LCCC CCC Kitchen and Arcade Roof Replacement

LARAMIE COUNTY COMMUNITY COLLEGE
1400 EAST COLLEGE DRIVE
CHEYENNE, WYOMING

DATE: 11/04/2019

TOBIN & ASSOCIATES, P.C.
ARCHITECTURE / PLANNING
DRAWINGS AND SPECIFICATIONS FOR
LCCC CCC Kitchen and Arcade Roof Replacement

LARAMIE COUNTY COMMUNITY COLLEGE
1400 EAST COLLEGE DRIVE
CHEYENNE, WYOMING

Date: November 04, 2019
Architects’ Project No. 17-07-17
Owners’ Project No. IBF-20065

ARCHITECT:
Tobin & Associates, P.C.
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PROJECT: CCC, Kitchen & Arcade Roof Replacement

BID No.: IFB-20065

DUE DATE & TIME: December 19, 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-104 in until December 19, 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 December 5, 2019 @ 2:00 p.m. (prevailing local time) in the College Community Center, CCC-178. Attendance at the Mandatory Pre-Bid meeting is required to bid on this project. ***Doors will be locked at 2:00 p.m.***

Jamie Spezzano
Director, Contracting & Procurement
Laramie County Community College
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Document Issue Date: October 24, 2019
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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 82001

**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), December 19, 2019, at that time to be publicly opened and recorded in the Administration Building room 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-20065.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.2 A **MANDATORY** pre-bid meeting and job-walk will commence on December 5, 2019 @ exactly 2:00 p.m. (prevailing local time); **doors will be locked at 2:00 p.m.** The meeting will be held in the College Community Center, room CCC-178 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.

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 **December 19, 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 December 13, 2019 at 5:00 p.m. MST and may be e-mailed to jspezzano@lccc.wy.edu

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

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

7. **CONTRACT CONDITIONS**

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

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

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

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

8. **INSURANCE REQUIREMENTS**

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

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

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

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

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

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

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

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

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

9. APPLICABLE WYOMING STATE STATUTES

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

9.1.1 §16-6-101 through 121 titled “Public Property – Public Works and Contracts”.
9.1.2 §16-6-201 through 206 titled “Preference for State Laborers”.
9.1.3 §16-6-701 through 708 titled “Construction Contracts with Public Entities”.
9.1.4 §16-1-1001 titled “Capital Construction Projects Temporary Restrictions”.
9.1.5 §27-4-401 through 413 titled “Prevailing Wages”.
9.1.6 §16-6-901 through 902 titled “Use of Apprenticeship Programs on Public Works Projects”.

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 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 waived any technical or formal defect therein, to accept or reject any part of a Bid, to reject or disapprove of any vendor as may be in the best interests of LCCC.

17.4 Cost **may not** be the sole basis for selection, since it is in LCCC’s best interest to obtain materials and/or services which best meet our needs, specifications, and requirements. In addition to price, the following will be considered in the evaluation of this Bid:

17.4.1 The ability, capacity, and skill of the bidder to perform the service or provide the material required, including the sufficiency of financial resources available.

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

17.4.3 The quality and quantity of performance of previous contracts.

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

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

17.5.2 An accounting review of bidders costs and submitted Bid.

17.5.3 Written Bidder verification of Bid Pricing and Specifications.

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

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

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

18. OWNERSHIP OF DOCUMENTS / COLLEGE PROPERTY

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

19. MATERIAL AVAILABILITY

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

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

20. PUBLIC INFORMATION

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

21. **PROTESTS**

Any firm or vendor who is allegedly aggrieved in connection with the solicitation of a Bid, or award of a contract may protest. The protest must be submitted in writing to the Director of Contracting & Procurement within five (5) days after notification to all firms of intent to award. If the protest is not resolved by mutual agreement, the Director of Contracting & Procurement will promptly issue a decision in writing to the protestant. If the protestant 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
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-20065

Bid Description: CCC, Kitchen & Arcade Roof Replacement

Bid Due/Opening Date: December 19, 2019 @ 3:00 p.m. (prevailing local time)

This Bid shall be submitted to:
Laramie County Community College
Administration & Finance/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-20065. 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 date 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 consists of the following:

2.1.1 CCC Building Roof - The project consists of furnishing all
labor, materials, services and equipment required for removal
all existing layers of T-clear ballast system and existing EPDM
roof system and insulation. Removal of all wall flashings, curb
flashings, and sheet metal flashings. Remove existing chimney
and cover existing chimney opening per Construction
Documents. Install new rigid insulation, new cover board, new
PVC roof system. Install new wall flashings curb flashings,
vent pipe flashings and new walkway pads. Install new metal
counter flashings, copings paint existing gas lines and other
related items of work as shown in the Construction Documents.

2.1.2 CCC Kitchen Roof - The project consists of furnishing all labor, materials, services and equipment required for removal all existing Modified Bit. roof system and insulation. Removal of all wall flashings, curb flashings, and sheet metal flashings. Installing new rigid insulation, new tapered insulation system where shown, new cover board, new PVC roof system. Install new wall flashings, curb flashings, copings and other related items of work as shown in the Construction Documents.

2.1.3 Arcade Roof Between Business Building and EEC Building - The project consists of furnishing all labor, materials, services and equipment required for removal all existing Modified Bit. roof system and insulation. Removal of all wall flashings, curb flashings, and sheet metal flashings. Installing new rigid insulation, new tapered insulation system where shown, new cover board, new PVC roof system. Install new wall flashings, curb flashings, copings and other related items of work as shown in the Construction Documents.

All materials, services and/or work not specifically mentioned which are necessary in order to provide a complete project shall be included in the bid and shall conform to all Local, State, and Federal requirements in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.

2.2 Project Representatives

**LCCC**

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

**Architect’s Representative**

Martin Crozier, RRO  
Tobin & Associates  
(307) 632-3144 x123  
martin@tobin-assoc.com

2.3 Project Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Release bid</td>
<td>November 10, 2019</td>
</tr>
<tr>
<td>Pre-Qualifications Due</td>
<td>December 3, 2019 12:00 p.m.</td>
</tr>
<tr>
<td>Mandatory pre-bid meeting</td>
<td>December 5, 2019 @ 2:00 p.m.</td>
</tr>
<tr>
<td>Questions due</td>
<td>December 13, 2019 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Issue addendum if necessary</td>
<td>December 17, 2019</td>
</tr>
<tr>
<td>Bid opening</td>
<td>December 19, 2019 @ 3:00 p.m.</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>December 23, 2019</td>
</tr>
<tr>
<td>Notice to Proceed w/submittals</td>
<td>January 2, 2020</td>
</tr>
<tr>
<td>Notice to Proceed w/construction</td>
<td>May 25, 2020</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>August 7, 2020</td>
</tr>
</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):**

\[
\begin{align*}
\text{Total Written in Words} & \\
$ & \\
\text{Total Written in Figures} & 
\end{align*}
\]

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.
- OSHA ten (10) hour card certification.
- CSI Division Work Assignment Schedule
- Electrical Apprentice Utilization Program Letter of Certification (if applicable)

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: 2019 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-20065

Project Description: CCC, Kitchen & Arcade Roof Replacement

I, the undersigned, hereby acknowledge receipt of the following addenda for LCCC Bid No IFB-20065:

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 ____________________, 2019

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
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 November 13, 2019
b. Second Advertisement November 14, 2019
c. Pre-Qualifications December 3, 2019 12:00 PM
d. Mandatory Pre-Bid Conference December 5, 2019 2:00 PM
e. Last day of Questions December 13, 2019 5:00 PM
f. Date of Last Addendum December 17, 2019
g. Bid Opening December 19, 2019 3:00 PM
h. Notice of Award issued December 23, 2019
i. Notice to Proceed with Submittals January 2, 2020
j. Notice to Proceed with Construction May 25, 2020
k. Substantial Completion Due August 7, 2020

2. FACILITY ACCESS FOR CONSTRUCTION

The Contractor shall coordinate with college officials for functions during the summer months to
avoid disruptions of planned events and uses during times of construction. The following is list
of events scheduled or tentatively scheduled events for the Summer 2020 which may affect the
Work. This list of events is subject to change.

