DRAWINGS AND SPECIFICATIONS FOR
LARAMIE COUNTY COMMUNITY COLLEGE MOW STRIP
REPAIR AND REPLACEMENT CAMPUS WIDE

LARAMIE COUNTY COMMUNITY COLLEGE
1400 EAST COLLEGE DRIVE
CHEYENNE, WYOMING

Date: February 7, 2019
Architects’ Project No. 17-07-11
Owners’ Project No. IBF-19109

ARCHITECT:
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PROJECT: Mow Strip Repair & Replacement Campus Wide

BID No.: IFB-19109

DUE DATE & TIME: March 14, 2019 @ 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 March 14, 2019 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 February 21, 2019 @ 11:00 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 11:00 a.m.***

Jamie Spezzano
Director, Contracting & Procurement
Laramie County Community College
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Cheyenne, WY 82007
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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: Tobin & Associates, P.C., 1820 Dillon Avenue, Cheyenne, WY 820091

**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), March 14, 2019, 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-19109.

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 **MANDATORY** pre-bid meeting and job-walk will commence on **February 21, 2019 @ exactly 11:00 am (prevailing local time)**; **doors will be locked at 11:00 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 **March 14, 2019 at 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 **February 28, 2019 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 subcontracting, 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 through 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 The successful bidder shall be required as per Wyoming Statute §16-6-112 to provide a contractor’s performance and payment bond or other guarantee in an amount equal to 100% of the contract sum. If the contract sum is one hundred thousand dollars ($100,000.00) or less, other forms of bond or guarantee may be approved by LCCC prior to acceptance of such bond or guarantee. The bonding company must have a rating of “A” or better according to Best Publication.

15.6 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.

15.7 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.

15.8 **OSHA Training Certification:** For public construction contracts estimated to cost more than $30,000, contractors must certify in the bid or the contract that all employees to be employed at the worksite will have completed a course in construction safety and health that is at least ten hours (10-hour card) in duration and has been approved by the United States Occupational Safety and Health Administration.

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 it material(s) specified are discontinued, replaced, or not available for an extended period to 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 wished 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.

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-19109

Bid Description: Mow Strip Repair & Replacement Campus Wide

Bid Due/Opening Date: March 14, 2019 @ 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-19109. 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 repair and replacement of the mow strip on the Cheyenne, WY campus. Repairs will consist of removal of the existing sealants and debris at the joint between the mow strip and the building. Installing new back rod and Applying a new non-sag, self-levelling elastomeric sealant to provide a watertight seal. Replacement will consist of removing the existing mow strip. Installing new road base fill compacted to 95%, setting forms and installing new 4000 psi fiber concrete. Finished concrete shall slope from building
1/8” per foot minimum. The joint between the building shall be an expansion joint and sealed with non-sag, self-leveling elastomeric sealant. 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

<table>
<thead>
<tr>
<th>LCCC</th>
<th>Architect’s Representative</th>
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<tbody>
<tr>
<td>Bill Zink</td>
<td>Martin Crozier, RRO</td>
</tr>
<tr>
<td>Director, Physical Plant</td>
<td>Tobin &amp; Associates</td>
</tr>
<tr>
<td>(307) 778-1121</td>
<td>(307) 632-3144 x123</td>
</tr>
<tr>
<td><a href="mailto:bzink@lccc.wy.edu">bzink@lccc.wy.edu</a></td>
<td><a href="mailto:martin@tobin-assoc.com">martin@tobin-assoc.com</a></td>
</tr>
</tbody>
</table>

2.3 Project Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Release bid</td>
<td>February 7, 2019</td>
</tr>
<tr>
<td>Mandatory pre-bid meeting</td>
<td>February 21, 2019 @ 11:00 a.m.</td>
</tr>
<tr>
<td>Questions due</td>
<td>February 28, 2019</td>
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<tr>
<td>Issue addendum if necessary</td>
<td>March 4, 2019</td>
</tr>
<tr>
<td>Bid opening</td>
<td>March 14, 2019</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>March 19, 2019</td>
</tr>
<tr>
<td>Notice to Proceed w/submittals</td>
<td>March 29, 2019</td>
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<tr>
<td>Notice to Proceed w/Construction</td>
<td>April 1, 2019</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>July 31, 2019</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 fifty dollars ($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):**

<table>
<thead>
<tr>
<th>Total Written in Words</th>
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<tbody>
<tr>
<td>$____________________</td>
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<table>
<thead>
<tr>
<th>Total Written in Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>$____________________</td>
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</tbody>
</table>

3.4 **Unit Cost:** provide a unit cost for preparations and replacement of sealant joints on building side of mow strip

$____________________ per linear foot

3.5 **Unit Cost:** provide a unit cost for replacement of mow strip

$____________________ unit cast per square foot

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
5.6 OSHA construction Training Certification: Ten (10) hour card for project manager or equivalent.
5.7 CSI Division Assignment Schedule.

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

☐ OSHA ten (10) hour card certification.

7. **APPENDIX – BID ATTACHMENTS**

The following documents are attached hereto and incorporated by reference and shall become a part and condition of this certain Bid.

7.1 Exhibit A: LCCC Insurance Requirements

7.2 Exhibit B: 2018 Building Construction Prevailing Wages

7.3 Exhibit C: CSI Division Work Assignment Schedule

7.4 Exhibit D: Architect’s Project Drawing Package

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 via e-mail at: jspezzano@lccc.wy.edu.

**Bid No:** IFB-19109

**Project Description:** Mow Strip Repair & Replacement Campus Wide

I, the undersigned, hereby acknowledge receipt of the following addenda for LCCC Bid No IFB-19109:

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.

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 except 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 C to IFB-19109/ 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:** Mow Strip Repair & Replacement Campus Wide

**DATE:** March 14, 2019

**ARCHITECT/ENGINEER:** Tobin & Associates Architecture & Planning

**CONTRACTOR NAME:** ________________________________

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

<table>
<thead>
<tr>
<th>WORK DESCRIPTION CSI Division</th>
<th>PRIME, SUBCONTRACTOR, SUPPLIER Name, City and State</th>
<th><strong>WORK LEVEL</strong> SP or Tier 1</th>
<th>% of BID VALUE</th>
<th>BID AMOUNT</th>
<th>TRADES Performed by Division</th>
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<td>Div 03: Concrete</td>
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<td>Div 04: Masonry</td>
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<td>**WOR K LEVEL SP or Tier 1</td>
<td>% of BID VALUE</td>
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<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Div 12: Furnishings</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Div 13: Special Construction</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Div 21: Fire Suppression</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Div 22: Plumbing</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Div 23: HVAC</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK DESCRIPTION CSI Division</td>
<td>PRIME, SUBCONTRACTOR, SUPPLIER Name, City and State</td>
<td><strong>WORK LEVEL SP or Tier 1</strong></td>
<td>% of BID VALUE</td>
<td>BID AMOUNT</td>
<td>TRADES Performed by Division</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Div 25: Integrated Automation</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Div 26: Electrical</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Div 27: Communication</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Div 28: Electronic Safety &amp; Security</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Div 31: Earthwork</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Div 32: Exterior Improvements</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Div 33: Utilities</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other – Please specify</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**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;
### 2018 Heavy and Highway Prevailing Wages including Statewide (All Counties) Wages

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Craft</th>
<th>Basic Hourly Rate</th>
<th>Method</th>
<th>Hourly Fringe Benefit</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Laborers: Group 1</td>
<td>$16.68</td>
<td>3</td>
<td>$7.11</td>
<td>3</td>
</tr>
<tr>
<td>102</td>
<td>Laborers: Group 2</td>
<td>$18.64</td>
<td>3</td>
<td>$2.32</td>
<td>3</td>
</tr>
<tr>
<td>103</td>
<td>Laborers: Group 3</td>
<td>$21.39</td>
<td>3</td>
<td>$3.14</td>
<td>3</td>
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<tr>
<td>201</td>
<td>Truck Drivers: Group 1</td>
<td>$17.94</td>
<td>3</td>
<td>$4.85</td>
<td>3</td>
</tr>
<tr>
<td>202</td>
<td>Truck Drivers: Group 2</td>
<td>$19.58</td>
<td>3</td>
<td>$5.59</td>
<td>3</td>
</tr>
<tr>
<td>301</td>
<td>Power Equipment Operators: Group 1</td>
<td>$20.79</td>
<td>3</td>
<td>$4.31</td>
<td>3</td>
</tr>
<tr>
<td>302</td>
<td>Power Equipment Operators: Group 2</td>
<td>$22.18</td>
<td>3</td>
<td>$5.88</td>
<td>3</td>
</tr>
<tr>
<td>303</td>
<td>Power Equipment Operators: Group 3</td>
<td>$24.73</td>
<td>3</td>
<td>$7.96</td>
<td>3</td>
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<tr>
<td>401</td>
<td>Carpenters</td>
<td>$21.76</td>
<td>3</td>
<td>$5.15</td>
<td>3</td>
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<tr>
<td>501</td>
<td>Concrete Finishers</td>
<td>$23.83</td>
<td>3</td>
<td>$4.47</td>
<td>3</td>
</tr>
<tr>
<td>601</td>
<td>Ironworkers</td>
<td>$27.18</td>
<td>1</td>
<td>$14.35</td>
<td>1</td>
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<tr>
<td>901</td>
<td>Electrician (Inside Wireman, Outside Lineman and Signal and Lighting work)</td>
<td>$33.24</td>
<td>3</td>
<td>$9.90</td>
<td>3</td>
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<tr>
<td>902</td>
<td>Groundman</td>
<td>$24.31</td>
<td>1</td>
<td>$11.28</td>
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<tr>
<td>903</td>
<td>Equipment Operator</td>
<td>$35.44</td>
<td>2</td>
<td>$12.90</td>
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</table>

