliminary Construction Schedule, instead of tabulating them separately.
3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.02 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."

B. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Substantial Completion.
   1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.

C. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
   1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
   2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.

D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
   1. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
   2. Work Restrictions: Show the effect of the following items on the schedule:
      a. Coordination with existing construction.
      b. Limitations of continued occupancies.
      c. Uninterruptible services.
      d. Partial occupancy before Substantial Completion.
      e. Use of premises restrictions.
      f. Seasonal variations.
      g. Environmental control.
   3. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
      a. Subcontract awards.
      b. Submittals.
      c. Purchases.
      d. Fabrication.
      e. Sample testing.
      f. Deliveries.
      g. Installation.
      h. Tests and inspections.
      i. Project closeout.
   4. Area Separations: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
      a. Roof Tare-off
      b. Insulation and membrane installation
c. Substantial Completion.

E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion, and the following interim milestones:
   1. Completion of mechanical installation.

2.03 PRELIMINARY CONSTRUCTION SCHEDULE

A. Bar-Chart Schedule: Submit preliminary horizontal bar-chart-type construction schedule within seven days of date established for the Notice to Proceed.

B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 60 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.04 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for the Notice to Proceed. Base schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of Project.

B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

2.05 REPORTS

A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
   1. List of subcontractors at Project site.
   2. List of separate contractors at Project site.
   3. Approximate count of personnel at Project site.
   4. Equipment at Project site.
   5. Material deliveries.
   6. High and low temperatures and general weather conditions.
   7. Accidents.
   8. Meetings and significant decisions.
   9. Unusual events (refer to special reports).
   10. Stoppages, delays, shortages, and losses.
   11. Emergency procedures.
   12. Orders and requests of authorities having jurisdiction.
   13. Change Orders received and implemented.
   14. Construction Change Directives received and implemented.
   15. Services connected and disconnected.

B. Material Location Reports: At monthly intervals to coincide with Applications for Payment, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site.

C. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for interpretation. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.06 SPECIAL REPORTS

A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 EXECUTION

3.01 CONTRACTOR'S CONSTRUCTION SCHEDULE

A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
   1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
   2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
   3. As the Work progresses, indicate Actual Completion percentage for each activity.

B. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
   1. Post copies in Project meeting rooms and temporary field offices.
   2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION
SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 GENERAL

1.01 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.

1.02 SUMMARY
A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
B. Related Sections include the following:
   1. Division 01 Section "Applications for Payment" for submitting Applications for Payment and the Schedule of Values.
   2. Division 01 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
   3. Division 01 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
   4. Divisions 02 through 33 Sections for specific requirements for submittals in those Sections.

1.03 DEFINITIONS
A. Action Submittals: Written and graphic information that requires Architect's responsive action.
B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

1.04 SUBMITTAL PROCEDURES
A. General: Electronic copies of CAD Drawings of the Contract Drawings may be provided by Architect for Contractor's use in preparing submittals, refer to Section 01 1015.
   1. Electronic Media Licensing Agreement contained within referenced Section must be completed by Contractor and submitted to Architect.
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 requires sequential activity.
   2. Coordinate transmittal of different types of submittals for related parts of the Work 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. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
D. Processing Time: Allow enough time for submittal review, including time for resubmittal, 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 resubmittal.
   1. Initial Review: Allow 14 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 14 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.
   5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 14
days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.

E. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor’s review and approval markings and action taken by Architect.
3. Include the following information on label for processing and recording action taken:
   a. Project name.
   b. Date.
   c. Name and address of Architect.
   d. Name and address of Contractor.
   e. Name and address of subcontractor.
   f. Name and address of supplier.
   g. Name of manufacturer.
   h. Submittal number or other unique identifier, including revision identifier.
      1) Submittal number shall use Specification Section number followed by a hyphen and then a sequential number (e.g., 061000-01). Resubmittal shall include an alphabetic suffix after another hyphen (e.g., 061000-01-A).
   i. Title of appropriate Specification Section.
   j. Drawing number and detail references, as appropriate.
   k. Location(s) where product is to be installed, as appropriate.
   l. Other necessary identification.

F. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.

G. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial electronic submittal may serve as final submittal.
1. Submit electronic copy of submittal to concurrent reviewer and to Architect.
   a. Electronic copy shall be one file in .pdf format organized as it would appear in printed form.
   b. Submit separate files for product and shop drawings.
2. Contractor shall print hardcopy and additional copies submitted for maintenance manuals.

H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Contractor.
1. Transmittal Form: Provide locations on form for the following information:
   a. Project name.
   b. Date.
   c. Destination (To:).
   d. Source (From:).
   e. Names of subcontractor, manufacturer, and supplier.
   f. Category and type of submittal.
   g. Submittal purpose and description.
   h. Specification Section number and title.
   i. Drawing number and detail references, as appropriate.
   j. Submittal and transmittal distribution record.
   k. Remarks.
   l. Signature of transmitter.
2. On an attached separate sheet, prepared on Contractor’s letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
I. Resubmittal: Make resubmittal 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 an approval notation from Architect, with Architect’s electronic action stamp.

J. Distribution: Furnish electronic or hardcopies 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.

K. Use for Construction: Use only final submittals with mark indicating an approval notation from Architect, with Architect’s electronic action stamp.

L. Software-Generated Submittals: Software-generated transmittal form and scanned submittal documents with substantially the same content as indicated above.
   1. Transmittal with attachments shall be electronic files in Adobe Acrobat PDF format.
   2. Identify each page of attachments with the submittal number and sequential page number.

1.05 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES

A. General: At Contractor's written request, copies of Architect's CAD files will be provided to Contractor for Contractor's use in connection with Project, subject to the following conditions:
   1. Electronic Media Licensing Agreement contained within Section 01 1015 must be completed by Contractor, Subcontractors, and/or Suppliers, and submitted to Architect, and subject to the additional terms of this referenced Section.

PART 2 PRODUCTS

2.01 ACTION SUBMITTALS

A. General: Prepare and submit Action Submittals required by individual Specification Sections.
   1. Submit electronic submittals directly to Architect by E-mail or to internet .ftp web-site specifically established for Project.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
   1. If information must be specifically prepared for submittal because standard printed data are not suitable 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 written recommendations.
      b. Manufacturer's product specifications.
      c. Manufacturer's installation instructions.
      d. Standard color charts.
      e. Manufacturer's catalog cuts.
      f. Standard product operation and maintenance manuals.
      g. Compliance with specified referenced standards.
      h. Testing by recognized testing agency.
      i. Application of testing agency labels and seals.
      j. Notation of coordination requirements.
   4. Submit Product Data before or concurrent with Samples.
   5. Number of Copies: Submit electronic copies of Product Data, unless otherwise indicated. Architect will return electronic copies only. Contractor shall print hardcopy and mark up and retain one copy as a Project Record Document.
      a. Electronic copy shall be one file in .pdf format organized as it would appear in printed form.
      b. Submit separate files for product and shop drawings.
C. 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, do not reproduce Architect’s CAD Drawings for this purpose unless approved by architect.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
   a. Dimensions.
   b. Identification of products.
   c. Fabrication and installation drawings.
   d. Roughing-in and setting diagrams.
   e. Shopwork manufacturing instructions.
   f. Templates and patterns.
   g. Schedules.
   h. Design calculations.
   i. Compliance with specified standards.
   j. Notation of coordination requirements.
   k. Notation of dimensions established by field measurement.
   l. Relationship to adjoining construction clearly indicated.
   m. Seal and signature of State of Wyoming professional engineer

2. Sheet Plot/Copy Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 40 inches (750 by 1000 mm).

3. Number of Copies: Submit one electronic copy of each submittal. Architect will return as an electronic copy.
   a. Electronic copy shall be one file in .pdf format organized as it would appear in printed form.
   b. Submit separate files for product and shop drawings.

4. Oversized Submittals: Submittals greater than 10mb in size, maybe required to be submitted as hardcopy only, as directed by the Architect. Architect shall specify the number of copies to be submitted.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.

2. Identification: Attach label on unexposed side of Samples that includes the following:
   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of appropriate Specification Section.

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.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as Owner’s property, are the property of Contractor.

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.

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 three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain 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.

E. Product Schedule or List: As 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.
2. Number and name of room or space.
3. Location within room or space.
4. Number of Copies: Submit electronic copies of product schedule or list, unless otherwise indicated. Architect will return electronic copy.
   a. Contractor shall print hardcopy, mark up and retain as a Project Record Document.

F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation" for Construction Manager's action.

G. Submittals Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."

H. Application for Payment: Comply with requirements specified in Division 01 Section "Applications for Payment."

I. Schedule of Values: Comply with requirements specified in Division 01 Section "Applications for Payment."

J. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.
4. Number of Copies: Submit electronic copy of subcontractor list, unless otherwise indicated.
   a. Contractor shall print hardcopy, mark up and retain as a Project Record Document.

2.02 INFORMATIONAL SUBMITTALS

A. General: Prepare and submit Informational Submittals required by other Specification Sections.
1. Number of Copies: Submit electronic copies of each submittal, unless otherwise indicated.
2. Certificates and Certifications: Provide a notarized 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.
3. Test and Inspection Reports: Comply with requirements specified in Division 01 Section "Quality Requirements." Test and Inspection Reports may be submitted in electronic format.
B. Coordination Drawings: Comply with requirements specified in Division 01 Section "Project Management and Coordination."

C. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."

D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

E. Installer Certificates: Prepare 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.

F. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

G. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

I. Material Test Reports: Prepare 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.

J. Product Test Reports: Prepare written reports indicating 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.

K. Research/Evaluation Reports: Prepare 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:
   1. Name of evaluation organization.
   2. Date of evaluation.
   3. Time period when report is in effect.
   4. Product and manufacturers' names.
   5. Description of product.
   6. Test procedures and results.
   7. Limitations of use.