The Contractor shall have access to the building on weekends but shall still coordinate with the
college officials for possible college related functions.
SECTION 00045-PRE-QUALIFICATION OF ROOFING CONTRACTORS

Part 1: General

1. Only roofing manufacturers listed in the Specifications and Addenda will be accepted.

2. The following shall be submitted for approval on or before the 12:00 p.m. December 3, 2019
   A. Roofing contractor SHALL submit proof that they are currently certified by the manufacturer to install the roofing product specified with a twenty (20) year warranty and have been certified as such for the past five (5) years (minimum).
   B. List of not less than five (5) projects of comparable size (approximately 20,000 square feet or greater) and scope of work on which the specified PVC Thermoplastic membrane has been used and installed by the roofing contractor. Material and manufacturer shall be the same as that being bid on this project. The list should include at least one project four (4) years old or older, and one project three (3) years or older.

COMPLETE THE PROJECT LIST FORM ATTACHED

Project reference may be contacted during the review process and the following criteria may be used in making evaluations:

1. Are warranty-related issues addressed within 41 days of notifications?
2. Were punch list items corrected or repaired within 41 days of Substantial Completion.
3. Was the project completed on schedule?
4. Were warranty punch list items completed within 90 days following notification?

Contractors may submit additional relevant information.
SEÇÃO 00045-PRE-QUALIFICAÇÃO DE CONTRATADORES DE TELHADOS

As contratadas de telhados serão encarregadas das seguintes perguntas relativamente a projetos e enviarão este formulário com a proposta.

1. Você possui qualquer projeto que está incompleto, 30 dias após a Substantiva Conclusão?
   - Sim
   - Não

2. Você possui qualquer problema relacionado à garantia que esteja incompleto após 90 dias a partir da notificação?
   - Sim
   - Não

Forneça a seguinte informação.

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<thead>
<tr>
<th>Projeto</th>
<th>Local</th>
<th>Ano Concluído</th>
<th>Área Quadrada</th>
<th>Material Instalado*</th>
<th>** Fabricante</th>
<th>Contato Pessoal</th>
<th>Telefone</th>
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* Todos os sistemas serão PVC Termoplástico
** Fabricante deve ser o mesmo em todos os projetos e o mesmo do produto sendo proposto.
Bid Bond

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

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

a corporation duly organized under the laws of the State of 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.
Signed and sealed this day of.

(Witness)

(Principal) (Seal)

(Title)

(Surety)

(Title) (Seal)
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:

(FOR INFORMATION ONLY - Name, Address and Telephone)
AGENT or BROKER:

OWNER'S REPRESENTATIVE
(Architect, Engineer or other party):

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.
§ 1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

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

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

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

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

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

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

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

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

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

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

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User Notes:
§ 6.1 The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

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

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

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

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

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

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

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

§ 12 DEFINITIONS

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

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

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

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

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

CONTRACTOR AS PRINCIPAL
Company: (Corporate Seal)

Signature:
Name and Title:
Address:

SURETY
Company: (Corporate Seal)

Signature:
Name and Title:
Address:
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.)

<table>
<thead>
<tr>
<th>CONTRACTOR AS PRINCIPAL</th>
<th>SURETY</th>
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<td>(Corporate Seal)</td>
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</tbody>
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User Notes: (3740265634)
SECTION 01 1000 - SUMMARY

PART 1 GENERAL

1.01 RELATED DOCUMENTS

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

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

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

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

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

1.02 SUMMARY

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

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

1.03 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Identification: Roofing Replacements
   1. CCC Building Roof
   2. CCC Kitchen Roof
   3. Arcade Roof Between Business Building and EEC Building

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

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

D. The Work consists of the following:
   1. CCC Building Roof
      a. The project consists of furnishing all labor, materials, services and equipment required for removal all existing layers of T- clear ballast system and including existing EPDM roof system and insulation. Removal of all wall flashings, curb flashings, and sheet metal flashings. Remove existing chimney and cover existing chimney opening per Construction Documents. Install new rigid insulation, new cover board, new PVC roof system. Install new wall flashings curb flashings, vent pipe flashings and new
walkway pads. Install new metal counter flashings, copings, paint existing gas lines and other related items of work as shown in the Construction Documents.

2. CCC Kitchen Roof
   The project consists of furnishing all labor, materials, services and equipment required for removal all existing Modified Bit. roof system and insulation. Removal of all wall flashings, curb flashings, and sheet metal flashings. Installing new rigid insulation, new tapered insulation system where shown, new cover board, new PVC roof system. Install new wall flashings, curb flashings, copings and other related items of work as shown in the Construction Documents.

3. Arcade Roof Between Business Building and EEC Building
   The project consists of furnishing all labor, materials, services and equipment required for removal all existing Modified Bit. roof system and insulation. Removal of all wall flashings, curb flashings, and sheet metal flashings. Installing new rigid insulation, new tapered insulation system where shown, new cover board, new PVC roof system. Install new wall flashings, curb flashings, copings and other related items of work as shown in the Construction Documents.

1.04 TYPE OF CONTRACT
   A. Project will be constructed under a single prime contract.

1.05 WORK PHASES
   A. The Work shall be conducted in a single phase.

1.06 USE OF PREMISES
   A. General: Contractor shall have limited use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work.
   B. Use of Site: Limit uses of premises to area immediately adjacent to the area of work. Do not disturb portions of buildings or College site beyond areas in which the Work is indicated.
      1. Limits: Confine operations to areas within reasonable bounds (as directed by Owner) immediately adjacent to the area of work. Portions of the buildings and site beyond areas in which construction operations are staged are not to be disturbed. Do not disturb portions of the buildings or site beyond the areas in which the Work is indicated.
      2. Owner Occupancy: Allow for limited Owner occupancy of Project buildings and sites and limited use by the public.
      3. Driveways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
         a. Schedule deliveries to minimize use of driveways and entrances.
      4. Sidewalks: Keep one side walk (pedestrian walk way) clear at all times.
   C. Construction Staging and Material Storage:
      1. On Site Materials Storage: The Contractor shall have limited use of the Owner's Parking Lot for storage of materials, unless otherwise agreed to in writing with the Owner.
   D. Use of Existing Buildings: Maintain existing buildings in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect buildings, and occupants during construction period.
   E. Use of Existing Parking Lot: When used for storage or staging of the work, the Contractor shall protect parking lot and/or driveway surfaces, including curbs and gutters, throughout his construction operations. Any damage resulting from the Contractor's re-roofing operations shall be repaired or replaced to the satisfaction of the Owner at no additional charge.