### 2018 Building Construction Prevailing Wages

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Craft</th>
<th>Basic Hourly Rate</th>
<th>Method</th>
<th>Hourly Fringe Benefit</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>Mechanical, Heat and Fuel Installation</td>
<td>$20.35</td>
<td>3</td>
<td>$3.70</td>
<td>3</td>
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<tr>
<td>2049</td>
<td>Asbestos Removal, Abatement, Demolition</td>
<td>$20.91</td>
<td>3</td>
<td>$3.71</td>
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<tr>
<td>3300</td>
<td>Rollermaker</td>
<td>$34.47</td>
<td>4</td>
<td>$27.82</td>
<td>4</td>
</tr>
<tr>
<td>2300</td>
<td>Bricklayers and Masons</td>
<td>$30.21</td>
<td>3</td>
<td>$3.07</td>
<td>3</td>
</tr>
<tr>
<td>2300</td>
<td>Carpenters and Joiners</td>
<td>$22.64</td>
<td>3</td>
<td>$3.21</td>
<td>3</td>
</tr>
<tr>
<td>2400</td>
<td>Electricians</td>
<td>$28.55</td>
<td>3</td>
<td>$7.60</td>
<td>3</td>
</tr>
<tr>
<td>2500</td>
<td>Elevator Constructors</td>
<td>$41.87</td>
<td>4</td>
<td>$32.03</td>
<td>4</td>
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<tr>
<td>2600</td>
<td>Inspectors</td>
<td>$26.68</td>
<td>3</td>
<td>$11.55</td>
<td>3</td>
</tr>
<tr>
<td>2700</td>
<td>General Laborers - Group I</td>
<td>$17.15</td>
<td>2</td>
<td>$8.82</td>
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<tr>
<td>2800</td>
<td>Semi-Skilled Laborers - Group II</td>
<td>$19.51</td>
<td>3</td>
<td>$8.22</td>
<td>4</td>
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<tr>
<td>3000</td>
<td>Timbers - Group III</td>
<td>$19.51</td>
<td>3</td>
<td>$8.26</td>
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<tr>
<td>4000</td>
<td>Millwright Machinery Workers</td>
<td>$31.38</td>
<td>4</td>
<td>$14.15</td>
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<tr>
<td>4100</td>
<td>Operating Engineers - Group I</td>
<td>$24.27</td>
<td>3</td>
<td>$2.77</td>
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<tr>
<td>4100</td>
<td>Operating Engineers - Group II</td>
<td>$24.27</td>
<td>4</td>
<td>$2.77</td>
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<tr>
<td>4100</td>
<td>Operating Engineers - Group III</td>
<td>$24.27</td>
<td>4</td>
<td>$2.55</td>
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<tr>
<td>4400</td>
<td>Operating Engineers - Group IV</td>
<td>$24.27</td>
<td>4</td>
<td>$6.55</td>
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<tr>
<td>4500</td>
<td>Operating Engineers - Group V</td>
<td>$24.27</td>
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<tr>
<td>4600</td>
<td>Operating Engineers - Group VI</td>
<td>$24.27</td>
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<td>$6.56</td>
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<tr>
<td>4700</td>
<td>Operating Engineers - Group VII</td>
<td>$24.27</td>
<td>4</td>
<td>$6.56</td>
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<tr>
<td>5000</td>
<td>Painters and Allied Trades</td>
<td>$19.52</td>
<td>3</td>
<td>$2.88</td>
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<tr>
<td>5650</td>
<td>Sheetrock and Drywall Installers</td>
<td>$18.74</td>
<td>1</td>
<td>$0.00</td>
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<tr>
<td>5700</td>
<td>Carpent, Limelite and Resilient Tile Layers</td>
<td>$24.12</td>
<td>3</td>
<td>$5.73</td>
<td>3</td>
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<tr>
<td>5000</td>
<td>Fire Sprinkler Installers</td>
<td>$30.41</td>
<td>3</td>
<td>$20.12</td>
<td>3</td>
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<tr>
<td>5150</td>
<td>Fire System Installers (non-water)</td>
<td>$25.97</td>
<td>3</td>
<td>$5.79</td>
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<tr>
<td>5300</td>
<td>Plumbers and Pipe Fitters</td>
<td>$28.39</td>
<td>3</td>
<td>$5.87</td>
<td>3</td>
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<tr>
<td>5400</td>
<td>Roofers</td>
<td>$15.00</td>
<td>2</td>
<td>$4.04</td>
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<tr>
<td>5500</td>
<td>Sheet Metal Workers</td>
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<td>3</td>
<td>$6.75</td>
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<tr>
<td>5600</td>
<td>Cement Masons</td>
<td>$24.94</td>
<td>3</td>
<td>$3.35</td>
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<tr>
<td>5700</td>
<td>Glaziers</td>
<td>$23.72</td>
<td>3</td>
<td>$2.81</td>
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<tr>
<td>5750</td>
<td>Blinds/Window-covering Installer</td>
<td>$15.00</td>
<td>1</td>
<td>$0.00</td>
<td>1</td>
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<tr>
<td>5800</td>
<td>Marble, Tile, and Terrazzo Setters</td>
<td>$16.05</td>
<td>3</td>
<td>$0.00</td>
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<tr>
<td>6000</td>
<td>Painters - Group I</td>
<td>$19.39</td>
<td>3</td>
<td>$6.83</td>
<td>3</td>
</tr>
<tr>
<td>6100</td>
<td>Painters - Group II</td>
<td>$20.40</td>
<td>3</td>
<td>$6.83</td>
<td>3</td>
</tr>
<tr>
<td>6200</td>
<td>Limited Electricians (90 Volts or Less)</td>
<td>$24.35</td>
<td>3</td>
<td>$6.49</td>
<td>3</td>
</tr>
</tbody>
</table>

**Notes:**

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 benefit for the labor group in the respective district. If two different wages/benefits each account for 50% for a labor group within a district, a weighted average is performed.

2. **Significant 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 30% for a labor group within a district, a weighted average is performed. This method is not used for benefits computations.

3. **Weighted Average.** If no significant minority exists for a wage/fringe benefit, the prevailing wage/fringe benefit is calculated as

\[
\text{[(Total Hourly Wage or Fringe Benefit)(Number of Workers)] + [(Total Wages Or Benefits Paid)(Hours Worked)]] / (Total Hours Worked)
\]

4. **Moving Average Wage.** If no data is received by the survey for a particular classification an inflation adjustment is applied based on the previous year wage and benefits according to rules and regulations of the Department of Workforce Services.

5. **Percentage.** If 30% or more of workers are party to a collective bargaining agreement (CBA), the current CBA wage rates were used (as long as Method 1 does not apply). If 50% or more of workers were reported party to a CBA, current CBA wage and benefits are used (incl. only benefits levels for health, pension, vacation and apprenticeship). Highlighted sections indicate trades where skill adjustment may be necessary to ensure higher skilled positions pay at least equal to lower skilled occupations.

Contact us at questions or to receive a copy: Kelly Roseberry, 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 Cox, 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.
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                        February 7, 2019
   b. Second Advertisement                       February 12, 2019
   c. Mandatory Pre-Bid Conference               February 21, 2019 11:00 AM
   d. Last day of Questions                      February 28, 2019 5:00 PM
   e. Date of Last Addendum                      March 4, 2019
   f. Bid Opening                                March 14, 2019 3:00PM
   g. Notice of Award issued                     March 19, 2019
   h. Notice to Proceed with Construction        April 1, 2019
   i. Substantial Completion Due                 July 31, 2019

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 following is list of events schedule or tentatively scheduled events for the Summer 2019 which may affect the Work. This list of events is subject to change.

   Functions that will require the use of the Arena while under construction:
   - 2019 Cheyenne Shrine Circus                  May 18, 2019 thru May 19, 2019
   - 2019 28 Productions Roping                  May 31, 2019 thru June 1, 2019
   - 2019 28 Productions Roping                  June 21, 2019 thru June 23, 2019
   - 2019 28 Productions Roping                  July 5, 2019 thru July 7, 2019
   - Cheyenne Dressage & Event Club             June 6, 2019 thru June 9, 2019
   - Golden Eagle Youth Sports 2019             June 10, 2019 thru June 28, 2019
   - Livestock Judging Camps                     June 16, 2019 thru June 19, 2019
   - Wyoming Paint Horse Show                   July 12, 2019 thru July 14, 2019
   - The Daddy Round 13 Setup                   July 15, 2019 thru July 16, 2019
   - The Daddy Round 13 Event                   July 17, 2019 thru July 21, 2019
   - Big Daddy 19th Setup/Warm-up               July 23, 2019
   - Big Daddy 19th                            July 24, 2019 thru July 28, 2019

   The Contractor shall have access to the building on weekends but shall still coordinate with the college officials for possible college related functions.
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
as Surety, hereinafter called the Surety, are held and firmly bound unto
(Here insert full name and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, 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 Obligee shall accept the bid of the Principal and the
Principal shall enter into a Contract with the Obligee 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 Obligee the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the
Obligee 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.
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):

FOR INFORMATION ONLY - Name, Address and Telephone:
§ 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 mitigate 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 Construction 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.)

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

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

SAMPLE
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:  X  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):

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User Notes:
§ 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 subcontractors, 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:  

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User Notes:  
(3740285634)
SECTION 01 1000 - SUMMARY

PART 1 GENERAL

1.01 PROJECT
   A. Project Name: LCCC Mow Strip Repair and Replacement Campus Wide
   B. Owner's Name: Laramie County Community College.
   C. Architect's Name: Tobin & Associates, P.C.
   D. The Project consists of the Repair and Replacement of Campus Wide Mow Strip.

1.02 CONTRACT DESCRIPTION
   A. Contract Type: A single prime contract based on a Stipulated Price.

1.03 OWNER OCCUPANCY
   A. Owner intends to continue to occupy adjacent portions of the existing building during the entire construction period.
   B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
   C. Schedule the Work to accommodate Owner occupancy.

1.04 CONTRACTOR USE OF SITE AND PREMISES
   A. Construction Operations: Limited to areas noted on Drawings.
      1. Locate and conduct construction activities in ways that will limit disturbance to site.
   B. Provide access to and from site as required by law and by Owner:
      1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
      2. Do not obstruct roadways, sidewalks, or other public ways without permit.
   C. Existing building spaces may not be used for storage.

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 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.

PART 2 PRODUCT - (NOT USED)
PART 3 EXECUTION - (NOT USED)

END OF SECTION
SECTIONS 01 1015.01 - ELECTRONIC FILES AGREEMENT
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:

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

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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.

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

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

AUTHORIZED ACCEPTANCE

BY ARCHITECT-ENGINEER

____________________________________________

SIGNATURE

____________________________________________

PRINT NAME AND TITLE

____________________________________________

DATE

BY CONTRACTOR

____________________________________________

SIGNATURE

____________________________________________

PRINT NAME AND TITLE

____________________________________________

DATE

END OF SECTION
SECTION 01 2000 - PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Procedures for preparation and submittal of applications for progress payments.

1.02 SCHEDULE OF VALUES
   A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
   B. Forms filled out by hand will not be accepted.

1.03 APPLICATIONS FOR PROGRESS PAYMENTS
   A. Payment Period: Submit at intervals stipulated in the Agreement.
   B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
   C. Forms filled out by hand will not be accepted.
   D. Execute certification by signature of authorized officer.
   E. Submit one electronic and three hard-copies of each Application for Payment.

END OF SECTION
TO OWNER: PROJECT:
FROM CONTRACTOR: VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.

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 $ 0.00
   (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT $ 0.00
   (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE $ 0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE $ 0.00
   (Line 3 less Line 6)

CHANGE ORDER SUMMARY

<table>
<thead>
<tr>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total changes approved in previous months by Owner $ 0.00 $ 0.00</td>
<td></td>
</tr>
<tr>
<td>Total approved this Month $ 0.00 $ 0.00</td>
<td></td>
</tr>
<tr>
<td>TOTALS $ 0.00 $ 0.00</td>
<td></td>
</tr>
<tr>
<td>NET CHANGES by Change Order $ 0.00</td>
<td></td>
</tr>
</tbody>
</table>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: ___________________________ Date: ____________
State of: ___________________________
County of: ___________________________
Subscribed and sworn to before me this day of _________
Notary Public:
My Commission expires: ____________

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 0.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: ___________________________ Date: ____________

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.
SECTION 01 2200 - UNIT PRICES

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. List of unit prices, for use in preparing Bids.
   B. Measurement and payment criteria applicable to Work performed under a unit price payment method.

1.02 RELATED REQUIREMENTS
   A. Document 00 4322 - Unit Prices Form: List of Unit Prices as supplement to Bid Form
   B. Section 01 2000 - Price and Payment Procedures: Additional payment and modification procedures.