L. Preconstruction Test Reports: Prepare 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.

M. Compatibility Test Reports: Prepare 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 primers and substrate preparation needed for adhesion.

N. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, 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.

O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load
diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
   1. Preparation of substrates.
   2. Required substrate tolerances.
   3. Sequence of installation or erection.
   4. Required installation tolerances.
   5. Required adjustments.
   6. Recommendations for cleaning and protection.

R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
   1. Name, address, and telephone number of factory-authorized service representative making report.
   2. Statement on condition of substrates and their acceptability for installation of product.
   3. Statement that products at Project site comply with requirements.
   4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
   5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
   6. Statement whether conditions, products, and installation will affect warranty.
   7. Other required items indicated in individual Specification Sections.

S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

T. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Architect.
   1. Architect will not review submittals that include MSDSs and will return the entire submittal for resubmittal.

U. Engineers Qualifications: Licensed in the State of Wyoming

2.03 DELEGATED DESIGN

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 not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit electronic copies of a statement, signed and sealed by a Wyoming licensed engineer, 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.

PART 3 EXECUTION

3.01 CONTRACTOR'S REVIEW

A. 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. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, 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.

3.02 ARCHITECT'S / ACTION

A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.

B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark with electronic stamp appropriately to indicate action taken.

C. 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.

D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.

E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION
SECTION 01 4000 - QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 RELATED DOCUMENTS
A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
A. This Section includes administrative and procedural requirements for quality assurance and quality control.
B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
   1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
   2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
   3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
C. Related Sections include the following:
   1. Divisions 2 through 32 Sections for specific test and inspection requirements.

1.03 DEFINITIONS
A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
C. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
D. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
E. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
F. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
G. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
   1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
H. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
1.04 CONFLICTING REQUIREMENTS

A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.

B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.05 SUBMITTALS

A. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

B. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
   1. Specification Section number and title.
   2. Description of test and inspection.
   3. Identification of applicable standards.
   4. Identification of test and inspection methods.
   5. Number of tests and inspections required.
   6. Time schedule or time span for tests and inspections.
   7. Entity responsible for performing tests and inspections.
   8. Requirements for obtaining samples.
   9. Unique characteristics of each quality-control service.

1.06 REPORTS AND DOCUMENTS

A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
   1. Date of issue.
   2. Project title and number.
   3. Name, address, and telephone number of testing agency.
   4. Dates and locations of samples and tests or inspections.
   5. Names of individuals making tests and inspections.
   6. Description of the Work and test and inspection method.
   8. Complete test or inspection data.
   9. Test and inspection results and an interpretation of test results.
   10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
   11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
   12. Name and signature of laboratory inspector.
   13. Recommendations on retesting and reinspecting.

B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
   1. Name, address, and telephone number of technical representative making report.
   2. Statement on condition of substrates and their acceptability for installation of product.
   3. Statement that products at Project site comply with requirements.
   4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
6. Statement whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

C. Factory-Authorized Service Representative’s Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement that equipment complies with requirements.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement whether conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.07 QUALITY ASSURANCE

A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.

B. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

C. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

D. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

1.08 QUALITY CONTROL

A. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
1. Engage a qualified testing agency to perform these quality-control services.
2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
3. Submit a certified written report, in duplicate, of each quality-control service.
4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

B. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.

1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
6. Do not perform any duties of Contractor.

E. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
   1. Access to the Work.
   2. Incidental labor and facilities necessary to facilitate tests and inspections.
   3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
   4. Facilities for storage and field curing of test samples.
   5. Delivery of samples to testing agencies.
   6. Security and protection for samples and for testing and inspecting equipment at Project site.

F. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
   1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 TEST AND INSPECTION LOG
   A. Prepare a record of tests and inspections. Include the following:
      1. Date test or inspection was conducted.
      2. Description of the Work tested or inspected.
      3. Date test or inspection results were transmitted to Architect.
      4. Identification of testing agency or special inspector conducting test or inspection.

3.02 REPAIR AND PROTECTION
   A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
      1. Provide materials and comply with installation requirements specified in other Specification Sections. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
   B. Protect construction exposed by or for quality-control service activities.
   C. Repair and protection are Contractor’s responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION
SECTION 01 4200 - REFERENCES

PART 1 GENERAL

1.01 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.

1.02 DEFINITIONS
   A. General: Basic Contract definitions are included in the Conditions of the Contract.
   B. "Approved": When used to convey Architect's action on Contractor's submittals, applications,
      and requests, "approved" is limited to Architect's duties and responsibilities as stated in the
      Conditions of the Contract.
   C. "Directed": A command or instruction by Architect. Other terms including "requested,"
      "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
   D. "Indicated": Requirements expressed by graphic representations or in written form on
      Drawings, in Specifications, and in other Contract Documents. Other terms including "shown,"
      "noted," "scheduled," and "specified" have the same meaning as "indicated."
   E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having
      jurisdiction, and rules, conventions, and agreements within the construction industry that control
      performance of the Work.
   F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly,
      installation, and similar operations.
   G. "Install": Operations at Project site including unloading, temporarily storing, unpacking,
      assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing,
      protecting, cleaning, and similar operations.
   H. "Provide": Furnish and install, complete and ready for the intended use.
   I. "Project Site": Space available for performing construction activities. The extent of Project site
      is shown on Drawings and may or may not be identical with the description of the land on which
      Project is to be built.

1.03 INDUSTRY STANDARDS
   A. Applicability of Standards: Unless the Contract Documents include more stringent
      requirements, applicable construction industry standards have the same force and effect as if
      bound or copied directly into the Contract Documents to the extent referenced. Such standards
      are made a part of the Contract Documents by reference.
   B. Publication Dates: Comply with standards in effect as of date of the Contract Documents
      unless otherwise indicated.
   C. Copies of Standards: Each entity engaged in construction on Project should be familiar with
      industry standards applicable to its construction activity. Copies of applicable standards are not
      bound with the Contract Documents.
   D. Where copies of standards are needed to perform a required construction activity, obtain copies
      directly from publication source.

1.04 ABBREVIATIONS AND ACRONYMS
      Agencies, Standards and Regulations: Where abbreviations and acronyms are used in
      Specifications or other Contract Documents, they shall mean the recognized name of the
      entities indicated in a publication from Thomson Gale's "Encyclopedia of Associations" or as
      provided by a pertaining publication from Thomas Gale Publishing. www.gale.com
      <http://www.gale.com/>

END OF SECTION
SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. This Section includes requirements for construction facilities and temporary controls, including temporary utilities, support facilities, and security and protection.
   B. Related Requirements:
      1. Section 011000 “Summary” for work restrictions and limitations on utility interruptions.
   C. Temporary utilities include, but are not limited to, the following:
      1. Water service and distribution.
      2. Temporary electric power and light.
      3. Telephone service.
      4. Sanitary facilities, including drinking water.
   D. Support facilities include, but are not limited to, the following:
      1. Field offices and storage sheds
      2. Temporary enclosures.
      3. Waste disposal services.
      4. Construction aids and miscellaneous services and facilities.
   E. Security and protection facilities include, but are not limited to, the following:
      1. Temporary fire protection.
      2. Barricades, warning signs, and lights.
      3. Sidewalk bridge or enclosure fence for the site.
      4. Environmental protection.

1.03 QUALITY ASSURANCE
   A. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:
      1. Building code requirements.
      2. Health and safety regulations.
      3. Utility company regulations.
      4. Police, fire department, and rescue squad rules.
      5. Environmental protection regulations.
   B. Building Permits: General Contractor shall obtain and pay any permits required by the authorities having jurisdiction.
      1. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70 "National Electric Code."
   D. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.04 PROJECT CONDITIONS
   A. Conditions of Use: Keep owner provided services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire-prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on-site.
PART 2 PRODUCTS

2.01 MATERIALS
A. General: Provide new materials. If acceptable to the Architect, the Contractor may use undamaged, previously used materials in serviceable condition. Provide materials suitable for use intended.

B. Tarps: Provide waterproof, fire-resistant, UL-labeled tarps with flame-spread rating of 15 or less. For temporary enclosures, provide translucent, nylon-reinforced, laminated polyethylene or polyvinyl chloride, fire-retardant tarps.

C. Water: Provide potable water approved by local health authorities.

2.02 EQUIPMENT
A. General: Provide new equipment. If acceptable to the Architect, the Contractor may use undamaged, previously used equipment in serviceable condition. Provide equipment suitable for use intended.

B. Water Hoses: Provide 3/4-inch (19-mm), heavy-duty, abrasion-resistant, flexible rubber hoses 100 feet (30 m) long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shutoff nozzles at hose discharge.

C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-Volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.

D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.

E. Toilets: Contractor to provide portable toilet; toilet shall be maintained weekly.

F. Fire Extinguishers: Provide hand-carried, portable, UL-rated, Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for the exposures.
   1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 EXECUTION

3.01 INSTALLATION
A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
   1. Locate facilities to limit site disturbance as specified in Section 011000 "Summary."

B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.02 OWNER PROVIDED UTILITIES
A. General: Contractor will be allowed to connect to existing services. Where owner provides only part of the service, provide the remainder with matching, compatible materials and equipment.
   1. Use Charges: By owner

B. Water Service: Permanent water service will be available on site.

C. Electric Power Service: Electrical service will be available on site.

D. Temporary Telephones: Cellular telephones may be used by Contractor’s and Subcontractor’s personnel in lieu of temporary telephone service.
3.03 SUPPORT FACILITIES INSTALLATION
A. Locate support facilities for easy access.
   1. Maintain support facilities until near Substantial Completion. Remove prior to Substantial Completion.

3.04 SECURITY AND PROTECTION FACILITIES INSTALLATION
A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
   1. Comply with work restrictions specified in Section 011000 "Summary."
   1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on on roof at all times.
   2. Store combustible materials in containers in fire-safe locations.
   3. Maintain unobstructed access to fire extinguishers, fire hydrants, and other access routes for fighting fires. Prohibit smoking on Project Site.
D. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and the public of the hazard being protected against.
   1. Lock ladders to render roof inaccessible by means of Contractor’s equipment.
E. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup
F. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons or firms near the site.