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

1.08 WORK RESTRICTIONS

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

B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
   1. Notify Owner not less than 48 hours’ in advance of proposed utility interruptions.
   2. Do not proceed with utility interruptions without Owner’s written permission.

1.09 SPECIFICATION FORMATS AND CONVENTIONS

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

B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
   1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
   2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
      a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION
SECTION 01 1015 - ELECTRONIC DRAWINGS

PART 1 GENERAL

1.01 RELATED DOCUMENTS

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

1.02 SUMMARY

A. The Architect, if requested, will provide the General Contractor with one electronic copy of the Contract Document Drawings for distribution to subcontractors and suppliers as a convenience in the preparation of Shop Drawings and Site Work. The electronic copy will be provided on a compact disk or e-mail transfer in AutoCad 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
SECTION 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 ARCHITECT 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

BY CONTRACTOR

__________________________________________
SIGNATURE

__________________________________________
SIGNATURE

__________________________________________
PRINT NAME AND TITLE

__________________________________________
PRINT NAME AND TITLE

DATE

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.
B. Documentation of changes in Contract Sum and Contract Time.
C. Change procedures.
D. Procedures for preparation and submittal of application for final payment.

1.02 SCHEDULE OF VALUES

A. Use Schedule of Values Form: AIA G703, edition stipulated in the Agreement.
B. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification section. Identify site mobilization.

1.03 APPLICATIONS FOR PROGRESS PAYMENTS

A. Payment Period: Submit at intervals stipulated in the Agreement.
B. Use Form AIA G702 and Form AIA G703, edition stipulated in the Agreement.
C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
D. For each item, provide a column for listing each of the following:
   1. Item Number.
   2. Description of work.
   4. Previous Applications.
   5. Work in Place and Stored Materials under this Application.
   6. Authorized Change Orders.
   7. Total Completed and Stored to Date of Application.
   8. Percentage of Completion.
   10. Retainage.
E. Execute certification by signature of authorized officer.
F. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
H. Submit one electronic and three hard-copies of each Application for Payment.
I. Include the following with the application:
   1. Transmittal letter
   2. Construction progress schedule, revised and current as specified in Section 01 3200.
   3. Partial release of liens from major subcontractors and vendors.
   4. Affidavits attesting to off-site stored products.

1.04 MODIFICATION PROCEDURES

A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to Contract Documents.
B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
C. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
   1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
   2. Promptly execute the change.

D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within ten 10 days.

E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation. Document any requested substitutions in accordance with Section 01 6000.

F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
   1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
   2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
   3. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.

G. Substantiation of Costs: Provide full information required for evaluation.
   1. On request, provide the following data:
      a. Quantities of products, labor, and equipment.
      b. Taxes, insurance, and bonds.
      c. Overhead and profit.
      d. Justification for any change in Contract Time.
      e. Credit for deletions from Contract, similarly documented.
   2. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

1.05 APPLICATION FOR FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

B. Application for Final Payment will not be considered until the following have been accomplished:
   1. All closeout procedures specified in Section 01 7000.
   2. All punch list items are complete.

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

END OF SECTION
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)

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.
AIA Document G703™ – 1992

Continuation Sheet

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

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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 "Price and Payment Procedures" 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.
   C. Proposal Request Form: Use AIA Document G709 for Change Order Proposal Requests, or an approved equivalent form.
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 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 and Close out Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
      3. Division 01 Section "Execution and Close out Requirements" 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 "Price and Payment Procedures" for submitting the Schedule of Values.
      2. Division 01 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
      3. Division 01 Section "Submittal Procedures" for submitting schedules and reports.
      4. Division 01 Section "Quality Requirements" for submitting a schedule of tests and inspections.

1.03 DEFINITIONS
   A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
      1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
      2. Predecessor Activity: An activity that precedes another activity in the network.
      3. Successor Activity: An activity that follows another activity in the network.
   B. Cost Loading: The allocation of the Schedule of Values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum, unless otherwise approved by Architect.
   C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
   D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
   E. Event: The starting or ending point of an activity.
   F. Float: The measure of leeway in starting and completing an activity.
      1. Float time belongs to the Owner is not for the exclusive use or benefit of the Contractor.
      2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
      3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
   G. Fragment: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
   H. Major Area: A story of construction, a separate building, or a similar significant construction element.
I. Milestone: A key or critical point in time for reference or measurement.

J. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

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

1.04 SUBMITTALS

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

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

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

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

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

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

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

1.05 COORDINATION

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

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

PART 2 PRODUCTS

2.01 SUBMITTALS SCHEDULE

A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor’s Construction Schedule.
2. Initial Submittal: Submit concurrently with preliminary bar-chart schedule or network diagram. Include submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
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
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 "Price and Payment Procedures" for submitting Applications for
      Payment and the Schedule of Values.
   2. Division 01 Section "Project Management and Coordination" for submitting and distributing
      meeting and conference minutes and for submitting Coordination Drawings.
   3. Division 01 Section "Construction Progress Documentation" for submitting schedules and
      reports, including Contractor's Construction Schedule and the Submittals Schedule.
   4. Divisions 02 through 33 Sections for specific requirements for submittals in those Sections.

1.03 DEFINITIONS
A. Action Submittals: Written and graphic information that requires Architect's responsive action.

B. Informational Submittals: Written information that does not require Architect's responsive
   action. Submittals may be rejected for not complying with requirements.

1.04 SUBMITTAL PROCEDURES
A. General: Electronic copies of CAD Drawings of the Contract Drawings may be provided by
   Architect for Contractor's use in preparing submittals, refer to Section 01 1015.
   1. Electronic Media Licensing Agreement contained within referenced Section must be
      completed by Contractor and submitted to Architect.

B. Coordination: Coordinate preparation and processing of submittals with performance of
   construction activities.
   1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals,
      and related activities that requires sequential activity.
   2. Coordinate transmittal of different types of submittals for related parts of the Work so
      processing will not be delayed because of need to review submittals concurrently for
      coordination.
      a. Architect reserves the right to withhold action on a submittal requiring coordination
         with other submittals until related submittals are received.

C. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress
   Documentation" for list of submittals and time requirements for scheduled performance of
   related construction activities.

D. Processing Time: Allow enough time for submittal review, including time for resubmittal, as
   follows. Time for review shall commence on Architect's receipt of submittal. No extension of
   the Contract Time will be authorized because of failure to transmit submittals enough in
   advance of the Work to permit processing, including resubmittal.
   1. Initial Review: Allow 14 days for initial review of each submittal. Allow additional time if
      coordination with subsequent submittals is required. Architect will advise Contractor when
      a submittal being processed must be delayed for coordination.
   2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as
      initial submittal.
   3. Resubmittal Review: Allow 14 days for review of each resubmittal.
   4. Sequential Review: Where sequential review of submittals by Architect's consultants,
      Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
   5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals
      may be transmitted simultaneously to Architect and to Architect's consultants, allow 14
days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.