1.03 COSTS INCLUDED
   A. Unit Prices included on the Bid Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

1.04 UNIT QUANTITIES SPECIFIED
   A. Quantities indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

1.05 MEASUREMENT OF QUANTITIES
   A. Take all measurements and compute quantities. Measurements and quantities will be verified by Architect.
   B. Assist by providing necessary equipment, workers, and survey personnel as required.
   C. Measurement by Area: Measured by square dimension using mean length and width or radius.
   D. Linear Measurement: Measured by linear dimension, at the item centerline or mean chord.

1.06 PAYMENT
   A. Payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit price.
   B. Payment will not be made for any of the following:
      1. Products wasted or disposed of in a manner that is not acceptable.
      2. Products determined as unacceptable before or after placement.

1.07 DEFECT ASSESSMENT
   A. Replace Work, or portions of the Work, not complying with specified requirements.

1.08 SCHEDULE OF UNIT PRICES
   A. Provide an Unit Cost for preparations and replacement of sealant joints on building side of mow strip.
      1. Unit Cost: Per linear foot
   B. Provide an Unit Cost for replacement of mow strip.
      1. Unit Cost: Per square foot.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 2500 - SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Procedural requirements for proposed substitutions.

1.02 DEFINITIONS
   A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to
      materials, products, assemblies, and equipment.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS
   A. A Substitution Request for products, assemblies, materials, and equipment constitutes a
      representation that the submitter:
      1. Has investigated proposed product and determined that it meets or exceeds the quality
         level of the specified product, equipment, assembly, or system.
      2. Agrees to provide the same warranty for the substitution as for the specified product.
      3. Agrees to coordinate installation and make changes to other work that may be required for
         the work to be complete, with no additional cost to Owner.
      4. Waives claims for additional costs or time extension that may subsequently become
         apparent.
   B. Document each request with complete data substantiating compliance of proposed substitution
      with Contract Documents. Burden of proof is on proposer.
   C. Content: Include information necessary for tracking the status of each Substitution Request,
      and information necessary to provide an actionable response.
   D. Limit each request to a single proposed substitution item.

3.02 RESOLUTION

3.03 ACCEPTANCE

END OF SECTION
### Pre-Bid Request for Substitution

<table>
<thead>
<tr>
<th>Description/Name</th>
<th>Specified Product</th>
<th>Proposed Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Yes</th>
<th>No</th>
<th>Material Sample</th>
<th>Yes</th>
<th>No</th>
<th>Sample Warranty</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<th>Modifications</th>
<th>Yes</th>
<th>No</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Will changes be required to the building design or drawing dimensions in order to properly install the proposed substitution?</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Will the undersigned pay for changes to the building design, including engineering and drawing costs, caused by the requested substitution?</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the manufacturer’s warranty of the proposed substitution differ from that specified?</td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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 that the specified product.
- Product Installer certifies that the proposed substitution is appropriate for the proposed use and is equal or better that the specified product.

Signature: ____________________________
**Post-Bid Request for Substitution**

<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>Project No.</th>
</tr>
</thead>
</table>

**Contractor/Vendor**

<table>
<thead>
<tr>
<th>Address</th>
<th>City, State, Zip</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
</table>

**Specification**

<table>
<thead>
<tr>
<th>Section</th>
<th>Reason for Request</th>
</tr>
</thead>
</table>

**Specified Product**

<table>
<thead>
<tr>
<th>Description/Name</th>
<th>Manufacturer</th>
<th>Model No</th>
</tr>
</thead>
</table>

**Proposed Substitution**

<table>
<thead>
<tr>
<th>Description/Name</th>
<th>Manufacturer</th>
<th>Model No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Data</td>
<td>Material Sample</td>
</tr>
</tbody>
</table>

**Proposed Change to Contract Sum**

| $ | .00 |

**Proposed Change to Contract Time**

| days |

I/we have investigated the proposed substitution and:

- [ ] Believe that it is equal or superior in all respects to the original specified product.
- [ ] Will provide the same warranty as required.
- [ ] Will pay redesign and special installation costs caused by the use of this product.
- [ ] Will pay additional costs to other contractors caused by the substitution.
- [ ] Will coordinate the incorporation of the proposed substitution into the Work.
- [ ] Will modify other parts of the Work as may be necessary to complete the Work.

**Signature**

__________________________________________
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 3000 - ADMINISTRATIVE REQUIREMENTS

PART 1  GENERAL

1.01  SECTION INCLUDES
A.  General administrative requirements.
B.  Electronic document submittal service.
C.  Preconstruction meeting.
D.  Progress meetings.
E.  Progress photographs.
F.  Coordination drawings.
G.  Submittals for review, information, and project closeout.
H.  Number of copies of submittals.
I.  Requests for Interpretation (RFI) procedures.
J.  Submittal procedures.

1.02  RELATED REQUIREMENTS
A.  Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.
B.  Section 01 7800 - Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.

1.03  REFERENCE STANDARDS

1.04  GENERAL ADMINISTRATIVE REQUIREMENTS
A.  Comply with requirements of Section 01 7000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
B.  Make the following types of submittals to Architect:
  1.  Requests for Interpretation (RFI).
  2.  Requests for substitution.
  3.  Shop drawings, product data, and samples.
  4.  Test and inspection reports.
  5.  Design data.
  6.  Manufacturer's instructions and field reports.
  7.  Applications for payment and change order requests.
  8.  Progress schedules.
  9.  Coordination drawings.
 10.  Correction Punch List and Final Correction Punch List for Substantial Completion.
 11.  Closeout submittals.

PART 2  PRODUCTS - NOT USED

PART 3  EXECUTION

3.01  ELECTRONIC DOCUMENT SUBMITTAL SERVICE
A.  All documents transmitted for purposes of administration of the contract are to be in electronic (PDF, MS Word, or MS Excel) format, as appropriate to the document, and transmitted via email.
  1.  Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
  2.  It is Contractor's responsibility to submit documents in allowable format.
3. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.

3.02 PRECONSTRUCTION MEETING
A. Schedule meeting after Notice of Award.
B. Attendance Required:
   1. Owner.
   3. Contractor.
C. Agenda:
   1. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
   2. Submission of initial Submittal schedule.
   3. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
   4. Scheduling.
D. Record minutes and distribute copies within two days after meeting to participants, with one (PDF) copies to Architect, Owner, participants, and those affected by decisions made.

3.03 PROGRESS MEETINGS
A. Schedule and administer meetings throughout progress of the work at maximum bi-monthly intervals.
B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
C. Attendance Required:
   1. Contractor.
   2. Owner.
   3. Architect.
   4. Contractor's superintendent.
   5. Major subcontractors.
D. Agenda:
   1. Review minutes of previous meetings.
   2. Review of work progress.
   3. Field observations, problems, and decisions.
   4. Identification of problems that impede, or will impede, planned progress.
   5. Review of submittals schedule and status of submittals.
   6. Maintenance of progress schedule.
   7. Corrective measures to regain projected schedules.
   8. Planned progress during succeeding work period.
   10. Effect of proposed changes on progress schedule and coordination.
   11. Other business relating to work.
E. Record minutes and distribute copies within two days after meeting to participants, with one (PDF) copies to Architect, Owner, participants, and those affected by decisions made.

3.04 COORDINATION DRAWINGS
A. Provide information required by Project Coordinator for preparation of coordination drawings.
B. Review drawings prior to submission to Architect.

3.05 REQUESTS FOR INTERPRETATION (RFI)
A. Definition: A request seeking one of the following:
   1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or
system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in the Contract Documents.

2. A resolution to an issue which has arisen due to field conditions and affects design intent.

B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of the Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.

1. Prepare a separate RFI for each specific item.
   a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
   b. Do not forward requests which solely require internal coordination between subcontractors.

2. Prepare in a format and with content acceptable to Owner.
   a. Use AIA G716 - Request for Information.

3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.

C. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.

1. Official Project name and number, and any additional required identifiers established in Contract Documents.

D. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.

E. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.

1. Indicate current status of every RFI. Update log promptly and on a regular basis.

2. Note dates of when each request is made, and when a response is received.

3. Highlight items requiring priority or expedited response.

4. Highlight items for which a timely response has not been received to date.

F. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.

1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.

G. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.

1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.

2. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.

3.06 SUBMITTAL SCHEDULE

A. Submit to Architect for review a schedule for submittals in tabular format.

1. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.

3.07 SUBMITTALS FOR REVIEW

A. When the following are specified in individual sections, submit them for review:

1. Product data.
2. Shop drawings.
3. Samples for selection.
4. Samples for verification.
B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in the contract documents.
C. Samples will be reviewed for aesthetic, color, or finish selection.
D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

3.08 SUBMITTALS FOR INFORMATION
A. When the following are specified in individual sections, submit them for information:
   1. Design data.
   2. Certificates.
   3. Test reports.
   4. Inspection reports.
   5. Manufacturer's instructions.
   6. Manufacturer's field reports.
   7. Other types indicated.
B. Submit for Architect's knowledge as contract administrator or for Owner.

3.09 SUBMITTALS FOR PROJECT CLOSEOUT
A. Submit Correction Punch List for Substantial Completion.
B. Submit Final Correction Punch List for Substantial Completion.
C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals:
   1. Project record documents.
   2. Operation and maintenance data.
   3. Warranties.
   5. Other types as indicated.
D. Submit for Owner's benefit during and after project completion.

3.10 NUMBER OF COPIES OF SUBMITTALS
A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
   1. After review, produce duplicates.
   2. Retained samples will not be returned to Contractor unless specifically so stated.

3.11 SUBMITTAL PROCEDURES
A. General Requirements:
   1. Use a separate transmittal for each item.
   2. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
   3. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
   4. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
   5. Schedule submittals to expedite the Project, and coordinate submission of related items.
      a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
      b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
6. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.

7. Provide space for Contractor and Architect review stamps.

8. When revised for resubmission, identify all changes made since previous submission.

9. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.

10. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.

11. Submittals not requested will be recognized, and will be returned "Not Reviewed",

B. Product Data Procedures:
   1. Submit only information required by individual specification sections.
   2. Collect required information into a single submittal.
   3. Do not submit (Material) Safety Data Sheets for materials or products.

C. Shop Drawing Procedures:
   1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related work.
   2. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.

D. Samples Procedures:
   1. Transmit related items together as single package.
   2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.

3.12 SUBMITTAL REVIEW

A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.

B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.

C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.

D. Architect's and consultants' actions on items submitted for review:
   1. Authorizing purchasing, fabrication, delivery, and installation:
      a. "Approved", or language with same legal meaning.
      b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
         1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
      c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
   2. Not Authorizing fabrication, delivery, and installation:

E. Architect's and consultants' actions on items submitted for information:
   1. Items for which no action was taken:
      a. "Received" - to notify the Contractor that the submittal has been received for record only.
   2. Items for which action was taken:
      a. "Reviewed" - no further action is required from Contractor.

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 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 subcontractors, 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 subcontractors, 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.
   4. Startup and Testing Time: Include not less than thirty days for startup and testing.
   5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.

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 hard copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

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 SECTION INCLUDES
   A. References and standards.
   B. Testing and inspection agencies and services.
   C. Control of installation.
   D. Mock-ups.
   E. Tolerances.
   F. Defect Assessment.