3.05 OPERATION, TERMINATION, AND REMOVAL
A. Supervision: Enforce strict discipline in use of owner provided facilities. Limit availability of facilities to essential and intended uses to minimize waste and abuse.
B. Maintenance: Maintain facilities in good and clean operating condition throughout construction. Protect facilities from damage if necessary.

END OF SECTION
SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

A. This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in the Project.

B. Related Sections: The following Sections contain requirements that relate to this Section:
   1. Division 1 Section "Submittal Procedures" specifies requirements for submittal of the Contractor's Construction Schedule and the Submittal Schedule.
   2. Division 1 Section "Substitutions" specifies administrative procedures for handling requests for substitutions made after award of the Contract.

1.03 DEFINITIONS

A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
   1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
   2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
   3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.04 QUALITY ASSURANCE

A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.
   1. When specified products are available only from sources that do not, or cannot, produce a quantity adequate to complete project requirements in a timely manner, consult with the Architect to determine the most important product qualities before proceeding. Qualities may include attributes, such as visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources producing products that possess these qualities, to the fullest extent possible.

B. Compatibility of Options: When the Contractor is given the option of selecting between 2 or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

1.05 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:
1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger Project structure.
3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with product manufacturer’s written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.
7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

PART 2 PRODUCTS

2.01 PRODUCT SELECTION

A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, new at the time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures: The Contract Documents and governing regulations govern product selection. Procedures governing product selection include the following:
1. Proprietary Specification Requirements: Where Specifications name only a single product or manufacturer, provide the product indicated. No substitutions will be permitted.
2. Semiproprietary Specification Requirements: Where Specifications name 2 or more products or manufacturers, provide 1 of the products indicated. No substitutions will be permitted.
3. Nonproprietary Specifications: When Specifications list products or manufacturers that are available and may be incorporated in the Work, but do not restrict the Contractor to use of these products only, the Contractor may propose any available product that complies with Contract requirements. Comply with Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
4. Compliance with Standards, Codes, and Regulations: Where Specifications only require compliance with an imposed code, standard, or regulation, select a product that complies with the standards, codes, or regulations specified.
5. **Basis-of-Design Product:** Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate size, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in “Comparable Products” Article for consideration of an unnamed product by one of the other named manufacturers.

### 2.02 COMPARABLE PRODUCTS

A. **Conditions for Consideration:** Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:

1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.

2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.

3. Evidence that proposed product provides specified warranty.

4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.

5. Samples, if requested.

### PART 3 EXECUTION

#### 3.01 INSTALLATION OF PRODUCTS

A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.

1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

END OF SECTION
SECTION 01 6310 - SUBSTITUTIONS

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. This Section includes administrative and procedural requirements for handling requests for substitutions made after award of the Contract.
   B. Related Sections: The following Sections contain requirements that relate to this Section:
      1. Division 1 Section “Submittal Procedures” specifies requirements for submitting the Contractor's Construction Schedule and the Submittal Schedule.

1.03 DEFINITIONS
   A. Definitions in this Article do not change or modify the meaning of other terms used in the Contract Documents.
   B. Substitutions: Changes in products, materials, equipment, and methods of construction required by the Contract Documents proposed by the Contractor after award of the Contract are considered to be requests for substitutions. The following are not considered to be requests for substitutions:
      1. Substitutions requested during the bidding period, and accepted by Addendum prior to award of the Contract, are included in the Contract Documents and are not subject to requirements specified in this Section for substitutions.
      2. Revisions to the Contract Documents requested by the Owner or Architect.
      3. Specified options of products and construction methods included in the Contract Documents.
      4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

1.04 SUBMITTALS
   A. Substitution Request Submittal: The Architect will consider requests for substitution if received within 7 days after commencement of the Work. Requests received more than 7 days after commencement of the Work may be considered or rejected at the discretion of the Architect.
      1. Submit 3 copies of each request for substitution for consideration. Submit requests in the form and according to procedures required for change-order proposals.
      2. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers.
      3. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
         a. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate contractors, that will be necessary to accommodate the proposed substitution.
         b. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements, such as performance, weight, size, durability, and visual effect.
         c. Product Data, including Drawings and descriptions of products and fabrication and installation procedures.
         d. Samples, where applicable or requested.
         e. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
         f. Cost information, including a proposal of the net change, if any in the Contract Sum.
         g. The Contractor's certification that the proposed substitution conforms to requirements in the Contract Documents in every respect and is appropriate for the applications indicated.
h. The Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of the failure of the substitution to perform adequately.

4. Architect's Action: If necessary, the Architect will request additional information or documentation for evaluation within one week of receipt of a request for substitution. The Architect will notify the Contractor of acceptance or rejection of the substitution within 2 weeks of receipt of the request, or one week of receipt of additional information or documentation, whichever is later. Acceptance will be in the form of a change order.
   a. Use the product specified if the Architect cannot make a decision on the use of a proposed substitute within the time allocated.

PART 2 PRODUCTS

2.01 SUBSTITUTIONS

A. Conditions: The Architect will receive and consider the Contractor's request for substitution when one or more of the following conditions are satisfied, as determined by the Architect. If the following conditions are not satisfied, the Architect will return the requests without action except to record noncompliance with these requirements.
   1. Extensive revisions to the Contract Documents are not required.
   2. Proposed changes are in keeping with the general intent of the Contract Documents.
   3. The request is timely, fully documented, and properly submitted.
   4. The specified product or method of construction cannot be provided within the Contract Time. The Architect will not consider the request if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.
   5. The requested substitution offers the Owner a substantial advantage, in cost, time, energy conservation, or other considerations, after deducting additional responsibilities the Owner must assume. The Owner's additional responsibilities may include compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner, and similar considerations.
   6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
   7. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provides the required warranty

B. The Contractor's submittal and the Architect's acceptance of Shop Drawings, Product Data, or Samples for construction activities not complying with the Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

END OF SECTION
# Pre-Bid Request for Substitution

<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>Project No.</th>
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<tr>
<th>Contractor/Vendor</th>
<th>Address</th>
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<th>Phone</th>
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## Specification
- Section

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<thead>
<tr>
<th>Specified Product</th>
<th>Proposed Substitution</th>
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</table>

## Description/Name
- Manufacturer
- Model No.

## Attachments
- Product Data
- Material Sample
- Sample Warranty

## Remarks

## Modifications
- Will changes be required to the building design or drawing dimensions in order to properly install the proposed substitution? [ ] Yes [ ] No
- Will the undersigned pay for changes to the building design, including engineering and drawing costs, caused by the requested substitution? [ ] Yes [ ] No
- Does the manufacturer's warranty of the proposed substitution differ from that specified? [ ] Yes [ ] No

## I/we have investigated the proposed substitution and:
- Manufacturer certifies that the proposed substitution is appropriate for the proposed use and is equal or better than the specified product. [ ]
- Product Supplier certifies that the proposed substitution is appropriate for the proposed use and is equal or better than the specified product. [ ]
- Product Installer certifies that the proposed substitution is appropriate for the proposed use and is equal or better than the specified product. [ ]

## Signature

[Signature]
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<td>Specification Section</td>
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<td>Reason for Request</td>
<td>Specified Product</td>
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<td>Proposed Substitution</td>
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<tr>
<td>Description/Name</td>
<td>Manufacturer</td>
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<td>Model No</td>
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<td>Remarks</td>
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<td>$ 0.00</td>
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<tr>
<td>Proposed Change to Contract Time</td>
<td>days</td>
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<tr>
<td>I/we have investigated the proposed substitution and:</td>
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<td>Believe that it is equal or superior in all respects to the original specified product.</td>
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<td>Will provide the same warranty as required</td>
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<td>Will pay redesign and special installation costs caused by the use of this product.</td>
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<td>Will pay additional costs to other contractors caused by the substitution.</td>
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<td>Will coordinate the incorporation of the proposed substitution into the Work.</td>
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<td>Will modify other parts of the Work as may be necessary to complete the Work.</td>
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Signature

_________________________
SECTION 01 7300 - EXECUTION

PART 1 GENERAL

1.01 RELATED DOCUMENTS
A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
   2. Installation of the Work.
   3. Cutting and patching.
   4. Progress cleaning.
   5. Starting and adjusting.
   6. Protection of installed construction.
   7. Correction of the Work.
B. Related Sections include the following:
   1. Division 01 "Summary" for limits on use of Project site.
   2. Division 01 "Submittal Procedures".
   3. Division 01 "Closeout Procedures" for submitting Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.03 DEFINITIONS
A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.04 SUBMITTALS
A. Landfill Receipts: Submit copy of receipts issued by a landfill facility.

1.05 QUALITY ASSURANCE
A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
   1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
   2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
   3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Construction elements include but are not limited to the following:
      a. Water, moisture, or vapor barriers.
      b. Membranes and flashings.
   4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
   5. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.
PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 EXAMINATION
A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.

B. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
   1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
   2. Examine roughing-in for mechanical systems to verify actual locations of connections before equipment and fixture installation.
   3. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.02 PREPARATION
A. Existing Utility Information: Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.


3.03 CONSTRUCTION LAYOUT
A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings. If discrepancies are discovered, notify Architect and Owner promptly.

3.04 INSTALLATION
A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
   1. Make vertical work plumb and make horizontal work level.
   2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

B. Comply with manufacturer’s written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

H. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
   1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
   2. Allow for building movement, including thermal expansion and contraction.
   3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.05 CUTTING AND PATCHING

A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
   1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 “Summary.”

F. Existing Utility Services and Mechanical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.

G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer’s written recommendations.
   1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
   2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
   3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
   4. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
   a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
   b. Restore damaged pipe covering to its original condition.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.06 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
   2. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
   1. Remove liquid spills promptly.
   2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.