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

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

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

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

J. Distribution: Furnish electronic or hardcopies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

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

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

1.05 CONTRACTOR’S USE OF ARCHITECT’S CAD FILES

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

PART 2 PRODUCTS

2.01 ACTION SUBMITTALS

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

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

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

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

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

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

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

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

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

3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
   a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and
physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain returned Sample set as a Project Record Sample.
   1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
   2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
   1. Type of product. Include unique identifier for each product.
   2. Number and name of room or space.
   3. Location within room or space.
   4. Number of Copies: Submit electronic copies of product schedule or list, unless otherwise indicated. Architect will return electronic copy.
      a. Contractor shall print hardcopy, mark up and retain as a Project Record Document.

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

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

H. Application for Payment: Comply with requirements specified in Division 01 Section "Price and Payment Procedures."

I. Schedule of Values: Comply with requirements specified in Division 01 Section "Price and Payment Procedures."

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. Results of operational and other tests and a statement of whether observed performance complies with requirements.
5. Statement whether conditions, products, and installation will affect warranty.
6. 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
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. Manufacturers' field services.
   G. 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.
   C. Should specified reference standards conflict with Contract Documents, request clarification
      from Architect before proceeding.
   D. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor
      those of Architect shall be altered from 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 MANUFACTURERS’ FIELD SERVICES

A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.

B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers’ written instructions.

3.06 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/>
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 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.

1.03 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.

1.04 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.

1.05 FENCING
   A. Construction: Contractor's option, or as required by Authority Having Jurisdiction (AHJ).

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

1.07 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.

1.08 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 4000 - Quality Requirements: Product quality monitoring.
   C. Section 01 6310 - Substitutions: Substitutions made during procurement and/or construction phase.
   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 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 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 6310 Substitutions.

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 6310 - SUBSTITUTIONS

PART 1 GENERAL

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

1.02 SUMMARY
   A. This Section includes administrative and procedural requirements for handling requests for
      substitutions made after award of the Contract.

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

1.04 SUBMITTALS
   A. Substitution Request Submittal: The Architect will consider requests for substitution if received
      within 7 days after commencement of the Work. Requests received more than 7 days after
      commencement of the Work may be considered or rejected at the discretion of the Architect.
      1. Submit 3 copies of each request for substitution for consideration. Submit requests in the
         form and according to procedures required for change-order proposals.
      2. Identify the product or the fabrication or installation method to be replaced in each request.
         Include related Specification Section and Drawing numbers.
      3. Provide complete documentation showing compliance with the requirements for
         substitutions, and the following information, as appropriate:
         a. Coordination information, including a list of changes or modifications needed to other
            parts of the Work and to construction performed by the Owner and separate
            contractors, that will be necessary to accommodate the proposed substitution.
         b. A detailed comparison of significant qualities of the proposed substitution with those
            of the Work specified. Significant qualities may include elements, such as
            performance, weight, size, durability, and visual effect.
         c. Product Data, including Drawings and descriptions of products and fabrication and
            installation procedures.
         d. Samples, where applicable or requested.
         e. A statement indicating the substitution's effect on the Contractor's Construction
            Schedule compared to the schedule without approval of the substitution. Indicate the
            effect of the proposed substitution on overall Contract Time.
         f. Cost information, including a proposal of the net change, if any in the Contract Sum.
         g. The Contractor's certification that the proposed substitution conforms to requirements
            in the Contract Documents in every respect and is appropriate for the applications
            indicated.
         h. The Contractor's waiver of rights to additional payment or time that may subsequently
            become necessary because of the failure of the substitution to perform adequately.
4. **Architect's Action:** If necessary, the Architect will request additional information or documentation for evaluation within one week of receipt of a request for substitution. The Architect will notify the Contractor of acceptance or rejection of the substitution within 2 weeks of receipt of the request, or one week of receipt of additional information or documentation, whichever is later. Acceptance will be in the form of a change order.
   
a. Use the product specified if the Architect cannot make a decision on the use of a proposed substitute within the time allocated.

**PART 2 PRODUCTS**

**2.01 SUBSTITUTIONS**

A. **Conditions:** The Architect will receive and consider the Contractor's request for substitution when one or more of the following conditions are satisfied, as determined by the Architect. If the following conditions are not satisfied, the Architect will return the requests without action except to record noncompliance with these requirements.

1. Extensive revisions to the Contract Documents are not required.
2. Proposed changes are in keeping with the general intent of the Contract Documents.
3. The request is timely, fully documented, and properly submitted.
4. The specified product or method of construction cannot be provided within the Contract Time. The Architect will not consider the request if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.
5. The requested substitution offers the Owner a substantial advantage, in cost, time, energy conservation, or other considerations, after deducting additional responsibilities the Owner must assume. The Owner's additional responsibilities may include compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner, and similar considerations.
6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
7. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provides the required warranty

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

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

<table>
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<tr>
<th>Date</th>
<th>Project</th>
<th>Project No.</th>
<th>Contractor/Vendor</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Phone</th>
<th>E-mail</th>
<th>Specification Section</th>
<th>Specified Product</th>
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<th>Remarks</th>
<th>Manufacturer certifies that the proposed substitution is appropriate for the proposed use and is equal or better than the specified product.</th>
<th>Product Supplier certifies that the proposed substitution is appropriate for the proposed use and is equal or better that the specified product.</th>
<th>Product Installer certifies that the proposed substitution is appropriate for the proposed use and is equal or better that the specified product.</th>
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Signature

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## Post-Bid Request for Substitution

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<td>Material Sample</td>
<td>Sample Warranty</td>
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<tr>
<th>Proposed Change to Contract Sum</th>
<th>Credit to Owner</th>
<th>Additional Cost to Owner</th>
<th>Reduction in days</th>
<th>Increase in days</th>
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<th>Proposed Change to Contract Time</th>
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<tr>
<td>days</td>
<td>days</td>
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</table>

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.

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<th>Signature</th>
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</table>
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 4000 - Quality Requirements: Testing and inspection procedures.
C. Section 01 7800 - Closeout Submittals: Project record documents, operation and maintenance data, warranties, and bonds.
D. Section 02 4100 - Demolition: Demolition of whole structures and parts thereof; site utility demolition.

1.03 SUBMITTALS
A. See Section 01 3300 - 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.

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 copies 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. Reinspecting: Request for reinspecting when the Work identified in previous inspections as required to make extensive reinspecting. The Contractor shall be prudent in completing corrective items, and limit reinspecting periods. The Contractor could be subject to additional fees to the Architect or the Architect's consultants for extensive reinspecting 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
PART 1 GENERAL

1.01 SECTION INCLUDES
   
   A. Operation and Maintenance Data.

1.02 RELATED REQUIREMENTS
   
   A. Section 01 3300 - 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 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.

3.02 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.

   END OF SECTION
AIA® Document G704™ – 2017

Certificate of Substantial Completion

<table>
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<th>PROJECT: (name and address)</th>
<th>CONTRACT INFORMATION:</th>
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<td>Certificate Number:</td>
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<thead>
<tr>
<th>OWNER: (name and address)</th>
<th>ARCHITECT: (name and address)</th>
<th>CONTRACTOR: (name and address)</th>
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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.)