1.02 RELATED REQUIREMENTS
   A. Section 01 6000 - Product Requirements: Requirements for material and product quality.

1.03 REFERENCES AND STANDARDS
   A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
   B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
   D. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.04 TESTING AND INSPECTION AGENCIES AND SERVICES
   A. Contractor shall be responsible to contact Authority Having Jurisdiction (AHJ) for required inspections and any documentation of testing the AHJ requires. Any documentation of such inspections and testing, shall be copied to the Architect.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION
   A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
   B. Comply with manufacturers' instructions, including each step in sequence.
   C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
   D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
   E. Have work performed by persons qualified to produce required and specified quality.
   F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
   G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 MOCK-UPS
   A. Before installing portions of the Work where mock-ups are required, construct mock-ups in location and size indicated for each form of construction and finish required to comply with the
following requirements, using materials indicated for the completed Work. The purpose of mock-up is to demonstrate the proposed range of aesthetic effects and workmanship.

B. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.

C. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.

D. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

3.03 TOLERANCES

A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.

B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.

C. Adjust products to appropriate dimensions; position before securing products in place.

3.04 TESTING AND INSPECTION

A. Testing Agency Duties:
   2. Perform specified sampling and testing of products in accordance with specified standards.
   3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
   4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
   5. Perform additional tests and inspections required by Architect.
   6. Submit reports of all tests/inspections specified.

B. Limits on Testing/Inspection Agency Authority:
   1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
   2. Agency may not approve or accept any portion of the Work.
   3. Agency may not assume any duties of Contractor.
   4. Agency has no authority to stop the Work.

C. Contractor Responsibilities:
   1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
   2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
   3. Provide incidental labor and facilities:
      a. To provide access to Work to be tested/inspected.
      b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
      c. To facilitate tests/inspections.
      d. To provide storage and curing of test samples.
   4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
   5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
   6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.

D. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
E. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.05 DEFECT ASSESSMENT

A. Replace Work or portions of the Work not complying with specified requirements.

B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.

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
A. Industry Organizations, Code Agencies, Federal Government Agencies, State Government 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 SECTION INCLUDES

A. Temporary utilities.
B. Temporary telecommunications services.
C. Temporary sanitary facilities.
D. Temporary Controls: Barriers, enclosures, and fencing.
E. Security requirements.
F. Waste removal facilities and services.

1.02 RELATED REQUIREMENTS

A. Section 01 5100 - Temporary Utilities.

1.03 TEMPORARY UTILITIES - SEE SECTION 01 5100

1.04 TELECOMMUNICATIONS SERVICES

A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
   1. Cellular telephones may be used by Contractor's and Subcontractor's personnel in lieu of temporary telephone service.

1.05 TEMPORARY SANITARY FACILITIES

A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
B. Maintain daily in clean and sanitary condition.

1.06 BARRIERS

A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from construction operations and demolition.

1.07 FENCING

A. Construction: Contractor's option, or as required by AHJ.

1.08 SECURITY

A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.

1.09 WASTE REMOVAL

A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
B. Provide containers with lids. Remove trash from site periodically.
C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.

1.10 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
B. Clean and repair damage caused by installation or use of temporary work.
C. Restore existing facilities used during construction to original condition.
D. Restore new permanent facilities used during construction to specified condition.
PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. General product requirements.
   B. Re-use of existing products.
   C. Transportation, handling, storage and protection.
   D. Product option requirements.
   E. Substitution limitations.
   F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 RELATED REQUIREMENTS
   A. Section 01 1000 - Summary: Lists of products to be removed from existing building.
   B. Section 01 2500 - Substitution Procedures: Substitutions made during procurement and/or construction phases.
   C. Section 01 4000 - Quality Requirements: Product quality monitoring.
   D. Section 01 7419 - Construction Waste Management and Disposal: Waste disposal requirements potentially affecting product selection, packaging and substitutions.

1.03 SUBMITTALS
   A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
   B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
   C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
      1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS
   A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by the Contract Documents.
   B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, shall become the property of the Contractor; remove from site.
   C. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the project site is if required, are addressed in the Construction Documents.

2.02 NEW PRODUCTS
   A. Provide new products unless specifically required or permitted by the Contract Documents.

2.03 PRODUCT OPTIONS
   A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
   B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
   C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.
PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS
   A. See Section 01 2500 - Substitution Procedures.

3.02 TRANSPORTATION AND HANDLING
   A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
   B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
   C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
   D. Transport and handle products in accordance with manufacturer's instructions.
   E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
   F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
   G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.

3.03 STORAGE AND PROTECTION
   A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 7419.
   B. Store and protect products in accordance with manufacturers' instructions.
   C. Store with seals and labels intact and legible.
   D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
   E. For exterior storage of fabricated products, place on sloped supports above ground.
   F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
   G. Comply with manufacturer's warranty conditions, if any.
   H. Do not store products directly on the ground.
   I. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
   J. Prevent contact with material that may cause corrosion, discoloration, or staining.
   K. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
   L. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION
SECTION 01 7000 - EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Examination, preparation, and general installation procedures.
B. Requirements for alterations work, including selective demolition.
C. Pre-installation meetings.
D. Cutting and patching.
E. Surveying for laying out the work.
F. Cleaning and protection.
G. Starting of systems and equipment.
H. Demonstration and instruction of Owner personnel.
I. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
J. General requirements for maintenance service.

1.02 RELATED REQUIREMENTS

A. Section 01 1000 - Summary: Limitations on working in existing building; continued occupancy; work sequence; identification of salvaged and relocated materials.
B. Section 01 3000 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
C. Section 01 4000 - Quality Requirements: Testing and inspection procedures.
D. Section 01 7800 - Closeout Submittals: Project record documents, operation and maintenance data, warranties, and bonds.
E. Section 02 4100 - Demolition: Demolition of whole structures and parts thereof; site utility demolition.

1.03 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
   1. Structural integrity of any element of Project.
   2. Integrity of weather exposed or moisture resistant element.
   3. Efficiency, maintenance, or safety of any operational element.
   5. Work of Owner or separate Contractor.
C. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.04 COORDINATION

A. See Section 01 1000 for occupancy-related requirements.
B. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
C. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.

C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION
A. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
B. Examine and verify specific conditions described in individual specification sections.
C. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
D. Verify that utility services are available, of the correct characteristics, and in the correct locations.
E. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION
A. Clean substrate surfaces prior to applying next material or substance.
B. Seal cracks or openings of substrate prior to applying next material or substance.
C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS
A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
B. Require attendance of parties directly affecting, or affected by, work of the specific section.
C. Notify Architect and Owner four days in advance of meeting date.
D. Prepare agenda and preside at meeting:
   1. Review conditions of examination, preparation and installation procedures.
   2. Review coordination with related work.
E. Record minutes and distribute copies within two days after meeting to participants, with one copy to Architect, Owner, participants, and those affected by decisions made.

3.04 GENERAL INSTALLATION REQUIREMENTS
A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

3.05 ALTERATIONS
A. Drawings showing existing construction and utilities are based on investigative information.
   1. Verify that construction and utility arrangements are as indicated.
   2. Report discrepancies to Architect before disturbing existing installation.
   3. Beginning of alterations work constitutes acceptance of existing conditions.
B. Remove existing work as indicated and as required to accomplish new work.
   1. Remove items indicated on drawings.
2. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.

3. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.

C. Protect existing work to remain.
   1. Prevent movement of structure; provide shoring and bracing if necessary.
   2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
   3. Repair adjacent construction and finishes damaged during removal work.

D. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
   1. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.

E. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.

F. Clean existing systems and equipment.

G. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.

H. Comply with all other applicable requirements of this section.

3.06 CUTTING AND PATCHING

A. Whenever possible, execute the work by methods that avoid cutting or patching.

B. See Alterations article above for additional requirements.

C. Perform whatever cutting and patching is necessary to:
   1. Complete the work.
   2. Fit products together to integrate with other work.
   3. Provide openings for penetration of mechanical, electrical, and other services.
   4. Match work that has been cut to adjacent work.
   5. Repair areas adjacent to cuts to required condition.
   6. Repair new work damaged by subsequent work.
   7. Remove samples of installed work for testing when requested.
   8. Remove and replace defective and non-complying work.

D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.

E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

F. Restore work with new products in accordance with requirements of Contract Documents.

G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

H. Patching:
   1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
   2. Match color, texture, and appearance.
   3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.07 PROGRESS CLEANING

A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK
A. Protect installed work from damage by construction operations.
B. Provide special protection where specified in individual specification sections.
C. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
D. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
E. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.09 FINAL CLEANING
A. Execute final cleaning prior to final project assessment.
B. Use cleaning materials that are nonhazardous.
C. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
D. Clean site; sweep paved areas, rake clean landscaped surfaces.
E. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.10 CLOSEOUT PROCEDURES
A. Make submittals that are required by governing or other authorities.
B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
D. Submit written notice containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
E. Owner will occupy all of the building as specified in Section 01 1000.
F. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
G. Inspections: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor 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. Reinspections: Request for Reinspections when the Work identified in previous inspections as required to make extensive Reinspections. The Contractor shall be prudent in completing corrective items, and limit Reinspections periods. The Contractor could be subject to additional fees to the Architect or the Architect's consultants for extensive Reinspections requirements.
2. Results of completed inspection will form the basis of requirements for Final Completion.
H. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.

I. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.

J. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

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 7800 - CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Project Record Documents.
   B. Operation and Maintenance Data.
   C. Warranties and bonds.

1.02 RELATED REQUIREMENTS
   A. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
   B. Section 01 7000 - Execution and Closeout Requirements: Contract closeout procedures.
   C. Individual Product Sections: Specific requirements for operation and maintenance data.
   D. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS
   A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
   B. Operation and Maintenance Data:
      1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
      2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
      3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
      4. Submit two sets of revised final documents in final form within 10 days after final inspection.
   C. Warranties and Bonds:
      1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
      2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
      3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS
   A. Maintain on site one set of the following record documents; record actual revisions to the Work:
      1. Drawings.
      2. Specifications.
      3. Addenda.
      4. Change Orders and other modifications to the Contract.
      5. Reviewed shop drawings, product data, and samples.
      6. Manufacturer's instruction for assembly, installation, and adjusting.
   B. Ensure entries are complete and accurate, enabling future reference by Owner.
   C. Store record documents separate from documents used for construction.
   D. Record information concurrent with construction progress.
   E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
1. Manufacturer's name and product model and number.
2. Product substitutions or alternates utilized.
3. Changes made by Addenda and modifications.

F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
   1. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
   2. Field changes of dimension and detail.
   3. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA

A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.

D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.

B. Where systems involve more than one specification section, provide separate tabbed divider for each system.

C. Binders: Commercial quality, 8-1/2 by 11 inch (216 by 280 mm) three D side ring binders with durable plastic covers; 2 inch (50 mm) maximum ring size. When multiple binders are used, correlate data into related consistent groupings.

D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.

E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.

F. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

G. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.

H. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.

I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

J. Arrangement of Contents: Organize each volume in parts as follows:
   1. Project Directory.
   2. Table of Contents, of all volumes, and of this volume.
   3. Operation and Maintenance Data: Arranged by system, then by product category.
      a. Source data.
      b. Operation and maintenance data.
      c. Field quality control data.
      d. Photocopies of warranties and bonds.
3.04 WARRANTIES AND BONDS

A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.