H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.07 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

B. Comply with manufacturer’s written instructions for temperature and relative humidity.

3.08 CORRECTION OF THE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.
1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

B. Restore permanent facilities used during construction to their specified condition.

C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION
SECTION 01 7320 - SELECTIVE DEMOLITION

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary
      Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. This Section includes the following:
      1. Salvage or Demolition and removal of selected portions of building or structure.
      2. Demolition and removal of existing roofing system.
      3. Patching and repairs.
   B. Related Sections include the following:
      1. Division 01 "Summary" for use of premises and Owner-occupancy requirements.
      2. Division 01 "Temporary Facilities and Controls" for temporary construction and
         environmental-protection measures for selective demolition operations.
      3. Division 01 "Execution" for cutting and patching.

1.03 DEFINITIONS
   A. Remove: Detach items from existing construction and legally dispose of them off-site, unless
      indicated to be removed and salvaged or removed and reinstalled.
   B. Remove and Salvage: Detach items from existing construction and deliver them to Owner.
   C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and
      reinstall them where indicated.

1.04 MATERIALS OWNERSHIP
   A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise
      indicated to remain the Owner's property, demolished materials shall become the Contractor's
      property and shall be removed from the site with further disposition at the Contractor's option.

1.05 SUBMITTALS
   A. Schedule of Selective Demolition Activities: Indicate the following:
      1. Detailed sequence of selective demolition and removal work, with starting and ending
         dates for each activity. Ensure Owner's on-site and existing building operations are
         uninterrupted.
      2. Interruption of utility services. Indicate how long utility services will be interrupted.
      3. Coordination for shutoff, capping, and continuation of utility services.
      4. Locations of proposed dust- and noise-control temporary partitions and means of egress.
      5. Coordination of Owner's continuing occupancy of portions of existing building.
   B. Landfill records indicating receipt and acceptance of wastes by a landfill facility.

1.06 QUALITY ASSURANCE
   A. Demolition Firm Qualifications: Engage an experienced firm that has successfully completed
      selective demolition Work similar to that indicated for this Project.
   B. Regulatory Requirements: Comply with governing EPA, and State of Wyoming notification
      regulations before starting selective demolition. Comply with hauling and disposal regulations of
      authorities having jurisdiction.

1.07 PROJECT CONDITIONS
   A. Owner will occupy portions of the building immediately adjacent to selective demolition area.
      Conduct selective demolition so that Owner's operations will not be disrupted. Provide not less
      than 72 hours' notice to Owner of activities that will affect Owner's operations.
      1. Comply with requirements specified in Division 1 Section "Summary."
   B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far
      as practical.
C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

D. Hazardous Materials: Hazardous materials are not known to be present where work is to be completed. If contractor discovers materials known to be hazardous, he/she shall stop any work that may disturb the hazardous materials and shall contact the owner and architect immediately.

E. Storage or sale of removed items or materials on-site is not permitted.

F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.

1.08 SCHEDULING
A. Arrange selective demolition schedule so as not to interfere with Owner's on-site operations.

1.09 WARRANTY
A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.

PART 2 PRODUCTS
2.01 REPAIR MATERIALS
A. Use repair materials identical to existing materials.
   1. Use materials whose installed performance equals or surpasses that of existing materials.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify that utilities have been disconnected and capped.

B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.

C. Survey the condition of the building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of the structure or adjacent structures during selective demolition.

D. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

E. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to Architect.

3.02 PREPARATION
A. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
   1. Comply with requirements for access and protection specified in Division 1 Section "Temporary Facilities and Controls."

B. Temporary Facilities: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
   1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
   2. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
   3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
4. Comply with requirements for temporary enclosures, dust control, heating, and cooling specified in Division 1 Section "Temporary Facilities and Controls."

C. Comply with requirements for temporary enclosures, dust control, heating, and cooling specified in Division 1 Section "Temporary Facilities and Controls."

3.03 SELECTIVE DEMOLITION, GENERAL

A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:

1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.

2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.

3. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.

4. Maintain adequate ventilation when using cutting torches.

5. Dispose of demolished items and materials promptly.

B. Removed and Reinstalled Items:

1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.

2. Protect items from damage during transport and storage.

3. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

C. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and reinstalled in their original locations after selective demolition operations are complete.

3.04 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

A. Concrete: Demolish in small sections. Cut concrete to a depth of at least 3/4 inch (19 mm) at junctures with construction to remain, using power-driven saw. Dislodge concrete from reinforcement at perimeter of areas being demolished, cut reinforcement, and then remove remainder of concrete indicated for selective demolition. Neatly trim openings to dimensions indicated.

3.05 DISPOSAL OF DEMOLISHED MATERIALS

A. General: Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Project site and legally dispose of them in an EPA-approved landfill.

1. Do not allow demolished materials to accumulate on-site.

2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

B. Burning: Do not burn demolished materials.

C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.
3.06 CLEANING

A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION
SECTION 01 7419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 RELATED DOCUMENTS
A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY
A. This Section includes administrative and procedural requirements for the following:
   1. Recycling nonhazardous construction waste, is at the discretion of the Contractor, but encouraged by the Owner.
   2. Disposing of nonhazardous construction waste.
B. Related Sections include the following:
   1. Division 01 Section "Temporary Facilities and Controls" for environmental-protection measures during construction.

1.03 DEFINITIONS
A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
B. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.
C. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

1.04 PERFORMANCE GOALS
A. Recycle Goals: Laramie County's goal is to encourage recycling as much nonhazardous construction waste as possible. However, recycling of nonhazardous construction waste is not mandatory, only encouraged by the Owner, when beneficial for the Contractor.
   1. Construction Waste:
      a. Site-clearing waste.
      b. Masonry and CMU.
      c. Lumber.
      d. Wood sheet materials.
      e. Metals.
      f. Insulation.
      g. Piping.
      h. Electrical conduit.
      i. Packaging: Regardless of salvage/recycle goal indicated above, salvage or recycle 100 percent of the following uncontaminated packaging materials.
         1) Paper.
         2) Cardboard.
         3) Boxes.
         4) Plastic sheet and film.
         5) Polystyrene packaging.
         7) Plastic pails.

1.05 QUALITY ASSURANCE
A. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.
1.06 PRODUCTS (NOT USED)

PART 3 EXECUTION

2.01 PLAN IMPLEMENTATION

A. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
   1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
   2. Comply with Division 01 Section “Temporary Facilities and Controls” for controlling dust and dirt, environmental protection, and noise control.

2.02 RECYCLING CONSTRUCTION WASTE, GENERAL

A. General: Owner encourages the recycle of paper and beverage containers used by on-site workers.

B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.

C. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical.
   1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
      a. Inspect containers and bins for contamination and remove contaminated materials if found.
   2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
   3. Stockpile materials away from construction area.
   4. Store components off the ground and protect from the weather.

2.03 RECYCLING CONSTRUCTION WASTE

A. Packaging:
   1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
   3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
   4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

2.04 DISPOSAL OF WASTE

A. General: Except for items or materials to be recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
   1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
   2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

B. Burning: Do not burn waste materials.

C. Disposal: Transport waste materials off Owner's property and legally dispose of them.

END OF SECTION
SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:
      1. Substantial Completion procedures.
      2. Final completion procedures.
      3. Warranties.
      4. Final cleaning.

1.03 CLOSEOUT SUBMITTALS
   A. Certificates of Release: From authorities having jurisdiction.
   B. Certificate of Insurance: For continuing coverage.

1.04 SUBSTANTIAL COMPLETION PROCEDURES
   A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
   B. Submittals Prior to Substantial Completion: Complete the following prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
      1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
      2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
      3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
      4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
      5. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
   C. Procedures Prior to Substantial Completion: Complete the following prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
      1. Advise Owner of pending insurance changeover requirements.
      2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
      3. Complete startup and testing of systems and equipment.
      4. Perform preventive maintenance on equipment used prior to Substantial Completion.
      5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
      6. Advise Owner of changeover in heat and other utilities.
      7. Participate with Owner in conducting inspection and Walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of four days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
   1. Reinspecting: Request reinspecting when the Work identified in previous inspections as incomplete is completed or corrected.
   2. Results of completed inspection will form the basis of requirements for final completion.

1.05 FINAL COMPLETION PROCEDURES

A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following. List exceptions in the request.
   1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and completed operations where required.
   2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
   3. Submit a certified copy of the Architect's final inspection list of items to be completed or corrected, endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance and shall be endorsed and dated by the Architect.
   4. Submit consent of surety to final payment.
   5. Submit a final liquidated damages settlement statement.

B. Reinspecting Procedure: The Architect will reinspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to the Architect.
   1. Upon completion of reinspecting, the Architect will prepare a certificate of final acceptance. If the Work is incomplete, the Architect will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
   2. If necessary, reinspecting will be repeated.

1.06 RECORD DOCUMENT SUBMITTALS

A. General: Do not use record documents for construction purposes. Protect record documents from deterioration and loss in a secure, fire-resistant location. Provide access to record documents for the Architect's reference during normal working hours.

B. Record Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which drawing is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
   1. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
   2. Mark new information that is important to the Owner but was not shown on Contract Drawings or Shop Drawings.
   3. Note related change-order numbers where applicable.
   4. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda. Include with the Project Manual one copy of other written construction documents, such as Change Orders and modifications issued in printed form during construction.
   1. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications.
   2. Give particular attention to substitutions and selection of options and information on concealed construction that cannot otherwise be readily discerned later by direct observation.
   3. Note related record drawing information and Product Data.
   4. Upon completion of the Work, submit record Specifications to the Architect for the Owner's records.

D. Record Product Data: Maintain one copy of each Product Data submittal. Note related Change Orders and markup of record drawings and Specifications.
   1. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the site and from the manufacturer's installation instructions and recommendations.
   2. Give particular attention to concealed products and portions of the Work that cannot otherwise be readily discerned later by direct observation.
   3. Upon completion of markup, submit complete set of record Product Data to the Architect for the Owner's records.

E. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit to the Architect for the Owner's records.

F. Maintenance Manuals: Organize operation and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual, heavy-duty, 2-inch (51-mm), 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:
   2. Shop Drawings and Product Data.

PART 2 EXECUTION

2.01 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
   1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
   2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
   3. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
   4. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
2.02 FINAL CLEANING

A. General: The General Conditions require general cleaning during construction. Regular site cleaning is included in Division 1 Section "Construction Facilities and Temporary Controls."

B. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the site and dispose of lawfully.

1. Where extra materials of value remain after completion of associated Work, they become the Owner's property. Dispose of these materials as directed by the Owner.

END OF SECTION
SECTION 07 4213.19 - INSULATED METAL WALL PANELS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Factory-assembled metal panel system for walls, with trim, related flashings and accessory components.

1.02 RELATED REQUIREMENTS
A. Section 07 6200 - Sheet Metal Flashing and Trim.
B. Section 07 9200 - Joint Sealants: Sealing joints between metal wall panel system and adjacent construction.

1.03 REFERENCE STANDARDS
E. FM 4881 - Approval Requirements for Class 1 Exterior Wall Systems; 2010.

1.04 PRE-INSTALLATION MEETING
A. Preinstallation Meeting: Convene one week before starting work of this section.

1.05 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Provide manufacturer documentation on tested structural, thermal, and fire resistance capabilities of assembled panel.
C. Shop Drawings: Indicate dimensions.
D. Design and Performance Data: Indicate panel profile and dimensions, structural properties, and engineering calculation.
E. Manufacturer's Installation Instructions: Indicate special handling criteria.

1.06 QUALITY ASSURANCE
A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this Section with minimum three years documented experience.
B. Installer Qualifications: Company specializing in performing the work of this Section with minimum 5 years experience.

1.07 MOCK-UP
A. Demonstrate component assembly including panel materials, weep drainage system, attachments, anchors, and perimeter sealant.
B. Mock-up may remain as part of the Work.

1.08 DELIVERY, STORAGE, AND HANDLING
A. Protect panels from accelerated weathering by removing or venting sheet plastic shipping wrap.
B. Store pre-finished material off ground with weather protection to prevent twisting, bending, or abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
C. Prevent contact with materials that could cause discoloration or staining.
1.09 WARRANTY
A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
B. Correct defective Work within a five year period after Date of Substantial Completion, including:
   1. Degradation of panel finish including color fading caused by exposure to weather.
   2. Failure of water tightness, loss of integrity of seals.
C. The installation contractor shall issue a separate one (1) year warranty against defects in installed materials and workmanship, beginning from the date of Substantial Completion of the project.
D. Special Panel Finish Warranty: Submit Manufacturer’s twenty-five (25) year limited warranty on exterior paint finish for adhesion to the metal substrate and twenty-five (25) year limited warranty on exterior paint chalk and fade.

PART 2 PRODUCTS
2.01 MANUFACTURERS
A. Basis of Design: MBCI CF Architectural/ Horizontal.
B. Other Acceptable Manufacturers:
   1. Substitutions: See Section 01 6000 - Product Requirements.

2.02 PANEL SYSTEM
A. Metal Panel System: Factory-assembled metal panel system, with trim, related flashings and accessory components.
   1. Provide positive drainage to exterior for moisture entering or condensation occurring within panel system.
   2. Accommodate tolerances of building structural framing.
B. Performance Requirements:
   1. Thermal Performance: Provide thermal resistance through entire system; R-value (RSI-value) of 75 deg F hr sq ft/Btu (0.14 K sq m/W), minimum.
   2. Structural Performance: Design and size to withstand all dead loads and wind loads caused by positive and negative wind pressure acting normal to plane of panel.
      a. Verify structural performance in accordance with ASTM E330/E330M, using test pressure 1.5 times design wind pressure, with 10 seconds duration of maximum load.
      b. Design Wind Loads: Calculated in accordance with Federal, State and Local code.
   3. Contractor to provide Engineer Stamp Drawing and calculations prepared by a Wyoming licensed Professional Engineer for all panels and installation.
   4. Fire Resistance: Class 1 fire rated, without height limitation, when tested in accordance with FM 4880.
   5. Wind Resistance: Class 1 approval for wall and roof construction, without height limitation, in accordance with FM 4881.
   6. Movement: Accommodate the movement caused by the following without damage to system, components, or deterioration of seals:
      a. Normal movement between system components.
      b. Seasonal temperature cycling.
      c. Dynamic loading and release of loads.
      d. Deflection of structural support framing,

2.03 PANELS AND TRIM
A. Wall Panels: Exterior and interior metal sheet skin, factory-assembled, with foamed in place insulation; exterior and interior sheet interlocking at edges, fitted with continuous gaskets.
   1. Panel Width: 30 inch (762 mm).
   2. Profile: Flat; vertical panels.
   3. Panel Thickness: 2.5 inch (63.5 mm).
   4. Exterior Sheet: Pre-finished galvanized steel, 22 gage, 0.0299 inch (0.76 mm) minimum base metal thickness; stucco embossed.
5. Interior Sheet: Galvanized steel, pre-finished, 26 gage, 0.0187 inch (0.48 mm) minimum base metal thickness.
6. Panel Edge Profile: Tongue and groove, for flush seam.
7. Fabricate panels in longest practicable lengths.
8. Exterior Finish: Polyvinylidene fluoride (PVDF) coating; color as selected from manufacturer's standard range and/or non stocked range by Architect.
9. Interior Finish: Polyvinylidene fluoride (PVDF) coating; color as selected from manufacturer's standard range by Architect.

B. Internal and External Corners: Same material, thickness, and finish as exterior sheets; factory-fabricated mitered to required angles in one continuous piece with minimum 18 inch (450 mm) returns.

C. Trim, Closure Pieces, Flashings, and Infills: Same material, thickness and finish as exterior sheets; factory-fabricated to required profiles; fabricated in longest practicable lengths.
   1. Exposed Fasteners: Same finish as panel system.
   2. Profiles: To suit system.

2.04 PANEL MATERIALS
A. Precoated Galvanized Steel Sheet: ASTM A653/A653M, Commercial Steel (CS) or Forming Steel (FS), with G90/Z275 coating; continuous-coil-coated with acrylic primer coat, silicone polyester top coat, and polyester washcoat for panel back.
   1. Color of Exposed Exterior Surfaces: As selected by Architect from manufacturer's standard stock range and/or standard non stocked colors.

B. Foamed-in-Place Insulation: Urethane type.
   1. Closed cell content: 95% or more as determined by ASTM D 6226.
   2. Compressive Strength: As required to meet structural performance requirements and a minimum of 15 psi as determined by ASTM D 1621.
   3. Minimum Density: 2.0 pcf (32kg/m3 as determined by ASTM D 1622).

C. Gaskets: Manufacturer's standard type suitable for use with panel system, permanently resilient; ultraviolet and ozone resistant.

D. Panel Sealants: Manufacturer's standard type suitable for use with installation of panel system; non-staining, skinning, non-shrinking, non-sagging, ultra-violet and ozone resistant.

2.05 ACCESSORIES
A. Concealed Sealants: Non-curing butyl sealant or tape sealant.
B. Exposed Sealants: Elastomeric; silicone, polyurethane, or silyl-terminated polyether/polyurethane.
   1. Products:
      b. Substitutions: See Section 01 6000 - Product Requirements.
C. Field Touch-up Paint: As recommended by panel manufacturer.
D. Extruded Aluminum Trim: ASTM B 221 (ASTM B 221M), manufacturer's standard profile base, head, sill, outside and inside corner, jamb, and joint extrusions configured to accept specified metal wall panel thicknesses and gaskets, and painted to match wall panels unless otherwise indicated.
E. Flashing and Trim: Match material, thickness, and finish of metal panels.
F. Panel Clips: ASTM A 653/A 653M, G90 (Z180) hot-dip galvanized zinc coating, one-piece, configured for concealment in panel joints, and identical to clips utilized in tests demonstrating compliance with performance requirements.
G. Panel Fasteners: Self-tapping screws and other acceptable fasteners recommended by metal panel manufacturer. Where exposed fasteners cannot be avoided, supply corrosion-resistant
fasteners with heads matching color of metal panels by means of factory-applied coating, with weathertight resilient washers.

H. Joint Sealers
1. Sealants: Provide Tape Mastic Sealants, Concealed Joint Sealants and Urethane Joint Sealants per Section 07 92 00, “Joint Sealants”.
2. Vertical Joint Gasket: Manufacturer’s standard EPDM gasket. Color: As selected from manufacturer’s standard colors.

PART 3 EXECUTION

3.01 EXAMINATION
A. Verify that structural framing is ready to receive panel system.

3.02 INSTALLATION
A. Install panel system on walls in accordance with manufacturer’s instructions.
B. Protect panel surfaces in contact with cementitious materials with bituminous paint. Allow to dry prior to installation.
C. Permanently fasten panel system to structural supports; aligned, level, and plumb, within specified tolerances.
D. Use concealed fasteners unless otherwise approved by Architect.
E. Seal and place gaskets to prevent weather penetration. Maintain neat appearance.

3.03 TOLERANCES
A. Maximum Offset From True Alignment Between Adjacent Members Butting or In Line: 1/16 inch (1.6 mm).
B. Maximum Variation from Plane or Location Indicated on Drawings: 1/4 inch (6 mm).

3.04 CLEANING
A. Remove site cuttings from finish surfaces.
B. Clean and wash prefinished surfaces with mild soap and water; rinse with clean water.

END OF SECTION
SECTION 07 5200 - MODIFIED BITUMINOUS MEMBRANE ROOFING

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. Modified bituminous roofing membrane, conventional application.
   B. Base flashings.