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<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:

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<th>CONTRACTOR (Firm Name)</th>
<th>SIGNATURE</th>
<th>PRINTED NAME AND TITLE</th>
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Contractor's Affidavit of Payment of Debts and Claims

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<td>CONTRACT FOR: General Construction</td>
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<td>SURETY: ☐</td>
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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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Contractor's Affidavit of Release of Liens

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

ARCHITECT:  □

CONTRACT FOR: General  CONTRACTOR:

Construction  SURETY:  □

TO OWNER: (Name and address)  OTHER:  □

STATE OF:  □

COUNTY OF:  □

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

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:
1. Contractor’s Release or Waiver of Lien, conditional upon receipt of final payment.

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

CONTRACTOR: (Name and address)

BY:

(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

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

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)

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)

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)

Attest:
(Seal):

(Printed name and title)
SECTION 01 7800.05 - NO LEAD

AFFIDAVIT CERTIFYING THAT NO LEAD WAS USED OR INSTALLED

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
SECTION 01 7800.06 - NO ASBESTOS

AFFIDAVIT CERTIFYING THAT NO ASBESTOS WAS USED OR INSTALLED

OWNER:

ARCHITECT: TOBIN & ASSOCIATES, P.C.

______________________________

TO: PROJECT NUMBER:

CONTRACT AMOUNT:

______________________________

PROJECT: CONTRACT DATE:

______________________________

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
PART 1 GENERAL

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

1.02 RELATED REQUIREMENTS
   Section 01 1000 - Summary: Limitations on Contractor's use of site and premises.
   Section 01 5000 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
   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.
   Section 01 7419 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling.

1.03 SUBMITTALS
   A. See Section 01 3300 - Submittal Procedures, for submittal procedures.
   B. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
      1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences.
      2. Identify demolition firm and submit qualifications.

1.04 QUALITY ASSURANCE
   A. Demolition Firm Qualifications: Company specializing in the type of work required.
      1. Minimum of 5 years of documented experience.

PART 3 EXECUTION

2.01 SCOPE
   A. Remove portions of existing buildings in the following sequence:
      1. Existing abandoned chimney on CCC Building Roof, Refer to Construction Drawings.

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. Use of explosives is not permitted.
      3. 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.
      4. Provide, erect, and maintain temporary barriers and security devices.
      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 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.

2.04 DEBRIS AND WASTE REMOVAL
A. Remove debris, junk, and trash from site.
B. Remove from site all materials not to be reused on site; comply with section 01 7419 Construction Waste Management.
C. Leave site in clean condition, ready for subsequent work.
D. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION
SECTION 05 5133 - METAL LADDERS

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Shop-fabricated metal ladders.

1.02 RELATED REQUIREMENTS
   A. Section 09 9113 - Exterior Painting: Paint finish.

1.03 REFERENCE STANDARDS
   E. AWS A2.4 - Standard Symbols for Welding, Brazing, and Nondestructive Examination; 2012.
   H. SSPC-Paint 15 - Steel Joist Shop Primer/Metal Building Primer; 1999 (Ed. 2004).

1.04 SUBMITTALS
   A. See Section 01 3300 Submittal Procedures, for submittal procedures.
   B. Shop Drawings:
      1. Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories. Include erection drawings, elevations, and details where applicable.
      2. Indicate welded connections using standard AWS A2.4 welding symbols. Indicate net weld lengths.
   C. Welders' Certificates: Submit certification for welders employed on the project, verifying AWS qualification within the previous 12 months.

1.05 QUALITY ASSURANCE
   A. Fabricator Qualifications: A qualified steel fabricator that is accredited by IAS AC172.

PART 2 PRODUCTS

2.01 MATERIALS - STEEL
   A. Steel Sections: ASTM A36/A36M.
   B. Plates: ASTM A283/A283M.
   C. Mechanical Fasteners: Same material or compatible with materials being fastened; type consistent with design and specified quality level.
   E. Welding Materials: AWS D1.1/D1.1M; type required for materials being welded.
   F. Shop and Touch-Up Primer: SSPC-Paint 15, complying with VOC limitations of authorities having jurisdiction.

2.02 FABRICATION
   A. Fit and shop assemble items in largest practical sections, for delivery to site.
   B. Fabricate items with joints tightly fitted and secured.
C. Grind exposed joints flush and smooth with adjacent finish surface. Make exposed joints butt tight, flush, and hairline. Ease exposed edges to small uniform radius.
D. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

2.03 FABRICATED LADDERS
A. Ladders: Steel; in compliance with ANSI A14.3; with mounting brackets and attachments; prime paint finish.
   1. Side Rails: 3/8 by 2 inches (9 by 50 mm) members spaced at 20 inches (500 mm).
   2. Rungs: One inch (25 mm) diameter solid round bar spaced 12 inches (300 mm) on center.
   3. Space rungs 7 inches (175 mm) from wall surface.

2.04 FINISHES - STEEL
A. Prime paint steel items.
B. Prepare surfaces to be primed in accordance with SSPC-SP2.
C. Clean surfaces of rust, scale, grease, and foreign matter prior to finishing.
D. Prime Painting: One coat.
E. Final Paint: Two Coat

2.05 FABRICATION TOLERANCES
A. Squareness: 1/8 inch (3 mm) maximum difference in diagonal measurements.
B. Maximum Offset Between Faces: 1/16 inch (1.5 mm).
C. Maximum Misalignment of Adjacent Members: 1/16 inch (1.5 mm).
D. Maximum Bow: 1/8 inch (3 mm) in 48 inches (1.2 m).
E. Maximum Deviation From Plane: 1/16 inch (1.5 mm) in 48 inches (1.2 m).

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

3.02 PREPARATION
A. Clean and strip primed steel items to bare metal where site welding is required.

3.03 INSTALLATION
A. Install items plumb and level, accurately fitted, free from distortion or defects.
B. Provide for erection loads, and for sufficient temporary bracing to maintain true alignment until completion of erection and installation of permanent attachments.
C. Obtain approval prior to site cutting or making adjustments not scheduled.

END OF SECTION
SECTION 06 1000 - ROUGH CARPENTRY

PART 1 GENERAL

1.01 RELATED REQUIREMENTS
   A. Section 07 5419 - PVC Thermoplastic Single-Ply Roofing
   B. Section 07 6200 - Sheet Metal Flashing and Trim:

1.02 SUBMITTALS
   A. See Section 01 3300 - Submittal Procedures

1.03 DELIVERY, STORAGE, AND HANDLING
   A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS
   A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
      1. Species: Western wood; WCLIB or WWPA
      2. Grade: No.2 or better

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS
   A. Grading Agency: Southern Pine Inspection Bureau, Inc; SPIB (GR).
   B. Grading Agency: West Coast Lumber Inspection Bureau; WCLIB (GR).
   C. Grading Agency: Western Wood Products Association; WWPA G-5.
   D. Sizes: Nominal sizes as indicated on drawings, Rough (unsurfaced).
   E. Moisture Content: S-dry or MC19.
   F. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
      1. Lumber: S4S, No. 2 or Standard Grade.

2.03 CONSTRUCTION PANELS
   A. Wall Sheathing: Any PS 2 type.
      2. Grade: Structural I Sheathing.
      3. Performance Category: 1/2 PERF CAT.
      4. Edge Profile: Square edge.