B. Verify that documents are in proper form, contain full information, and are notarized.

C. Co-execute submittals when required.

D. Retain warranties and bonds until time specified for submittal.

E. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.

END OF SECTION
# Certificate of Substantial Completion

**PROJECT:** (name and address)  
**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date:  
**CERTIFICATE INFORMATION:**  
Certificate Number:  
Date:  
**OWNER:** (name and address)  
**ARCHITECT:** (name and address)  
**CONTRACTOR:** (name and address)

The Work identified below has been reviewed and found, to the Architect’s best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

<table>
<thead>
<tr>
<th>ARCHITECT (Firm Name)</th>
<th>SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
<th>DATE OF SUBSTANTIAL COMPLETION</th>
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**WARRANTIES**  
The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

**WORK TO BE COMPLETED OR CORRECTED**  
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within ____ days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: $

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner’s and Contractor’s legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<table>
<thead>
<tr>
<th>CONSTRUCTOR (Firm Name)</th>
<th>SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
<th>DATE</th>
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<table>
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<th>SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
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AIA Document G706™ – 1994

Contractor’s Affidavit of Payment of Debts and Claims

PROJECT: (Name and address)   ARCHITECT’S PROJECT NUMBER:   OWNER: ☐
ARCHITECT: ☐   CONTRACT FOR: General Construction
CONTRACTOR: ☐   CONTRACT DATED: ☐
SURETY: ☐   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:

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User Notes:
# Contractor's Affidavit of Release of Liens

<table>
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<tr>
<th>PROJECT: (Name and address)</th>
<th>ARCHITECT'S PROJECT NUMBER:</th>
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<tr>
<td>CONTRACT FOR: General</td>
<td>OWNER: ☐</td>
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<tr>
<td>Construction</td>
<td>ARCHITECT: ☐</td>
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<tr>
<td>TO OWNER: (Name and address)</td>
<td>CONTRACTOR: ☐</td>
</tr>
<tr>
<td>CONTRACT DATED:</td>
<td>SURETY: ☐</td>
</tr>
<tr>
<td></td>
<td>OTHER: ☐</td>
</tr>
</tbody>
</table>

**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 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:
Consent Of Surety to Final Payment

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

ARCHITECT: □  CONTRACTOR: □  SURETY: □  OTHER: □

TO OWNER: (Name and address)  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, CONTRACTOR,

hereby approves of 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)

OWNER,

as set forth in said Surety's bond.

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)

(Printed name and title)

Attest:

(Seal):
SECTION 01 7800.05 - NO LEAD

AFFIDAVIT CERTIFYING
THAT NO LEAD
WAS USED OR INSTALLED
P.C.

OWNER:

ARCHITECT: TOBIN & ASSOCIATES, P.C.

______________________________

TO:

PROJECT NUMBER:

______________________________

PROJECT:

_______________

CONTRACT AMOUNT:

_______________

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:____________________________

END OF SECTION
STATE OF

COUNTY OF

The undersigned, hereby certifies that no asbestos or asbestos containing materials were used or installed on the above-referenced project.

CONTRACTOR:

________________________________
________________________________
________________________________

BY: _____________________________

END OF SECTION
SECTION 02 4100 - DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Selective demolition of built site elements.
B. Selective demolition of building elements for alteration purposes.

1.02 RELATED REQUIREMENTS
A. Section 01 1000 - Summary: Limitations on Contractor's use of site and premises.
B. Section 01 5000 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
C. Section 01 7000 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
D. Section 01 7419 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling.

1.03 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

PART 3 EXECUTION

2.01 SCOPE
A. Break up concrete slabs on grade within site boundaries to permit natural moisture drainage; leave pieces not larger than 1 square yard (1 square meter).
B. Fill excavations, open pits, and holes in ground areas generated as result of removals, using specified fill; compact fill as required so that required rough grade elevations do not subside within one year after completion.

2.02 GENERAL PROCEDURES AND PROJECT CONDITIONS
A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
   1. Obtain required permits.
   2. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
   3. Provide, erect, and maintain temporary barriers and security devices.
   4. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
   5. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
   6. Do not close or obstruct roadways or sidewalks without permit.
   7. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
B. Do not begin removal until receipt of notification to proceed from Owner.
C. Protect existing structures and other elements that are not to be removed.
   1. Provide bracing and shoring.
   2. Prevent movement or settlement of adjacent structures.
   3. Stop work immediately if adjacent structures appear to be in danger.
D. If hazardous materials are discovered during removal operations, stop work and notify Architect and Owner; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.

2.03 EXISTING UTILITIES
   A. Protect existing utilities to remain from damage.
   B. Do not disrupt public utilities without permit from authority having jurisdiction.
   C. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
   D. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to Owner.
   E. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.

2.04 SELECTIVE DEMOLITION FOR ALTERATIONS
   A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
      1. Verify that construction and utility arrangements are as indicated.
      2. Report discrepancies to Architect before disturbing existing installation.
      3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
   B. Remove existing work as indicated and as required to accomplish new work.
      1. Remove items indicated on drawings.
   C. Protect existing work to remain.
      1. Prevent movement of structure; provide shoring and bracing if necessary.
      2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
      3. Repair adjacent construction and finishes damaged during removal work.
      4. Patch as specified for patching new work.

2.05 DEBRIS AND WASTE REMOVAL
   A. Remove debris, junk, and trash from site.
   B. Leave site in clean condition, ready for subsequent work.
   C. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION
SECTION 03 1000 - CONCRETE FORMING AND ACCESSORIES

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Formwork for cast-in place concrete, with shoring, bracing and anchorage.
B. Form stripping.

1.02 RELATED REQUIREMENTS
A. Section 03 3000 - Cast-in-Place Concrete.

1.03 PRICE AND PAYMENT PROCEDURES
A. See Section 01 2200 - Unit Prices, for additional unit price requirements.

1.04 REFERENCE STANDARDS
A. ACI 301 - Specifications for Structural Concrete; 2016.

1.05 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Provide data on void form materials and installation requirements.

1.06 DELIVERY, STORAGE, AND HANDLING

PART 2 PRODUCTS

2.01 FORMWORK - GENERAL
A. Provide concrete forms, accessories, shoring, and bracing as required to accomplish cast-in-place concrete work.
B. Design and construct concrete that complies with design with respect to shape, lines, and dimensions.
C. Comply with applicable state and local codes with respect to design, fabrication, erection, and removal of formwork.

2.02 WOOD FORM MATERIALS
A. Lumber: Douglas fir species; #1 Common grade; with grade stamp clearly visible.

2.03 EXPANSION JOINT
A. Closed cell foam expansion joint
B. Moisture resistant
C. Tremite resistant
D. Thickness 1/2"
E. Width: 4"
F. Meets or exceeds ASTM Standard D-7174
G. Manufacturer
   1. Reflectix, Inc
   2. Or approved equal

PART 3 EXECUTION

3.01 EXAMINATION
A. Verify lines, levels and centers before proceeding with formwork. Ensure that dimensions agree with drawings.

3.02 ERECTION - FORMWORK
A. Erect formwork, shoring and bracing to achieve design requirements, in accordance with requirements of ACI 301.
B. Provide bracing to ensure stability of formwork. Shore or strengthen formwork subject to overheating by construction loads.

3.03 APPLICATION - FORM RELEASE AGENT
A. Apply form release agent on formwork in accordance with manufacturer’s recommendations.

3.04 FORM REMOVAL
A. Do not remove forms or bracing until concrete has gained sufficient strength to carry its own weight and imposed loads.

B. Loosen forms carefully. Do not wedge pry bars, hammers, or tools against finish concrete surfaces scheduled for exposure to view.

END OF SECTION
SECTION 03 3000 - CAST-IN-PLACE CONCRETE

PART 1 GENERAL

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

1.02 SUMMARY
A. This Section specifies cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes, for the following:
   1. Mow Strips.

1.03 DEFINITIONS
A. Cementitious Materials: Portland cement alone or in combination with one or more of the following: Class-F fly ash; subject to compliance with requirements.

1.04 SUBMITTALS
A. Product Data: For each type of product indicated.
B. Design Mixtures: For concrete mixture. Submit alternate design mixtures when characteristics of materials, Project conditions, weather, test results, or other circumstances warrant adjustments.
   1. Indicate amounts of mixing water to be withheld for later addition at Project site.
C. Steel Reinforcement Shop Drawings (when applicable): Placing drawings that detail fabrication, bending, and placement. Include bar sizes, lengths, material, grade, bar schedules, stirrup spacing, bent bar diagrams, bar arrangement, splices and laps, mechanical connections, tie spacing, hoop spacing, and supports for concrete reinforcement.
D. Qualification Data: For Installer manufacturer testing agency.
E. Material Test Reports: For the following, from a qualified testing agency, indicating compliance with requirements:
   1. Aggregates. Include service record data indicating absence of deleterious expansion of concrete due to alkali aggregate reactivity.
F. Material Certificates: For each of the following, signed by manufacturers:
   1. Cementitious materials.
   2. Admixtures.
   3. Steel reinforcement and accessories (when applicable).
   4. Fiber reinforcement.
   5. Curing compounds.
   6. Floor and slab treatments.
   8. Adhesives.
G. Surface flatness and levelness measurements to determine compliance with specified tolerances.
H. Field quality-control test and inspection reports.

1.05 QUALITY ASSURANCE
A. Installer Qualifications: A qualified installer who employs on Project personnel qualified as ACI-certified Flatwork Technician and Finisher and a supervisor who is an ACI-certified Concrete Flatwork Technician.
B. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
   1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."
C. Testing Agency Qualifications: An independent agency, acceptable to authorities having jurisdiction, qualified according to ASTM C 1077 and ASTM E 329 for testing indicated, as documented according to ASTM E 548.
   1. Personnel conducting field tests shall be qualified as ACI Concrete Field Testing Technician, Grade 1, according to ACI CP-01 or an equivalent certification program.
   2. Personnel performing laboratory tests shall be ACI-certified Concrete Strength Testing Technician and Concrete Laboratory Testing Technician - Grade I. Testing Agency laboratory supervisor shall be an ACI-certified Concrete Laboratory Testing Technician - Grade II.

D. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from one source, and obtain admixtures through one source from a single manufacturer.

E. ACI Publications: Comply with the following unless modified by requirements in the Contract Documents:
   1. ACI 117, "Specifications for Tolerances for Concrete Construction and Materials."

F. Concrete Testing Service: Engage a qualified independent testing agency to perform material evaluation tests and to design concrete mixtures.

G. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination."
   1. Before submitting design mixtures, review concrete design mixture and examine procedures for ensuring quality of concrete materials. Require representatives of each entity directly concerned with cast-in-place concrete to attend, including the following:
      a. Contractor's superintendent.
      b. Independent testing agency responsible for concrete design mixtures.
      c. Ready-mix concrete manufacturer.
      d. Concrete subcontractor.
   2. Review special inspection and testing and inspecting agency procedures for field quality control, concrete finishes and finishing, cold- and hot-weather concreting procedures, curing procedures, construction contraction and isolation joints, and joint-filler strips, forms and form removal limitations, anchor rod and anchorage device installation tolerances, steel reinforcement installation, floor and slab flatness and levelness measurement, concrete repair procedures, and concrete protection.