1.02 RELATED REQUIREMENTS
   A. Section 07 6200 - Sheet Metal Flashing and Trim: Counterflashings.
   B. Section 08 4500 - Translucent Wall and Roof Assemblies: Counterflashings.

1.03 REFERENCE STANDARDS

1.04 ADMINISTRATIVE REQUIREMENTS
   A. Preinstallation Meeting: Convene one week before starting work of this section.
      1. Review preparation and installation procedures and coordinating and scheduling required with related work.

1.05 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Product Data: Provide manufacturer's catalog data for membrane and bitumen materials, base flashing materials.
   C. Manufacturer's Qualification Statement.
   D. Manufacturer's Installation Instructions: Indicate special procedures.
   E. Warranty: Submit manufacturer warranty and ensure forms have been completed in Owner's name and registered with manufacturer.

1.06 QUALITY ASSURANCE
   A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
   B. Installer Qualifications: Company specializing in performing the work of this section with minimum three years documented experience.

1.07 DELIVERY, STORAGE, AND HANDLING
   A. Deliver products in manufacturer's original containers, dry, undamaged, with seals and labels intact.
   B. Store products in weather protected environment, clear of ground and moisture; ballast materials may be stored outdoors.

1.08 FIELD CONDITIONS
   A. Do not apply roofing membrane when environmental conditions are outside the ranges recommended by manufacturer.
   B. Do not apply roofing membrane during unsuitable weather.
   C. Do not apply roofing membrane when ambient temperature is below 40 degrees F (5 degrees C).
D. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
E. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

1.09 WARRANTY
A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
B. Correct defective Work within a two year period after Date of Substantial Completion.

PART 2 PRODUCTS
2.01 MANUFACTURERS
A. Membrane Materials:

2.02 MEMBRANE AND SHEET MATERIALS
A. Membrane: Polymer modified asphalt, reinforced with non-woven fabric; granule surfaced; with the following characteristics:
   3. Thickness: 154 mils (0.154 inch) (3.9 mm).
   4. Average Weight: 1.25 pounds per square foot (6.1 kg/sq m).
   5. Sheet Width: 39.36 inch (999.74 mm).

2.03 BITUMINOUS MATERIALS
B. Roof Cement: ASTM D4586/D4586M, Type II, asbestos free.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify that surfaces and site conditions are ready to receive work.

3.02 MEMBRANE APPLICATION
A. Apply modified bituminous membrane roofing system in accordance with manufacturer's recommendations and NRCA (RM) applicable requirements.
B. Apply membrane; lap and seal edges and ends permanently waterproof.
C. Apply smooth, free from air pockets, wrinkles, fish-mouths, or tears. Ensure full bond of membrane to substrate.
D. At end of day's operation, install waterproof cut-off. Remove cut-off before resuming roofing.
E. Coordinate installation of roof drip edge and related flashings.

3.03 FIELD QUALITY CONTROL
A. See Section 01 4000 - Quality Requirements, for general requirements for field quality control and inspection.

3.04 CLEANING
A. Remove bituminous markings from finished surfaces.
B. In areas where finished surfaces are soiled by bitumen or other source of soiling caused by work of this section, consult manufacturer of surfaces for cleaning advice and conform to their documented instructions.
C. Repair or replace defaced or damaged finishes caused by work of this section.

END OF SECTION
SECTION 07 6200 - SHEET METAL FLASHING AND TRIM

PART 1 GENERAL

1.01 RELATED REQUIREMENTS
   A. Section 07 9200 - Joint Sealants: Sealing non-lap joints between sheet metal fabrications and adjacent construction.

1.02 REFERENCE STANDARDS

1.03 ADMINISTRATIVE REQUIREMENTS
   A. Preinstallation Meeting: Convene one week before starting work of this section.

1.04 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Shop Drawings: Indicate material profile, jointing pattern, jointing details, fastening methods, flashings, terminations, and installation details.

1.05 QUALITY ASSURANCE
   A. Perform work in accordance with SMACNA (ASMM) and CDA A4050 requirements and standard details, except as otherwise indicated.
   B. Fabricator and Installer Qualifications: Company specializing in sheet metal work with 5 years of documented experience.

1.06 DELIVERY, STORAGE, AND HANDLING
   A. Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
   B. Prevent contact with materials that could cause discoloration or staining.

PART 2 PRODUCTS

2.01 SHEET MATERIALS
   A. Galvanized Steel: ASTM A653/A653M, with G90/Z275 zinc coating; minimum 24 gage, (0.0239 inch) (0.61 mm) thick base metal.
   B. Pre-Finished Galvanized Steel: ASTM A653/A653M, with G90/Z275 zinc coating; minimum 24 gage, (0.0239) inch (0.61 mm) thick base metal, shop pre-coated with PVDF coating.
      1. PVDF (Polyvinylidene Fluoride) Coating: Superior Performance Organic Finish, AAMA 2605; multiple coat, thermally cured fluoropolymer finish system.
      2. Color: As selected by Architect from manufacturer's standard colors.

2.02 FABRICATION
   A. Form sections true to shape, accurate in size, square, and free from distortion or defects.
   B. Form pieces in longest possible lengths.
   C. Hem exposed edges on underside 1/2 inch (13 mm); miter and seam corners.
2.03 ACCESSORIES

A. Fasteners: Galvanized steel, with soft neoprene washers.
B. Primer: Zinc chromate type.
C. Exposed Sealants: ASTM C920; elastomeric sealant, with minimum movement capability as recommended by manufacturer for substrates to be sealed; color to match adjacent material.
D. Plastic Cement: ASTM D4586/D4586M, Type I.

PART 3 EXECUTION

3.01 PREPARATION

A. Install starter and edge strips, and cleats before starting installation.
B. Back paint concealed metal surfaces with protective backing paint to a minimum dry film thickness of 15 mil (0.4 mm).

3.02 INSTALLATION

A. Secure flashings in place using concealed fasteners, and use exposed fasteners only where permitted.
B. Apply plastic cement compound between metal flashings and felt flashings.
C. Fit flashings tight in place; make corners square, surfaces true and straight in planes, and lines accurate to profiles.
D. Seal metal joints watertight.
E. Secure gutters and downspouts in place with concealed fasteners.

3.03 FIELD QUALITY CONTROL

A. See Section 01 4000 - Quality Requirements, for field inspection requirements.
B. Inspection will involve surveillance of work during installation to ascertain compliance with specified requirements.

END OF SECTION
SECTION 07 9200 - JOINT SEALANTS

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. This Section includes sealants for the following applications, including those specified by reference to this Section:
   B. This Section includes sealants for the following applications:
      1. Exterior joints in the following vertical surfaces and nontraffic horizontal surfaces:
         a. Joints in sheet metal and flashing.
         b. Other joints as indicated.
   C. Related Sections include the following:
      1. Division 7 Section "Modified Bituminous Membrane Roofing" for materials and construction requirements for new roofing system.

1.03 PERFORMANCE REQUIREMENTS
   A. Provide elastomeric joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.

1.04 SUBMITTALS
   A. Product Data: For each joint-sealant product indicated.
   B. Samples for Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
   C. Compatibility and Adhesion Test Reports: From sealant manufacturer indicating the following:
      1. Materials forming joint substrates and joint-sealant backings have been tested for compatibility and adhesion with joint sealants.
      2. Interpretation of test results and written recommendations for primers and substrate preparation needed for adhesion.

1.05 QUALITY ASSURANCE
   A. Interpretation of test results and written recommendations for primers and substrate preparation needed for adhesion.
   B. Source Limitations: Obtain each type of joint sealant through one source from a single manufacturer.

1.06 DELIVERY, STORAGE, AND HANDLING
   A. Deliver materials to Project site in original unopened containers or bundles with labels indicating manufacturer, product name and designation, color, expiration date, pot life, curing time, and mixing instructions for multi component materials.
   B. Store and handle materials in compliance with manufacturer's written instructions to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.

1.07 PROJECT CONDITIONS
   A. Environmental Limitations: Do not proceed with installation of joint sealants under the following conditions:
      1. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer.
      2. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or are below 40 deg F (4.4 deg C).
      3. When joint substrates are wet.
B. Joint-Width Conditions: Do not proceed with installation of joint sealants where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.

C. Joint-Substrate Conditions: Do not proceed with installation of joint sealants until contaminants capable of interfering with adhesion are removed from joint substrates.

1.08 WARRANTY

A. General Warranty: Special warranties specified in this Article shall not deprive Owner of other rights Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by Contractor under requirements of the Contract Documents.

B. Special Installer’s Warranty: Written warranty, signed by Installer agreeing to repair or replace elastomeric joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: Five year from date of Substantial Completion.

PART 2 PRODUCTS

2.01 PRODUCTS AND MANUFACTURERS

A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the products specified.

2.02 MATERIALS, GENERAL

A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.

B. Colors of Exposed Joint Sealants: Match existing color.

2.03 ELASTOMERIC JOINT SEALANTS

A. Elastomeric Sealant Standard: Comply with ASTM C 920 and other requirements indicated for each liquid-applied chemically curing sealant.

B. Single-Component Nonsag Urethane Sealant.
   1. Products:
      b. Sika Corporation, Inc.; Sikaflex - 15LM.
      c. Sonneborn, Division of ChemRex Inc.; Ultra.
      d. Sonneborn, Division of ChemRex Inc.; NP 1.
      e. Type and Grade: S (single component) and NS (nonsag).
      f. Class: 25.
      g. Uses Related to Exposure: NT (nontraffic).
      h. Uses Related to Joint Substrates: M, G, A, and, as applicable to joint substrates indicated, O.