2.04 FACTORY WOOD TREATMENT
   A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.

PART 3 EXECUTION

3.01 INSTALLATION - GENERAL
   A. Select material sizes to minimize waste.
   B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
   C. Securely attach carpentry work as indicated and according to applicable codes and recognized standards.
   D. Use fasteners of appropriate type and length. Predrill members when necessary to avoid splitting wood.
   E. Attach to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated.
3.02 FRAMING INSTALLATION
   A. Set members level, plumb, and true to line. Discard pieces with defects that would lower required strength.
   B. Comply with member sizes, spacing, and configurations indicated, and fastener size and spacing indicated, but not less than required by applicable codes and AWC (WFCM) Wood Frame Construction Manual.

3.03 BLOCKING, NAILERS, AND SUPPORTS
   A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.

3.04 ROOF-RELATED CARPENTRY
   A. Coordinate installation of roofing carpentry with deck construction, framing of roof openings, and roofing assembly installation.

3.05 INSTALLATION OF CONSTRUCTION PANELS
   A. Wall Sheathing: Secure with long dimension perpendicular to wall studs, with ends over firm bearing and staggered, using nails, screws, or staples.

3.06 TOLERANCES
   A. Framing Members: 1/4 inch (6 mm) from true position, maximum.
   B. Variation from Plane (Other than Floors): 1/4 inch in 10 feet (2 mm/m) maximum, and 1/4 inch in 30 feet (7 mm in 10 m) maximum.

3.07 CLEANING
   A. Waste Disposal: Comply with the requirements of Section 01 7419 - Construction Waste Management and Disposal.
      1. Comply with applicable regulations.
      2. Do not burn scrap on project site.
      3. Do not burn scraps that have been pressure treated.
      4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or “waste-to-energy” facilities.
   B. Do not leave any wood, shavings, sawdust, etc. on the ground or buried in fill.
   C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Replacement of existing roofing system in preparation for entire new roofing system.

1.02 ADMINISTRATIVE REQUIREMENTS
   A. Coordinate with affected mechanical work associated with roof penetrations.
   B. Preinstallation Meeting: Convene one week before starting work of this section.
      1. Attendees:
         a. Architect.
         b. Contractor.
         c. Owner.
         d. Installer.
   C. Schedule work to coincide with commencement of installation of new roofing system.

1.03 QUALITY ASSURANCE
   A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning membrane roofing removal. Comply with hauling and disposal regulations of authorities having jurisdiction.
   B. Reroofing Conference: Conduct conference at project site.
      1. Meet with Owner; Architect; Owner's insurer if applicable; roofing Installer including project manager, superintendent, and foreman; and installers whose work interfaces with or affects reroofing including installers of roof accessories and roof-mounted equipment.
      2. Review methods and procedures related to roofing system tear-off and replacement including, but not limited to, the following:
         a. Reroofing preparation, including membrane roofing system manufacturer's written instructions.
         b. Temporary protection requirements for existing roofing system that is to remain during and after installation.
         c. Existing roof drains and roof drainage during each stage of reroofing, and roof drain plugging and plug removal requirements.
         d. Construction schedule and availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
         e. Condition and acceptance of existing roof deck and base flashing substrate for reuse.
         f. Structural loading limitations of deck during reroofing.
         g. Base flashings, special roofing details, drainage, penetrations, equipment curbs, and condition of other construction that will affect reroofing.
         h. HVAC shutdown and sealing of air intakes.
         i. Shutdown of fire-suppression, -protection, and -alarm and -detection systems.
         j. Governing regulations and requirements for insurance and certificates if applicable.
         k. Existing conditions that may require notification of Architect before proceeding.

1.04 FIELD CONDITIONS
   A. Do not remove existing roofing membrane when weather conditions threaten the integrity of building contents or intended continued occupancy.
   B. Maintain continuous temporary protection prior to and during installation of new roofing system.
   C. Owner will occupy portions of building immediately below reroofing area. Conduct reroofing so Owner's operations will not be disrupted. Provide Owner with not less than 72 hours' notice of activities that may affect Owner's operations.
      1. Coordinate work activities daily with Owner so Contractor can place protective dust or water leakage covers over sensitive equipment or furnishings, shut down HVAC and fire-alarm or -detection equipment if needed, and evacuate occupants from below the work area.
2. Before working over structurally impaired areas of deck, notify Owner to evacuate occupants from below the affected area. Verify that occupants below the work area have been evacuated before proceeding with work over the impaired deck area.

D. Protect building to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from reroofing operations.

E. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.

F. Conditions existing at time of inspection for bidding will be maintained by Owner as far as practical.

G. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
   1. If suspected hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

H. Protect adjoining roofs from materials, equipment and debris. Do not stock or stack materials equipment and tools on adjoining roofs.

I. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during roofing system removal operations.

PART 2 PRODUCTS

2.01 COMPONENTS
   A. Refer to following sections for additional information on components relating to this work:

2.02 MATERIALS
   A. Temporary Protection: Design and selection of materials for temporary roofing are responsibilities of Contractor.
      1. Install approved temporary roofing membrane over area to be reroofed if the new roof cannot be completed in the same day.
      2. Install temporary roofing membrane over area to be reroofed.
      3. Unless approved in writing for temporary roof to remain, contractor shall remove temporary roofing membrane before installing new roofing membrane.
      4. Prepare the temporary roof to receive new roofing membrane according to approved temporary roofing membrane proposal. Obtain approval for temporary roof substrate from roofing membrane manufacturer and Architect before installing new roof.

2.03 AUXILIARY REROOFING MATERIALS
   A. General: Auxiliary reroofing preparation materials recommended by roofing system manufacturer for intended use and compatible with components of existing and new membrane roofing system.

PART 3 EXECUTION

3.01 EXAMINATION
   A. Verify that existing roof surface has been cleared of materials being removed from existing roofing system and ready for next phase of work as required.

3.02 PREPARATION
   A. Sweep roof surface clean of loose matter.
   B. Remove loose refuse and dispose of properly off-site.
   C. Coordinate with Owner to shut down air-intake equipment in the vicinity of the Work. Cover air-intake louvers before proceeding with reroofing work that could affect indoor air quality or activate smoke detectors in the ductwork.
   D. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.
E. Maintain roof drains in functioning condition to ensure roof drainage at end of each workday. Prevent debris from entering or blocking roof drains and conductors. Use roof-drain plugs specifically designed for this purpose. Remove roof-drain plugs at end of each workday, when no work is taking place, or when rain is forecast.
1. If roof drains are temporarily blocked or unserviceable due to roofing system removal or partial installation of new membrane roofing system, provide alternative drainage method to remove water and eliminate ponding. Do not permit water to enter into or under existing membrane roofing system components that are to remain.

3.03 MATERIAL REMOVAL
A. Remove only existing roofing materials that can be replaced with new materials the same day.
   1. Remove cover boards and roof insulation.
   2. Bitumen and felts that are firmly bonded to concrete decks are permitted to remain if felts are dry. Remove unadhered bitumen and felts and wet felts.
   3. Remove fasteners from deck or cut fasteners off slightly above deck surface.
B. Existing base flashings
   1. Remove existing base flashings around parapets, curbs, walls, and penetrations.
   2. Clean substrates of contaminants such as asphalt, sheet materials, dirt, and debris.
C. Wall Copings, Scuppers and Down spouts.
   1. Remove all existing wall coping.
   2. Remove all existing suppers and over flow scuppers.
   3. Remove all existing down spouts.
D. Remove metal counter flashings.