1.06 DELIVERY, STORAGE, AND HANDLING
   A. Steel Reinforcement (when applicable): Deliver, store, and handle steel reinforcement to prevent bending and damage. Avoid damaging coatings on steel reinforcement.

PART 2 PRODUCTS

2.01 MANUFACTURERS
   A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
      1. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, products specified.
      2. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, manufacturers specified.

2.02 FORM-FACING MATERIALS
   A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
      1. Plywood, metal, or other approved panel materials.
   B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.
2.03 STEEL REINFORCEMENT (WHEN APPLICABLE)
   A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60 (Grade 420), deformed.
   B. Plain-Steel Welded Wire Reinforcement: ASTM A 185, plain, fabricated from as-drawn steel wire into flat sheets.

2.04 CONCRETE MATERIALS
   A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source, throughout Project:
      1. Portland Cement: ASTM C 150, Type I/II V, gray. Supplement with the following:
         a. Fly Ash: ASTM C 618, Class F.
   B. Normal-Weight Aggregates: ASTM C 33, Class 3S coarse aggregate or better, graded.
      Provide aggregates from a single source with documented service record data of at least 10 years' satisfactory service in similar applications and service conditions using similar aggregates and cementitious materials. Provide non-reactive aggregate.
      1. Maximum Coarse-Aggregate Size: 1 inch nominal. Minimum 50% fractured faces on the no. 4 plus rock.
      2. Fine Aggregate: Free of materials with deleterious reactivity to alkali in cement.

2.05 ADMIXTURES
   B. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
      1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.
      2. Retarding Admixture: ASTM C 494/C 494M, Type B.
      3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.
      4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F.
      5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
      6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.

2.06 FIBER REINFORCEMENT
   A. Synthetic Fiber: Monofilament polypropylene fibers engineered and designed for use in concrete pavement, complying with ASTM C 1116, Type III, 1/2 to 1-1/2 inches (13 to 38 mm) long.
      1. Available Products:
         a. Monofilament Fibers:
            1) Axim Concrete Technologies; Fibrasol IIP.
            2) Euclid Chemical Company (The); Fiberstrand 100.
            4) SI Concrete Systems; Fibermix Stealth.

2.07 GRAVEL BASE
   A. Gravel Base (Granular Fill): Clean mixture of crushed stone or crushed or uncrushed gravel; ASTM D 448, Size 57, with 100 percent passing a 1-1/2-inch (37.5-mm) sieve and 0 to 5 percent passing a No. 8 (2.36-mm) sieve.

2.08 CURING MATERIALS
   A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
      1. Available Products:
         a. Axim Concrete Technologies; Cimfilm.
         b. Burke by Edoco; BurkeFilm.
         c. ChemMasters; Spray-Film.
         d. Conspec Marketing & Manufacturing Co., Inc., a Dayton Superior Company; Aquafilm.
e. Euclid Chemical Company (The); Eucobar.

f. Kaufman Products, Inc.; Vapor Aid.

g. L&M Construction Chemicals, Inc.; E-Con.

h. MBT Protection and Repair, Div. of ChemRex; Confilm.

i. Meadows, W. R., Inc.; Sealtight Evapre.

j. Metalcrete Industries; Waterhold.

k. Nox-Crete Products Group, Kinsman Corporation; Monofilm.

l. Sika Corporation, Inc.; SikaFilm.

m. Symons Corporation, a Dayton Superior Company; Finishing Aid.

n. US Mix Products Company; US Spec Monofilm ER.

o. Vexcon Chemicals, Inc.; Certi-Vex EnvioAssist.

B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd. (305 g/sq. m) when dry.

C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.

D. Water: Potable.

E. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, dissipating.

1. Available Products:

   a. Anti-Hydro International, Inc.; AH Curing Compound #2 DR WB.

   b. Burke by Edoco; Aqua Resin Cure.

   c. ChemMasters; Safe-Cure Clear.

   d. Conspec Marketing & Manufacturing Co., Inc., a Dayton Superior Company; W.B. Resin Cure.

   e. Euclid Chemical Company (The); Kurez DR VOX.


   g. L&M Construction Chemicals, Inc.; L&M Cure R.


   i. Nox-Crete Products Group, Kinsman Corporation; Resin Cure E.

   j. Symons Corporation, a Dayton Superior Company; Resi-Chem Clear Cure.


   l. Unitex; Hydro Cure 309.

   m. US Mix Products Company; US Spec Maxcure Resin Clear.

   n. Vexcon Chemicals, Inc.; Certi-Vex Enviocure 100.

F. Clear, Solvent-Borne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.

1. Available Products:

   a. Burke by Edoco; Cureseal 1315.

   b. ChemMasters; Spray-Cure & Seal Plus.

   c. Conspec Marketing & Manufacturing Co., Inc., a Dayton Superior Company; Sealcure 1315.

   d. Dayton Superior Corporation; Day-Chem Cure and Seal (J-22UV).

   e. Euclid Chemical Company (The); Super Diamond Clear.


   g. Lambert Corporation; UV Super Seal.

   h. L&M Construction Chemicals, Inc.; Lumiseal Plus.


   j. Metalcrete Industries; Seal N Kure 0.

   k. Sonneborn, Div. of ChemRex; Kure-N-Seal 5.

   l. Tamms Industries, Inc.; LusterSeal 300.

   m. Unitex; Solvent Seal 1315.

   n. US Mix Products Company; US Spec CS-25

   o. Vexcon Chemicals, Inc.; Certi-Vex AC 1315
G. Clear, Waterborne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.
   1. Available Products:
      a. Burke by Edoco; Cureseal 1315 WB.
      b. ChemMasters; Polyseal WB.
      c. Conspec Marketing & Manufacturing Co., Inc., a Dayton Superior Company; Sealcure 1315 WB.
      d. Euclid Chemical Company (The); Super Diamond Clear VOX.
      f. Lambert Corporation; UV Safe Seal.
      g. L&M Construction Chemicals, Inc.; Lumiseal WB Plus.
      i. Metalcrete Industries; Metcure 30.
      j. Symons Corporation, a Dayton Superior Company; Cure & Seal 31 Percent E.
      k. Tamms Industries, Inc.; LusterSeal WB 300.
      l. Unitex; Hydro Seal 25.
      m. US Mix Products Company; US Spec Radiance UV-25.
      n. Vexcon Chemicals, Inc.; Vexcon Starseal 1315.

2.09 RELATED MATERIALS
   B. Bonding Agent: ASTM C 1059, Type II, non-redispersible, acrylic emulsion or styrene butadiene.
   C. Epoxy Bonding Adhesive: ASTM C 881, two-component epoxy resin, capable of humid curing and bonding to damp surfaces, of class suitable for application temperature and of grade to suit requirements, and as follows:
      1. Types IV and V, load bearing, for bonding hardened or freshly mixed concrete to hardened concrete.

2.10 CONCRETE MIXTURES, GENERAL
   A. Prepare design mixtures for type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301.
      1. Use a qualified independent testing agency for preparing and reporting proposed mixture designs based on laboratory trial mixtures.
   B. Cementitious Materials Limit percentage, by weight, of cementitious materials other than portland cement in concrete as follows:
      1. Fly Ash: 15 percent.
   C. Limit water-soluble, chloride-ion content in hardened concrete to 0.06 percent by weight of cement.
   D. Admixtures: Use admixtures according to manufacturer's written instructions.
      1. Use water-reducing high-range water-reducing or plasticizing admixture in concrete, as required, for placement and workability.
      2. Use water-reducing and retarding admixture when required by high temperatures, low humidity, or other adverse placement conditions.
      3. Use water-reducing admixture in pumped concrete, concrete for heavy-use industrial slabs and parking structure slabs, concrete required to be watertight, and concrete with a water-cementitious materials ratio below 0.50.

2.11 CONCRETE MIXTURES FOR BUILDING ELEMENTS
   A. Concrete: Proportion normal-weight concrete mixture as follows:
      1. Minimum Compressive Strength: 4000 psi (27.6 MPa) at 28 days.
      2. Maximum Water-Cementitious Materials Ratio: 0.45.
3. Slump Limit: 5 inches (125 mm) 8 inches (200 mm) for concrete with verified slump of 2 to 4 inches (50 to 100 mm) before adding high-range water-reducing admixture or plasticizing admixture, plus or minus 1 inch (25 mm).
4. Air Content: 5-1/2 percent, plus or minus 1.5 percent at point of delivery for 1-1/2-inch (38-mm) nominal maximum aggregate size.
5. Minimum cement content 600 pounds per cubic yard.

2.12 FABRICATING REINFORCEMENT (WHEN APPLICABLE)
A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

2.13 CONCRETE MIXING
A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94/C 94M and ASTM C 1116, and furnish batch ticket information.

1. When air temperature is between 85 and 90 deg F (30 and 32 deg C), reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F (32 deg C), reduce mixing and delivery time to 60 minutes.

PART 3 EXECUTION

3.01 FORMWORK
A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.
C. Limit concrete surface irregularities, designated by ACI 347R as abrupt or gradual, as follows:
   1. Class A, 1/8 inch (3.2 mm) for smooth-formed finished surfaces.
   2. Class B, 1/4 inch (6 mm) for rough-formed finished surfaces.
D. Construct forms tight enough to prevent loss of concrete mortar.
E. Fabricate forms for easy removal without hammering or prying against concrete surfaces. Provide crush or wrecking plates where stripping may damage cast concrete surfaces. Provide top forms for inclined surfaces steeper than 1.5 horizontal to 1 vertical.
   1. Install keyways, reglets, recesses, and the like, for easy removal.
   2. Do not use rust-stained steel form-facing material.
F. Set edge forms, bulkheads, and intermediate screed strips for slabs to achieve required elevations and slopes in finished concrete surfaces. Provide and secure units to support screed strips; use strike-off templates or compacting-type screeds.
G. Chamfer exterior corners and edges of permanently exposed concrete.
H. Clean forms and adjacent surfaces to receive concrete. Remove chips, wood, sawdust, dirt, and other debris just before placing concrete.
I. Retighten forms and bracing before placing concrete, as required, to prevent mortar leaks and maintain proper alignment.
J. Coat contact surfaces of forms with form-release agent, according to manufacturer's written instructions, before placing reinforcement.

3.02 EMBEDDED ITEMS
A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
   1. Install anchor rods, accurately located, to elevations required and complying with tolerances in Section 7.5 of AISC's "Code of Standard Practice for Steel Buildings and Bridges."
3.03 REMOVING AND REUSING FORMS

A. General: Formwork for sides of beams, walls, columns, and similar parts of the Work that does not support weight of concrete may be removed after cumulatively curing at not less than 50 deg F (10 deg C) for 24 hours after placing concrete, if concrete is hard enough to not be damaged by form-removal operations and curing and protection operations are maintained.
1. Leave formwork for beam soffits, joists, slabs, and other structural elements that supports weight of concrete in place until concrete has achieved at least 70 percent of its 28-day design compressive strength.
2. Remove forms only if shores have been arranged to permit removal of forms without loosening or disturbing shores.

B. Clean and repair surfaces of forms to be reused in the Work. Split, frayed, delaminated, or otherwise damaged form-facing material will not be acceptable for exposed surfaces. Apply new form-release agent.