2.04 SOLVENT-RELEASE JOINT SEALANTS

A. Butyl-Rubber-Based Solvent-Release Joint Sealant: Comply with ASTM C 1085.
   1. Products:
      a. Bostik Findley; Bostik 300.
      b. Fuller, H. B. Company; SC-0296.
      c. Fuller, H. B. Company; SC-0298.
      d. Pecora Corporation; BC-158.
      e. Polymeric Systems Inc.; PSI-301
      f. Sonneborn, Division of ChemRex Inc.; Sonneborn Multi-Purpose Sealant.
      g. Tremco; Tremco Butyl Sealant.
B. Pigmented Narrow-Joint Sealant: Manufacturer's standard, solvent-release-curing, pigmented, synthetic-rubber sealant complying with AAMA 803.3 and formulated for sealing joints 3/16 inch (5 mm) or smaller in width.
   1. Products:
      a. Fuller, H. B. Company; SC-0289.

2.05 JOINT SEALANT BACKING
A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
B. Cylindrical Sealant Backings: ASTM C 1330, of type indicated below and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
   1. Type C: Closed-cell material with a surface skin.
C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.06 MISCELLANEOUS MATERIALS
A. Primer: Material recommended by joint sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
B. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 EXECUTION
3.01 EXAMINATION
A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.02 PREPARATION
A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint sealant manufacturer’s written instructions and the following requirements:
   1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
   2. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air. Porous joint surfaces include the following:
      a. Concrete.
      b. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
   1) Metal.
B. Joint Priming: Prime joint substrates where recommended in writing by joint sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint sealant manufacturer’s written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.03 INSTALLATION OF JOINT SEALANTS
A. General: Comply with joint sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
B. Sealant Installation Standard: Comply with recommendations of ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
   1. Do not leave gaps between ends of sealant backings.
   2. Do not stretch, twist, puncture, or tear sealant backings.
D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and back of joints.
E. Install sealants by proven techniques to comply with the following and at the same time backings are installed:
   1. Place sealants so they directly contact and fully wet joint substrates.
   2. Completely fill recesses provided for each joint configuration.
   3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
   1. Remove excess sealants from surfaces adjacent to joint.
   2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
   3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
      a. Use masking tape to protect adjacent surfaces of recessed tooled joints.

3.04 CLEANING
A. Clean off excess sealants or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.05 PROTECTION
A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from the original work.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Sandwich panels of translucent skins separated with an aluminum grid.

1.02 RELATED REQUIREMENTS
   A. Section 07 9200 - Joint Sealants: Sealing joints between perimeter frame and adjacent construction.

1.03 REFERENCE STANDARDS
   A. AAMA CW-10 - Care and Handling of Architectural Aluminum From Shop to Site; 2015.

1.04 ADMINISTRATIVE REQUIREMENTS
   A. Preinstallation Meeting: Convene one week before starting work of this section.

1.05 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Shop Drawings: Indicate system dimensions, framed opening requirements and tolerances, affected related Work, weep drainage network, expansion and contraction joint location and details, and field welding required.
   C. Samples: Submit one Sandwich panel, 14_by_28 inch (355_by_711.2 mm) in size, illustrating prefinished aluminum surface, specified panel with skins, glazing materials illustrating edge and corner.
   D. Design Data: Show structural and physical characteristics, engineering calculations, and dimensional limitations.
   E. Test Reports: Submit substantiating engineering data, test results of previous tests by independent laboratory which purport to meet performance criteria, and other supportive data.
   F. Installation Data: Special installation requirements.

1.06 QUALITY ASSURANCE
   A. Designer Qualifications: Design structural support framing components under direct supervision of a Professional Structural Engineer experienced in design of this Work and licensed in the State in which the Project is located.
   B. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than three years of documented experience.
   C. Installer Qualifications: Company specializing in performing the work of this section with at least three years of documented experience.
   D. Engineers Qualifications:

1.07 MOCK-UP
   A. Mock-up may remain as part of the Work.
1.08 DELIVERY, STORAGE, AND HANDLING
   A. Handle work of this section in accordance with AAMA CW-10.
   B. Protect prefinished aluminum surfaces with wrapping; do not use adhesive papers or sprayed coatings that bond when exposed to sunlight or weather.
      1. Puncture wrappings at ends for ventilation.

1.09 FIELD CONDITIONS
   A. Do not install sealants when ambient temperature is less than 40 degrees F (5 degrees C).
   B. Maintain this minimum temperature during and after installation of sealants.

PART 2 PRODUCTS

2.01 MANUFACTURERS
   A. Basis of Design: Kalwall Translucent Fiberglass Sandwich Panel Assemblies:
   B. Other Acceptable Sandwich Panel Translucent Wall and Roof Assemblies Manufacturers:
      1. Substitutions: See Section 01 6000 - Product Requirements.

2.02 PERFORMANCE REQUIREMENTS
   A. System Design: Design and size components to withstand dead loads and live loads caused by snow, hail, and positive and negative wind loads acting on plane of panel without damage or permanent set.
      1. Design Loads: Calculate in accordance with applicable code.
      2. Design Wind Load: 26 lb/sq ft (1.24 kPa) positive and negative.
      3. Measure performance in accordance with ASTM E330/E330M, using test load of 1.5 times the design wind pressure and 10 second duration of maximum load.
   B. Contractor to provide Engineer Stamp Drawing and calculations prepared by a Wyoming licensed Professional Engineer for all panels and installation.
   C. Light Transmission: 35 percent.

2.03 MATERIALS
   B. Fasteners: Stainless steel.

2.04 COMPONENTS
   A. Panels: Bonded to both sides of structural extruded aluminum grid of pattern as 12" x 24" shoji grid; exposed surfaces of exterior sheet chemically and permanently treated to protect against surface erosion and extreme weather conditions; exposed surface of interior sheets with fire retardant having flame spread index (FSI) of 50 and smoke developed index (SDI) of 250 in accordance with ASTM E84; polyvinyl fluoride film coated.
      1. Panel Thickness: 2.75 inches (69.85 mm).
      2. Facing Sheets: Translucent.
      4. Interior Face Sheets: .045" White
      5. "U" Factor of .53u by NFRC
   B. Weather Seals: To suit application; non-bleeding; non-staining.
   C. Sealant for Within Translucent Assembly: As required by manufacturer.
   D. Sill Flashing Sealant: Elastomeric, silicone or polyurethane, and compatible with flashing material.

2.05 FABRICATION
   A. Fabricate system components with minimum clearances and shim spacing around perimeter of assembly, and ensure proper installation and dynamic movement of perimeter seals.
   B. Accurately fit and secure joints and corners. Make joints flush and hairline.
C. Prepare components to receive fabricated anchor devices.
D. Locate fasteners and attachments to ensure concealment from view.

2.06 FINISHES
A. Class II Natural Anodized Finish: AAMA 611 AA-M12C22A31 Clear anodic coating not less than 0.4 mils (0.01 mm) thick.
B. Color: To be selected by Architect from manufacturer's standard range.
C. Touch-Up Materials: As recommended by coating manufacturer for field application.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify dimensions, tolerances, and method of attachment with other work.
B. Verify wall openings and adjoining air barrier and vapor retarder materials are ready to receive work of this section.

3.02 INSTALLATION
A. Install translucent panel system with cells vertical in accordance with manufacturer instructions.
B. Attach to structure to permit sufficient adjustment to accommodate construction tolerances and other irregularities.
C. Provide alignment attachments and shims to permanently fasten system to building structure.
D. Align assembly plumb and level, free of warp or twist. Maintain assembly dimensional tolerances and align with adjacent work.

3.03 TOLERANCES
A. Maximum Variation from Plumb: 0.06 inches every 3 ft (1.5 mm/m) non-cumulative or 0.5 inches per 100 ft (12 mm/30 m), whichever is less.
B. Maximum Misalignment of Two Adjoining Members Abutting in Plane: 1/32 inch (0.8 mm).
C. Sealant Space Between Panel System Members and Adjacent Construction: Maximum of 3/4 inch (19 mm) and minimum of 1/4 inch (6 mm).

3.04 FIELD QUALITY CONTROL
A. Provide the services of the manufacturer’s field representative to observe installation and make report.
B. Test installed curtain wall for water leakage in accordance with AAMA 501.2.
C. Replace curtain wall components that have failed field testing and retest until performance is satisfactory.

3.05 CLEANING
A. Remove protective material from prefinished aluminum surfaces.
B. Wash down surfaces with a solution of mild detergent in warm water, applied with soft, clean wiping cloths; remove dirt from corners and wipe surfaces clean.

3.06 PROTECTION
A. Protect finished work from damage until Date of Substantial Completion.

END OF SECTION
SECTION 09 9113 - EXTERIOR PAINTING

PART 1 GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

B. SUMMARY
   1. Section includes surface preparation and the application of paint systems on exterior the following exterior substrates:
      a. Wood.
      b. Steel
   2. Related Requirements:

C. DEFINITIONS
   1. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
   2. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
   3. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
   4. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
   5. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
   6. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

D. ACTION SUBMITTALS
   1. Product Data: For each type of product. Include preparation requirements and application instructions.
   2. Samples for Initial Selection: For each type of topcoat product.
   3. Samples for Verification: For each type of paint system and each color and gloss of topcoat.
      a. Submit Samples on rigid backing, 8 inches (200 mm) square.
      b. Step coats on Samples to show each coat required for system.
      c. Label each coat of each Sample.
      d. Label each Sample for location and application area.
   4. Product List: For each product indicated, include the following:
      a. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
      b. Printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
      c. VOC content.

E. MAINTENANCE MATERIAL SUBMITTALS
   1. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
      a. Paint: 5 percent, but not less than 1 gal. (3.8 L) of each material and color applied.

F. QUALITY ASSURANCE
   1. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
      a. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
         1) Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft. (9 sq. m).
         2) Other Items: Architect will designate items or areas required.
      b. Final approval of color selections will be based on mockups.
1) If preliminary color selections are not approved, apply additional mockups of additional colors selected by Architect at no added cost to Owner.
   c. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
   d. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

G. DELIVERY, STORAGE, AND HANDLING
1. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
   a. Maintain containers in clean condition, free of foreign materials and residue.
   b. Remove rags and waste from storage areas daily.