3.04 INSTALLATION
3.05 DECK PREPARATION
A. Inspect deck after tear-off of membrane roofing system.
B. If broken or loose welds that secure deck panels to one another or to structure are observed or if deck appears or feels inadequately attached, immediately notify Architect. Do not proceed with installation until directed by Architect.
C. If deck surface is not suitable for receiving new roofing or if structural integrity of deck is suspect, immediately notify Architect. Do not proceed with installation until directed by Architect.
D. Install ice and water shield of all joints in roof deck

3.06 DISPOSAL
A. Collect demolished materials and place in containers. Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
   1. Storage or sale of demolished items or materials on-site is not permitted.
B. Transport and legally dispose of demolished materials off Owner's property.

3.07 SCHEDULES
A. All Roof Areas: Remove existing perimeter flashings, base flashings, counter flashings, vent stack flashings, roofing membrane, and insulation.

END OF SECTION
SECTION 07 5419 - PVC THERMOPLASTIC SINGLE-PLY ROOFING

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Adhered system with PVC thermoplastic roofing membrane.
B. Insulation, flat and tapered.

1.02 RELATED REQUIREMENTS

A. Section 06 1000 - Rough Carpentry: Wood nailers and curbs.
B. Section 07 6200 - Sheet Metal Flashing and Trim: Counterflashings, reglets and scuppers.
C. Section 07 7100 - Roof Specialties: Prefabricated coping.

1.03 REFERENCE STANDARDS


1.04 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Provide manufacturer's written information listed below.
   1. Product data indicating membrane materials, flashing materials, insulation, fasteners, and Membrane.
   2. Preparation instructions and recommendations.
   3. Storage and handling requirements.
C. Manufacturer's Qualification Statement.
D. Installer's Qualification Statement.
E. Specimen Warranty: For approval.
F. Shop Drawings: Indicate joint or termination detail conditions, setting plan for tapered insulation, mechanical fastener layout, paver layout, and project roof details.
G. Warranty:
   1. Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.
   2. Submit installer's certification that installation complies with all warranty conditions for the waterproof membrane.

1.05 QUALITY ASSURANCE

A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum twenty (20) years of documented experience.
B. Installer Qualifications: Company specializing in performing the work of this section:
   1. With minimum five (5) years documented experience.
   2. Approved by membrane manufacturer.
C. Single Source Responsibility: Provide and install products from single source.

1.06 DELIVERY, STORAGE, AND HANDLING

A. Deliver products in manufacturer's original containers, dry, undamaged, with seals and labels intact.
B. Protect products in weather protected environment, clear of ground and moisture.
C. Protect foam insulation from direct exposure to sunlight.

1.07 FIELD CONDITIONS
   A. Do not apply roofing membrane during unsuitable weather.
   B. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
   C. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

1.08 WARRANTY
   A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
   B. System Warranty: Provide manufacturer's system warranty agreeing to repair or replace roofing that leaks or is damaged due to wind or other natural causes.
      1. Warranty Term: 20 years.
      2. For repair and replacement include costs of both material and labor in warranty.
      3. 90 MPH wind speed coverage
      4. Up to 1.5" hail coverage
   C. Installer's Warranty: Submit Installer's Warranty, signed by Installer, covering the Work of this section, including all components of the membrane roof system such as membrane roofing, base flashing, roof insulation, fasteners, cover boards, and walkway products, for the following warranty period:
      1. Warranty Period: Five years from date of Substantial Completion.

PART 2 PRODUCTS

2.01 MANUFACTURER
   A. Basis-of-Design Product: Sika Sarnafil Inc. - Sarnafil S327
   B. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into work include but are not limited to the following:
      1. Sika Sarnafil.
      2. FiberTite Seaman Corporation
      3. Carlisle Syntec Systems
   C. Substitutions: See Section 01 6000 - Product Requirements.

2.02 ROOF TYPES: FROM ROOF DECK UP.
   A. RF-1
      1. Existing Twin-Tee concrete deck.
      2. 2" rigid insulation. Fully adhered with two part foam adhesive.
      3. Tapered insulation as indicated on drawings, Fully adhered with two part foam adhesive
      4. 1/2" gypsum cover board. Fully adhered with two part foam adhesive.
      5. PVC membrane. Fully adhered with manufacturers membrane adhesive.

2.03 ROOFING APPLICATIONS
   A. PVC Membrane Roofing: One ply membrane, fully adhered over cover board.
   B. Roofing Assembly Performance Requirements and Design Criteria:
      1. Roof Covering External Fire Resistance Classification: Class A when tested per UL 790.
      2. Wind Uplift:
         a. Designed to withstand wind uplift forces calculated with ASCE 7.
      4. Drainage: No standing water within 48 hours after precipitation.
      5. Chemical Resistance, cooking oils, kitchen grease

2.04 ROOFING MEMBRANE AND ASSOCIATED MATERIALS
   A. Membrane: Bases of design: Sarnifil S327
1. Material: Polyvinyl chloride (PVC) complying with ASTM D4434/D4434M.
   a. Manufacturer to guarantee that the membrane thickness meets or exceed the specified thickness when tested according to ASTM D751
3. Thickness: 72 mils (0.072 inch) (1.88 mm), minimum. Bare Back
4. Sheet Width: Factory fabricated into largest sheets possible.

B. Seaming Materials: Hot Air Welded.
C. Membrane Fasteners: As recommended and approved by membrane manufacturer.
D. Base Flashing:
   1. Membrane Manufacturer's recommended
   2. Provide waterproof, fully adhered base flashing system at all penetrations, plane transitions, and terminations.
E. Membrane Adhesive:
   1. Membrane Manufacturer's recommended
   2. Solvent-based reactivating-type adhesive

2.05 COVER BOARDS
A. Cover Board: Glass mat faced gypsum panels, ASTM C1177/C1177M, fire resistant type, 1/2 inch thick.
   1. Product: GP Dens-Deck Prime
      a. All board stock shall be 4'-0" x 4'-0"

2.06 INSULATION
A. Polyisocyanurate Board Insulation: ASTM C1289, Type II, Class 1, fiber reinforced cellulose felt both faces; Grade 2 and with the following characteristics:
   1. Grade and Compressive Strength: Grade 2, 20 psi (Grade 2, 138 kPa), minimum.
   2. Tapered Board: Slope as indicated; minimum thickness 1/2 inch (12.7 mm); fabricate of fewest layers possible.
   3. Product: As provided by membrane manufacturer
      a. All board stock shall be 4'-0" x 4'-0"

2.07 ACCESSORIES
A. Prefabricated Flashing:
   1. Membrane Manufacturer's recommended
   2. Penetrations:
      a. Membrane Manufacturer's recommended
   3. Walkway Protection:
      a. Membrane Manufacturer's recommended
      b. 0.096 inch
      c. Weldable membrane with surface embossment, chevron pattern
      d. 39 inches wide
   4. Miscellaneous Flashing: Non-reinforced PVC membrane; 80 mils (0.080 inch) (2 mm) thick, in manufacturer's standard lengths and widths.
B. Insulation Adhesive
   1. Membrane Manufacturer's recommended
   2. Two part foamable polyurethane board adhesive
   3. No temperature restrictions
   4. Manufacturer's standard expanding foam adhesive
C. Membrane Manufacturer's: Donding adhesive
   1. Solvent-based reactivating-type adhesive
D. Surface Conditioner for Adhesives: Compatible with membrane and adhesives.
E. Sealants: As recommended by membrane manufacturer.
F. Cleaner: Manufacturer's standard, clear, solvent-based cleaner.