C. When forms are reused, clean surfaces, remove fins and laitance, and tighten to close joints. Align and secure joints to avoid offsets. Do not use patched forms for exposed concrete surfaces unless approved by Architect.

3.04 STEEL REINFORCEMENT (WHEN APPLICABLE)

A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.

B. Clean reinforcement of loose rust and mill scale, earth, ice, and other foreign materials that would reduce bond to concrete.

C. Accurately position, support, and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.

D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.

3.05 JOINTS

A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.

B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
1. Place joints where indicated on drawings.
2. Form keyed joints as indicated, when applicable. Embed keys at least 1-1/2 inches (38 mm) into concrete.
3. Use a bonding agent at locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.
4. Use epoxy-bonding adhesive at locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.

C. Contraction Joints in Mow Strip: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to at least one-fourth of concrete thickness as follows:
1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint to a radius of 1/8 inch (3.2 mm). Repeat grooving of contraction joints after applying surface finishes. Eliminate groover tool marks on concrete surfaces.
2. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut 1/8-inch- (3.2-mm-) wide joints into concrete when cutting action will not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.

D. Doweled Joints (when applicable): Install dowel bars and support assemblies at joints where indicated. Lubricate or asphalt coat one-half of dowel length to prevent concrete bonding to one side of joint.
3.06 CONCRETE PLACEMENT

A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.

B. Do not add water to concrete during delivery, at Project site, or during placement unless approved by Architect.

C. Before test sampling and placing concrete, water may be added at Project site, subject to limitations of ACI 301.
   1. Do not add water to concrete after adding high-range water-reducing admixtures to mixture.

D. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
   1. Deposit concrete in horizontal layers of depth to not exceed formwork design pressures and in a manner to avoid inclined construction joints.
   2. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.

E. Deposit and consolidate concrete for slabs in a continuous operation, within limits of construction joints, until placement of a panel or section is complete.
   1. Consolidate concrete during placement operations so concrete is thoroughly worked around any embedded items and into corners.
   2. Screed slab surfaces with a straightedge and strike off to correct elevations.
   3. Slope surfaces uniformly to drains where required.
   4. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane, before excess bleedwater appears on the surface. Do not further disturb slab surfaces before starting finishing operations.

F. Cold-Weather Placement: Comply with ACI 306.1 and as follows. Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures.
   1. When average high and low temperature is expected to fall below 40 deg F (4.4 deg C) for three successive days, maintain delivered concrete mixture temperature within the temperature range required by ACI 301.
   2. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.
   3. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators unless otherwise specified and approved in mixture designs.

G. Hot-Weather Placement: Comply with ACI 301 and as follows:
   1. Maintain concrete temperature below 90 deg F (32 deg C) at time of placement. Chilled mixing water or chopped ice may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
   2. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade uniformly moist without standing water, soft spots, or dry areas.

3.07 FINISHING FORMED SURFACES

A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
   1. Apply to concrete surfaces not exposed to public view.

B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
   1. Apply to concrete surfaces exposed to public view.
C. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces, unless otherwise indicated.

3.08 FINISHING SLABS

A. General: Comply with ACI 302.1R recommendations for screeding, restraightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.

B. Scratch Finish: While still plastic, texture concrete surface that has been screeded and bull-floated or darbied. Use stiff brushes, brooms, or rakes to produce a profile amplitude of 1/4 inch (6 mm) in 1 direction.

C. Float Finish: Consolidate surface with power-driven floats or by hand floating if area is small or inaccessible to power driven floats. Restraighten, cut down high spots, and fill low spots. Repeat float passes and restraightening until surface is left with a uniform, smooth, granular texture.
   1. Apply float finish to surfaces to receive trowel finish.

D. Trowel Finish: After applying float finish, apply first troweling and consolidate concrete by hand or power-driven trowel. Continue troweling passes and restraighten until surface is free of trowel marks and uniform in texture and appearance.
   1. Apply a trowel finish to surfaces exposed to view.
   2. Finish and measure surface so gap at any point between concrete surface and an unlevelled, freestanding, 10-foot- (3.05-m-) long straightedge resting on 2 high spots and placed anywhere on the surface does not exceed 1/4 inch (6 mm).

E. Trowel and Fine-Broom Finish: Apply a first trowel finish to surfaces where ceramic or quarry tile is to be installed by either thickset or thin-set method. While concrete is still plastic, slightly scarify surface with a fine broom.
   1. Comply with flatness and levelness tolerances for trowel finished floor surfaces.

F. Broom Finish: Apply a broom finish to exterior concrete platforms, steps, and ramps, and elsewhere as indicated.
   1. Immediately after float finishing, slightly roughen trafficked surface by brooming with fiber-bristle broom perpendicular to main traffic route. Coordinate required final finish with Architect before application.

3.09 MISCELLANEOUS CONCRETE ITEMS

A. Filling In: Fill in holes and openings left in concrete structures, unless otherwise indicated, after work of other trades is in place. Mix, place, and cure concrete, as specified, to blend with in-place construction. Provide other miscellaneous concrete filling indicated or required to complete the Work.

3.10 CONCRETE PROTECTING AND CURING

A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 301 for hot-weather protection during curing.

B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h (1 kg/sq. m x h) before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.

C. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces, including floors and slabs, concrete floor toppings, and other surfaces.

D. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
   1. Moisture Curing: Keep surfaces continuously moist for not less than seven days with the following materials:
      a. Water.
      b. Continuous water-fog spray.
c. Absorptive cover, water saturated, and kept continuously wet. Cover concrete surfaces and edges with 12-inch (300-mm) lap over adjacent absorptive covers.

2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches (300 mm), and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period using cover material and waterproof tape.
   a. Moisture cure or use moisture-retaining covers to cure concrete surfaces to receive floor coverings.
   b. Moisture cure or use moisture-retaining covers to cure concrete surfaces to receive penetrating liquid floor treatments.

3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recut areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.
   a. After curing period has elapsed, remove curing compound without damaging concrete surfaces by method recommended by curing compound manufacturer unless manufacturer certifies curing compound will not interfere with Project.

4. Curing and Sealing Compound: Apply uniformly to slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recut areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.11 JOINT FILLING

A. Prepare, clean, and install joint filler according to manufacturer's written instructions.
   1. Defer joint filling until concrete has aged at least one six month(s). Do not fill joints until construction traffic has permanently ceased.

B. Remove dirt, debris, saw cuttings, curing compounds, and sealers from joints; leave contact faces of joint clean and dry.

C. Install semirigid joint filler full depth in saw-cut joints and at least 2 inches (50 mm) deep in formed joints. Overfill joint and trim joint filler flush with top of joint after hardening.

3.12 CONCRETE SURFACE REPAIRS

A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.

B. Patching Mortar: Mix dry-pack patching mortar, consisting of one part portland cement to two and one-half parts fine aggregate passing a No. 16 (1.18-mm) sieve, using only enough water for handling and placing.

C. Repairing Formed Surfaces: Surface defects include color and texture irregularities, cracks, spalls, air bubbles, honeycombs, rock pockets, fins and other projections on the surface, and stains and other discolorations that cannot be removed by cleaning.
   1. Immediately after form removal, cut out honeycombs, rock pockets, and voids more than 1/2 inch (13 mm) in any dimension in solid concrete, but not less than 1 inch (25 mm) in depth. Make edges of cuts perpendicular to concrete surface. Clean, dampen with water, and brush-coat holes and voids with bonding agent. Fill and compact with patching mortar before bonding agent has dried. Fill form-tie voids with patching mortar or cone plugs secured in place with bonding agent.
   2. Repair defects on surfaces exposed to view by blending white portland cement and standard portland cement so that, when dry, patching mortar will match surrounding color. Patch a test area at inconspicuous locations to verify mixture and color match before proceeding with patching. Compact mortar in place and strike off slightly higher than surrounding surface.
   3. Repair defects on concealed formed surfaces that affect concrete's durability and structural performance as determined by Architect.
D. Repairing Unformed Surfaces: Test unformed surfaces, such as floors and slabs, for finish and verify surface tolerances specified for each surface. Correct low and high areas. Test surfaces sloped to drain for trueness of slope and smoothness; use a sloped template.

1. Repair finished surfaces containing defects. Surface defects include spalls, popouts, honeycombs, rock pockets, crazing and cracks in excess of 0.01 inch (0.25 mm) wide or that penetrate to reinforcement or completely through unreinforced sections regardless of width, and other objectionable conditions.
2. After concrete has cured at least 14 days, correct high areas by grinding.
3. Correct localized low areas during or immediately after completing surface finishing operations by cutting out low areas and replacing with patching mortar. Finish repaired areas to blend into adjacent concrete.
4. Correct other low areas scheduled to remain exposed with a repair topping. Cut out low areas to ensure a minimum repair topping depth of 1/4 inch (6 mm) to match adjacent elevations. Prepare, mix, and apply repair topping and primer according to manufacturer's written instructions to produce a smooth, uniform, plane surface.
5. Repair defective areas, except random cracks and single holes 1 inch (25 mm) or less in diameter, by cutting out and replacing with fresh concrete. Remove defective areas with clean, square cuts and expose steel reinforcement with at least a 3/4-inch (19-mm) clearance all around. Dampen concrete surfaces in contact with patching concrete and apply bonding agent. Mix patching concrete of same materials and mixture as original concrete except without coarse aggregate. Place, compact, and finish to blend with adjacent finished concrete. Cure in same manner as adjacent concrete.
6. Repair random cracks and single holes 1 inch (25 mm) or less in diameter with patching mortar. Groove top of cracks and cut out holes to sound concrete and clean off dust, dirt, and loose particles. Dampen cleaned concrete surfaces and apply bonding agent. Place patching mortar before bonding agent has dried. Compact patching mortar and finish to match adjacent concrete. Keep patched area continuously moist for at least 72 hours.

E. Perform structural repairs of concrete, subject to Architect's approval, using epoxy adhesive and patching mortar.

F. Repair materials and installation not specified above may be used, subject to Architect's approval.

3.13 FIELD QUALITY CONTROL

A. Testing and Inspecting: Owner will engage a special inspector and qualified testing and inspecting agency to perform field tests and inspections and prepare test reports.

B. Inspections:
1. Steel reinforcement placement (when applicable).
2. Headed bolts and studs.
3. Verification of use of required design mixture.
4. Concrete placement, including conveying and depositing.
5. Curing procedures and maintenance of curing temperature.
6. Verification of concrete strength before removal of shores and forms from beams and slabs.

C. Concrete Tests: Testing of composite samples of fresh concrete obtained according to ASTM C 172 shall be performed according to the following requirements:
1. Testing Frequency: Obtain one composite sample for each pour of concrete mixture exceeding 5 cu. yd. (4 cu. m), but less than 25 cu. yd. (19 cu. m), plus one set for each additional 50 cu. yd. (38 cu. m) or fraction thereof.
2. Slump: ASTM C 143/C 143M; one test at point of placement for each composite sample, but not less than one test for each day's pour of each concrete mixture. Perform additional tests when concrete consistency appears to change.
3. Air Content: ASTM C 231, pressure method, for normal-weight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mixture.
4. Concrete Temperature: ASTM C 1064/C 1064M; one test hourly when air temperature is 40 deg F (4.4 deg C) and below and when 80 deg F (27 deg C) and above, and one test for each composite sample.