H. FIELD CONDITIONS
1. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F (10 and 35 deg C).
2. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 5 deg F (3 deg C) above the dew point; or to damp or wet surfaces.
3. The contractor shall provide all items, articles, materials, operations, or methods listed, mentioned, or scheduled herein; including all labor, materials, scaffolding, ladders, tools, equipment, and incidentals necessary and required for performing all work in connection with the work; including inspection and preparation of surfaces to receive paint and precautions to be taken during installation.

PART 2 PRODUCTS

2.01 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. Sherwin- Williams Company (The); Steelmaster

B. PAINT, GENERAL
1. MPI Standards: Provide products that comply with MPI standards indicated and that are listed in its "MPI Approved Products List."
2. Material Compatibility:
   a. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
   b. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
3. VOC Content: Provide materials that comply with VOC limits of authorities having jurisdiction.
4. Colors:
   a. As selected by Architect from manufacturer’s full range

C. PRIMERS/SEALERS
1. Alkyd Anticorrosive Metal Primer

D. SOLVENT-BASED PAINTS
1. Alkyd, Exterior, Semi-Gloss (Gloss Level 5);[ MPI #94.]
   a. Voc Content Range of E2

E. SOURCE QUALITY CONTROL
1. Testing of Paint Materials: Owner reserves the right to invoke the following procedure:
   a. Owner will engage the services of a qualified testing agency to sample paint materials. Contractor will be notified in advance and may be present when samples are taken. If paint materials have already been delivered to Project site, samples may
be taken at Project site. Samples will be identified, sealed, and certified by testing agency.

b. Testing agency will perform tests for compliance with product requirements.

c. Owner may direct Contractor to stop applying paints if test results show materials being used do not comply with product requirements. Contractor shall remove noncomplying paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Contractor will be required to remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.

PART 3 EXECUTION

3.01 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.

B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:

1. Wood: 15 percent.
2. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
3. Proceed with coating application only after unsatisfactory conditions have been corrected.
   a. Application of coating indicates acceptance of surfaces and conditions.

C. PREPARATION

1. Comply with manufacturer's written instructions and recommendations in "MPI Manual" applicable to substrates and paint systems indicated.
2. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
   a. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection.
3. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
   a. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
4. Steel Substrates: Remove rust, loose mill scale, and shop primer if any. Clean using methods recommended in writing by paint manufacturer but not less than the following:
   a. SSPC-SP 2, "Hand Tool Cleaning."
   b. SSPC-SP 3, "Power Tool Cleaning."
   c. SSPC-SP 7/NACE No. 4, "Brush-off Blast Cleaning."
   d. SSPC-SP 11, "Power Tool Cleaning to Bare Metal."
5. Wood Substrates:
   a. Scrape and clean knots. Before applying primer, apply coat of knot sealer recommended in writing by topcoat manufacturer for exterior use in paint system indicated.
   b. Sand surfaces that will be exposed to view, and dust off.
   c. Prime edges, ends, faces, undersides, and backsides of wood.
   d. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.

D. APPLICATION

1. Apply paints according to manufacturer's written instructions and recommendations in "MPI Manual."
   a. Use applicators and techniques suited for paint and substrate indicated.
   b. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
c. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
d. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.

2. Tint undercoats same color as topcoat, but tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Provide sufficient difference in shade of undercoats to distinguish each separate coat.

3. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.

4. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

5. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
   a. Paint the following work where exposed to view:
      1) Exterior Wall Louvers

E. FIELD QUALITY CONTROL
1. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
   a. Contractor shall touch up and restore painted surfaces damaged by testing.
   b. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

2. Qualifications of Workmen: Provide at least one person who shall be present at all times during execution of the work who is thoroughly familiar with the specified requirements, materials, and methods needed for their execution and who shall direct all work performed under this Project.
   a. In acceptance or rejection of the work included in the Project the Owner will make no allowance for the lack of skills on the part of the workmen.

F. CLEANING AND PROTECTION
1. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
2. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
3. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
4. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

G. EXTERIOR PAINTING SCHEDULE
1. Latex System:
   c. Topcoat: Latex, exterior, low sheen (Gloss Level 3-4), MPI #15.
   d. 
   e. Alkyd System:
      1) Prime Coat: Shop primer specified in Section where substrate is specified.
      3) Topcoat: Alkyd, exterior, semi-gloss (Gloss Level 5), MPI #94.

END OF SECTION
SECTION 10 1400 - SIGNAGE

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Building identification signs.

1.02 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Product Data: Manufacturer's printed product literature for each type of sign, indicating sign styles, font, foreground and background colors, locations, overall dimensions of each sign.
   C. Samples: Submit one sample of each type of sign, of size similar to that required for project, illustrating sign style, font, and method of attachment.
   D. Verification Samples: Submit samples showing colors specified.

1.03 QUALITY ASSURANCE
   A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.

1.04 DELIVERY, STORAGE, AND HANDLING
   A. Package signs as required to prevent damage before installation.

PART 2 PRODUCTS

2.01 SIGNAGE APPLICATIONS
   A. Building Identification Signs:
      1. Mount on outside wall in location indicated on drawings.

2.02 SIGN TYPES
   A. See Drawings.

PART 3 EXECUTION

3.01 EXAMINATION
   A. Verify that substrate surfaces are ready to receive work.

3.02 INSTALLATION
   A. Install in accordance with manufacturer's instructions.
   B. Install neatly, with horizontal edges level.
   C. Protect from damage until Substantial Completion; repair or replace damaged items.

END OF SECTION
LARAMIE COUNTY COMMUNITY COLLEGE ARENA

TRANSLUCENT WALL PANEL REPLACEMENT
D1 REMOVE EXISTING TRANSLUCENT WALL PANELS AND DISCARD. FRAME TO REMAIN PROTECT DURING CONSTRUCTION.
D2 EXISTING METAL LOUVER TO REMAIN, PROTECT DURING CONSTRUCTION.
D4 EXISTING ROOF SYSTEM TO REMAIN, PROTECT DURING CONSTRUCTION. ANY DAMAGE SHALL BE REPAIRED BY A QUALIFIED ROOFING CONTRACTOR NO COST TO THE OWNER.
D5 EXISTING DRIP EDGE TO BE REMOVED FROM UPPER ROOF ON THE EAST AND WEST SIDE OF THE BUILDING.

GENERAL NOTES

CONTRACTOR TO PROTECT EXISTING ROOF SYSTEM DURING CONSTRUCTION AT ALL TIME. PROVIDE TARPS COVER BY 5/8" PLYWOOD SHEATHING. ANY DAMAGE TO THE EXISTING ROOF SYSTEM SHALL BE REPAIRED BY A QUALIFIED ROOFING CONTRACTOR APPROVED BY THE ARCHITECT AT NO COST TO THE OWNER.

CONTRACTOR TO FIELD VERIFY ALL MEASUREMENTS BEFORE ORDERING OF MATERIALS.
CONTRACTOR TO PROTECT EXISTING ROOF SYSTEM DURING CONSTRUCTION AT ALL TIMES. PROVIDE TARP COVER BY 5/8" PLYWOOD SHEATHING. ANY DAMAGE TO THE EXISTING ROOF SYSTEM SHALL BE REPAIRED BY A QUALIFIED ROOFING CONTRACTOR APPROVED BY THE ARCHITECT AT NO COST TO THE OWNER.

CONTRACTOR TO FIELD VERIFY ALL MEASUREMENTS BEFORE ORDERING OF MATERIALS.
1. INSTALL NEW TRANSLUCENT WALL PANELS.
2. INSTALL INSULATED WALL PANELS. ARCHITECT TO SELECT COLOR FROM MANUFACTURER’S STANDARD COLORS.
3. PREP, PRIME AND PAINT EXISTING LOUVERS. ARCHITECT TO SELECT COLOR.
4. INSTALL NEW PRE-FINISHED METAL INSIDE AND OUTSIDE CORNERS. ARCHITECT TO SELECT COLOR.
5. REINSTALL EXISTING FASCIA, GUTTER AND DOWNSPOUTS. SEAL ALL GUTTER JOINTS. VERIFY GUTTER IS SEALED AND NOT LEAKING.
6. INSTALL NEW DRIP EDGE AND FLASH WITH ROOF MANUFACTURER’S TORCH APPLIED MEMBRANE. PREP AND PRIME AS REQUIRED BY ROOF MANUFACTURER.

GENERAL NOTES:
CONTRACTOR TO PROTECT EXISTING ROOF SYSTEM DURING CONSTRUCTION AT ALL TIMES. PROVIDE SHOPS DRAWINGS TO ALL TRADES MANUFACTURING ANY PARTS TO BE USED IN THE EXISTING ROOF SYSTEM. CONTRACTOR TO PROVIDE A QUALIFIED ROOFING CONTRACTOR APPROVED BY THE ARCHITECT AT NO COST TO THE OWNER.

CONTACT PERSON(S):
Ken Tobin, AIA
Martin Crozier, RRO

OWNER:
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Bill Zink
P (307) 778−1121
LCCC Arena Translucent Wall Replacement

1/16" = 1'-0"

East Elevation

North Elevation

South Elevation

West Elevation

1/16" = 1'-0"
LCCC Arena
Translucent Wall Replacement

1 1/2" = 1'-0"

Translucent Wall Panel Section

Insulated Wall Panel Section

CONTACT PERSON(S):

Ken Tobin, AIA
Martin Crozier, RRO

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Cheyenne, WY. 82007

Bill Zink
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DATE
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PLOTTED ON:

ARCHITECT #:

OWNER:

OWNERSHIP OF DOCUMENTS:

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ARENA LOGO SIGN
LCCC ARENA EXTERIOR BUILDING SIGNAGE

1 East Elevation
SCALE 1/8" = 1'-0"

2 West Elevation
SCALE 1/8" = 1'-0"