5. Unit Weight: ASTM C 567, fresh unit weight of structural lightweight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mixture.

6. Compression Test Specimens: ASTM C 31/C 31M.
   a. Cast and laboratory cure two sets of two standard cylinder specimens for each composite sample.
   b. Cast and field cure two sets of two standard cylinder specimens for each composite sample.

7. Compressive-Strength Tests: ASTM C 39/C 39M; test one set of two laboratory-cured specimens at 7 days and one set of two specimens at 28 days.
   a. Test one set of two field-cured specimens at 7 days and one set of two specimens at 28 days.
   b. A compressive-strength test shall be the average compressive strength from a set of two specimens obtained from same composite sample and tested at age indicated.

8. When strength of field-cured cylinders is less than 85 percent of companion laboratory-cured cylinders, Contractor shall evaluate operations and provide corrective procedures for protecting and curing in-place concrete.

9. Strength of each concrete mixture will be satisfactory if every average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi (3.4 MPa).

10. Test results shall be reported in writing to Architect, concrete manufacturer, and Contractor within 48 hours of testing. Reports of compressive-strength tests shall contain Project identification name and number, date of concrete placement, name of concrete testing and inspecting agency, location of concrete batch in Work, design compressive strength at 28 days, concrete mixture proportions and materials, compressive breaking strength, and type of break for both 7- and 28-day tests.

11. Nondestructive Testing: Impact hammer, sonoscope, or other nondestructive device may be permitted by Architect but will not be used as sole basis for approval or rejection of concrete.

12. Additional Tests: Testing and inspecting agency shall make additional tests of concrete when test results indicate that slump, air entrainment, compressive strengths, or other requirements have not been met, as directed by Architect. Testing and inspecting agency may conduct tests to determine adequacy of concrete by cored cylinders complying with ASTM C 42/C 42M or by other methods as directed by Architect.

13. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

14. Correct deficiencies in the Work that test reports and inspections indicate do not comply with the Contract Documents.
SECTION 07 9200 - JOINT SEALANTS

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Nonsag gunnable joint sealants.
   B. Self-leveling pourable joint sealants.
   C. Joint backings and accessories.

1.02 RELATED REQUIREMENTS

1.03 REFERENCE STANDARDS

1.04 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Product Data for Sealants: Submit manufacturer's technical data sheets for each product to be used, that includes the following.
      1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
      2. List of backing materials approved for use with the specific product.
      3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
      4. Substrates the product should not be used on.
      5. Substrates for which use of primer is required.
   C. Product Data for Accessory Products: Submit manufacturer's technical data sheet for each product to be used, including physical characteristics, installation instructions, and recommended tools.
   D. Preconstruction Laboratory Test Reports: Submit at least four weeks prior to start of installation.
   E. Field Quality Control Plan: Submit at least two weeks prior to start of installation.
   F. Field Quality Control Log: Submit filled out log for each length or instance of sealant installed, within 10 days after completion of inspections/tests; include bagged test samples and photographic records, if any.

1.05 QUALITY ASSURANCE
   A. Testing Agency Qualifications: Independent firm specializing in performing testing and inspections of the type specified in this section.
   B. Preconstruction Laboratory Testing: Arrange for sealant manufacturer(s) to test each combination of sealant, substrate, backing, and accessories.
      3. Allow sufficient time for testing to avoid delaying the work.
      4. Deliver to manufacturer sufficient samples for testing.
      5. Report manufacturer's recommended corrective measures, if any, including primers or techniques not indicated in product data submittals.
      6. Testing is not required if sealant manufacturer provides data showing previous testing, not older than 24 months, that shows satisfactory adhesion, lack of staining, and compatibility.
   C. Field Quality Control Plan:
1. Visual inspection of entire length of sealant joints.
2. Field testing agency's qualifications.
3. Field Quality Control Log Form: Show same data fields as on Preinstallation Field Adhesion Test Log, with known information filled out and lines for multiple tests per sealant/substrate combinations; include visual inspection and specified field testing; allow for possibility that more tests than minimum specified may be necessary.

1.06 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.
C. Warranty: Include coverage for installed sealants and accessories that fail to achieve watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

PART 2 PRODUCTS
2.01 MANUFACTURERS
2.02 JOINT SEALANT APPLICATIONS
A. Scope:
   1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
      a. Wall expansion and control joints.
      b. Joints between door, window, and other frames and adjacent construction.
      c. Joints between different exposed materials.
      d. Openings below ledge angles in masonry.
      e. Other joints indicated below.
   2. Do not seal the following types of joints.
      a. Intentional weepholes in masonry.
B. Exterior Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.

2.03 JOINT SEALANTS - GENERAL
2.04 NONSAG JOINT SEALANTS
A. Polyurethane Sealant: ASTM C920, Grade NS, Uses M and A; single or multi-component; not expected to withstand continuous water immersion or traffic.
   2. Manufacturers:

2.05 SELF-LEVELING SEALANTS
2.06 ACCESSORIES
A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
   1. Type for Joints Not Subject to Pedestrian or Vehicular Traffic: ASTM C1330; Type O - Open Cell Polyurethane.
   2. Open Cell: 40 to 50 percent larger in diameter than joint width.
B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
C. Masking Tape: Self-adhesive, nonabsorbent, non-staining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
D. Primers: Type recommended by sealant manufacturer to suit application; non-staining.
PART 3 EXECUTION

3.01 EXAMINATION
   A. Verify that joints are ready to receive work.
   B. Verify that backing materials are compatible with sealants.
   C. Verify that backer rods are of the correct size.

3.02 PREPARATION
   A. Remove loose materials and foreign matter that could impair adhesion of sealant.
   B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
   C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
   D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

3.03 INSTALLATION
   A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
   B. Perform installation in accordance with ASTM C1193.
   C. Install bond breaker backing tape where backer rod cannot be used.
   D. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
   E. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
   F. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.

3.04 FIELD QUALITY CONTROL
   A. Perform field quality control inspection/testing as specified in PART 1 under QUALITY ASSURANCE article.
   B. Remove and replace failed portions of sealants using same materials and procedures as indicated for original installation.

END OF SECTION
1. All dimensions on drawings are the total length of area to be repaired or replaced. Contractor shall take into account for any twin tees or irregularities in walls when estimating amount of material to be used.

2. All new mow strips shall slope away from wall a minimum of 1/8" per foot to promote drainage away from the building.

3. Contractor shall clean all debris from between existing mow strip to remain and building before starting repair.

4. Any sealant replacement found to be over a 1" wide gap between the wall and the mow strip shall have the mow strip removed and replaced, contract architect before starting any replacement.

5. All new mow strip shall be installed on new compacted road base. Road base and shall be compacted to 95% or better before concrete mix is poured.

6. When installing new mow strip, contractor shall install a tooled control joint at midpoint of every twin tee leg extending out away from the building. Use a trowel to cut deep enough to ensure a controlled break will happen in control joint and not next to the control joint. Any cracks in the mow strip other than in the control joint shall be repaired.

7. All details are located on sheet A103.

8. Install a 1/2" expansion joint a max 40' when total length of mow strip exceeds 40' - 0". Install sealant and backer rod in expansion joint.

GENERAL NOTES

SEALANT REPLACEMENT
MOW STRIP/SEALANT REPLACEMENT
1" = 30'−0"

A100

CAMPUS SITE PLAN AREA A

DATE
ISSUE

PLOTTED ON:

PROJECT #:

OWNERSHIP OF DOCUMENTS:

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PROJECT INFORMATION

CLIENT INFORMATION

1400 E. College Drive
Cheyenne WY. 82009
Laramie County Community College

2/4/2019 3:39:47 PM

95% Review

Jan. 28, 2019

Ken Tobin
Martin Crozier, RRO
1. **ALL DIMENSIONS ON DRAWINGS ARE THE TOTAL LENGTH OF AREA TO BE REPAIRED OR REPLACED. CONTRACTOR SHALL TAKE INTO ACCOUNT FOR ANY TWIN TEES OR IRREGULARITIES IN WALLS WHEN ESTIMATING AMOUNT OF MATERIAL TO BE USED.**

2. **ALL NEW MOW STRIPS SHALL SLOPE AWAY FROM WALL A MINIMUM OF 1/8" PER FOOT TO PROMOTE DRAINAGE AWAY FROM THE BUILDING.**

3. **CONTRACTOR SHALL CLEAN ALL DEBRIS FROM BETWEEN EXISTING MOW STRIP TO REMAIN AND BUILDING BEFORE STARTING REPAIR.**

4. **ANY SEALANT REPLACEMENT FOUND TO BE OVER A 1" WIDE GAP BETWEEN THE WALL AND THE MOW STRIP SHALL HAVE THE MOW STRIP REMOVED AND REPLACED, CONTRACTOR BEFORE STARTING ANY REPLACEMENT.**

5. **ALL NEW MOW STRIP SHALL BE INSTALLED ON NEW COMPACTED ROAD BASE. ROAD BASE AND SHALL BE COMPACTED TO 95% OR BETTER BEFORE CONCRETE MIX IS POURED.**

6. **WHEN INSTALLING NEW MOW STRIP, CONTRACTOR SHALL INSTALL A TOOLED CONTROL JOINT AT MID POINT OF EVERY TWIN TEE LEG EXTENDING OUT AWAY FROM THE BUILDING. USE A TROWEL TO CUT DEEP ENOUGH TO ENSURE A CONTROLLED BREAK WILL HAPPEN IN CONTROL JOINT AND NOT NEXT TO THE CONTROL JOINT. ANY CRACKS IN THE MOW STRIP OTHER THAN IN THE CONTROL JOINT SHALL BE REPAIRED.**

7. **ALL DETAILS ARE LOCATED ON SHEET A103**

8. **INSTALL A 1/2" EXPANSION JOINT A MAX 40' WHEN TOTAL LENGTH OF MOW STRIP EXCEEDS 40' INSTALL SEALANT AND BACKER ROD IN EXPANSION JOINT.**
1. All dimensions on drawings are the total length of area to be repaired or replaced. Contractor shall take into account for any twin tees or irregularities in walls when estimating amount of material to be used.

2. All new mow strips shall slope away from the wall a minimum of 1/8" per foot to promote drainage away from the building.

3. Contractor shall clean all debris from between existing mow strip to remain and building before starting repair.

4. Any sealant replacement found to be over a 1" wide gap between the wall and the mow strip shall have the mow strip removed and replaced, contractor/architect before starting any replacement.

5. All new mow strip shall be installed on new compacted road base. Road base and shall be compacted to 95% or better before concrete mix is poured.

6. When installing new mow strip, contractor shall install a tooled control joint at mid point of every twin tee leg extending out away from the building. Use a trowel to cut deep enough to ensure a controlled break will happen in control joint and not next to the control joint. Any cracks in the mow strip other than in the control joint shall be repaired.

7. All details are located on sheet A103.

8. Install a 1/2" expansion joint a max 40' - 0" when total length of mow strip exceeds 40' - 0". Install sealant and backer rod in expansion joint.
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3. Contractor shall clean all debris from between existing mow strips to remain and building before starting repair.

4. Any sealant replacement found to be over a 1" wide gap between the wall and the mow strip shall have the mow strip removed and replaced by the architect before starting any replacement.

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