G. Edgings and Terminations: Manufacturer's standard edge and termination accessories.
   1. Coping:
      a. Refer to Section 07 7100 Roof Specialties
   2. PVC Coated Sheet Metal.
   3. Termination Bar:
      a. Extruded aluminum (6063 T6 alloy) with mill finish.
      b. 3/4 inch (19 mm) wide.
      c. 0.090 inch (2.3 mm) thick.
      d. 3/16 inch (4.8 mm) lip formed at a 45 degree angle.
      e. Pre punched 1/4" x 3/8" (6.4 mm x 9.5 mm) oval hole spaced 6 inch (152mm) on center.

H. Fasteners:
   1. Manufacturer's Recommended Fastener
      a. Carbon steel, Treated with a corrosion-resistant coating to meet the criteria for corrosion resistance.
      b. Thread Diameter: 0.245 inch (6.2 mm).
      c. Shank Diameter: 0.203 inch (5.2 mm).
      d. Head Diameter: 0.435 inch (11 mm).
      e. Length: As required.
   2. Concrete Drive Pin Anchor
      a. Diameter: 1/4 inch (6.35 mm).
      b. Head Diameter: 7/16 inch (11.11 mm).
      c. Length: 1 1/4 inch (31.75 mm).
   3. Liquid Flashing SW
      a. Compatible with Sarnafil
      b. High performance liquid flashing
      c. Fleece reinforced flashing system

PART 3 EXECUTION

3.01 INSTALLATION - GENERAL
   A. Perform work in accordance with manufacturer's instructions.
   B. Do not apply roofing membrane during unsuitable weather.
   C. Do not apply roofing membrane when ambient temperature is outside the temperature range recommended by manufacturer.
   D. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
   E. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.
   F. Coordinate the work with installation of associated counterflashings installed by other sections as the work of this section proceeds.

3.02 EXAMINATION
   A. Verify that surfaces and site conditions are ready to receive work.
   B. Verify deck surfaces are dry and free of snow or ice.
   C. Verify that roof openings, curbs, and penetrations through roof are solidly set, and nailing strips are in place.

3.03 PREPARATION, GENERAL
   A. Clean substrate thoroughly prior to roof application.
3.04 CONCRETE DECK PREPARATION
   A. Strip in all Twin Tee joints with High Temp Ice and Water Shield
   1. Product: Grace Ice and Water Shield HT

3.05 INSTALLATION - GENERAL
   A. Perform work in accordance with manufacturer's instructions.
   B. Do not apply roofing membrane during unsuitable weather.
   C. Do not apply roofing membrane when ambient temperature is outside the temperature range recommended by manufacturer.
   D. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
   E. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

3.06 INSULATION
   A. Attachment of Insulation: Embed each layer of insulation in adhesive in full contact, in accordance with roofing and insulation manufacturers' instructions.
   B. Do not install wet, damaged, or warped insulation boards.
   C. Apply board adhesive directly to substrate, using ribbon pattern. Apply adhesive in 1/4-1/2 inch beads. Ribbon will depend on wind uplift rating.
   D. As adhesive is applied, immediately place board into wet adhesive. Walk boards in, ballast to achieve proper contact with substrate.
   E. Lay subsequent layers of insulation with joints staggered minimum 6 inch (150 mm) from joints of preceding layer.
   F. Place tapered insulation to the required slope pattern in accordance with manufacturer's instructions.
   G. Lay boards with edges in moderate contact without forcing, and gap between boards no greater than 1/4 inch (6.3 mm). Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.
   H. At roof drains, use factory-tapered boards to slope down to roof drains over a distance of 48 inches (1200 mm).
   I. Do not apply more insulation than can be completely waterproofed in the same day.

3.07 MEMBRANE APPLICATION
   A. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching.
   B. Shingle joints on sloped substrate in direction of drainage.
   C. Fully Adhered Application: Apply adhesive to substrate at rate of 1 gal/square (6.2 L/sq m). Fully embed membrane in adhesive except in areas directly over or within 3 inches (75 mm) of expansion joints. Fully adhere one roll before proceeding to adjacent rolls.
   D. Over the properly installed and prepared substrate surface, adhesive shall be applied using solvent-resistant 3/4 inch (19 mm) nap paint rollers. The adhesive shall be applied to the substrate at a rate according to manufacturer's requirements. The adhesive shall be applied in smooth, even coating with no gaps, globs, puddles or similar inconsistencies. Only an area which can be completely covered in the same day's operations shall be coated with adhesive. The first layer of adhesive shall be allowed to dry completely prior to installing the membrane.
   E. When the adhesive on the substrate is dry, the roof membrane is unrolled. Adjacent sheets shall be overlapped 3 inches (75 mm). Once in place, one-half of the sheet's length shall be turned back and the underside shall be coated with adhesive at a rate of 1/2 gallon per 100 square feet (0.2 liters per m²). **DO NOT** apply adhesive to seam area. When the membrane adhesive has dried slightly to produce strings when touched with a dry finger, the coated membrane shall be rolled onto the previously-coated substrate being careful to avoid wrinkles.
The amount of membrane that can be coated with adhesive before rolling into substrate will be determined by ambient temperature, humidity and crew. The bonded sheet shall be pressed firmly in place with a minimum 100 lb (45 kg) steel, membrane roller, by rolling in two directions.

F. Seam Welding General:
1. All seams shall be hot-air welded. All membrane to be welded shall be clean and dry.
2. All mechanics intending to use hot-air welding equipment shall have successfully completed a training course provided by a Manufacturer prior to welding.
3. Hot-air welding equipment shall be allowed to warm up for at least one minute prior to welding.
4. Seam overlaps should be 3 inches (76 mm) wide when automatic machine-welding and 4 inches (100 mm) wide when hand-welding, except for certain details.

G. Hand-Welding
1. The back edge of the seam shall be welded with a narrow but continuous weld to prevent loss of hot air during the final welding.
2. The nozzle shall be inserted into the seam at a 45 degree angle to the edge of the membrane. Once the proper welding temperature has been reached and the membrane begins to “flow”, the hand roller is positioned perpendicular to the nozzle and rolled lightly. For straight seams, the 1-1/2 inch (40 mm) wide nozzle is recommended for use. For corners and compound connections, the 3/4 inch (20 mm) wide nozzle shall be used.

H. Machine Welding
1. Machine welded seams are achieved by the use of approved automatic welding equipment. When using this equipment, all instructions shall be followed and local codes for electric supply, grounding and over current protection observed. Dedicated circuit house power or a dedicated portable generator is recommended. No other equipment shall be operated simultaneously off the generator.
2. Metal tracks may be used over the deck membrane and under the machine welder to minimize or eliminate wrinkles.

I. Quality Control of Welded Seams
1. The Applicator shall check all welded seams for continuity using a rounded screwdriver. Visible evidence that welding is proceeding correctly is smoke during the welding operation, shiny membrane surfaces, and an uninterrupted flow of dark gray material from the underside of the top membrane. On-site evaluation of welded seams shall be made daily by the Applicator at locations as directed by the Owner’s Representative or Manufacturer’s representative. One inch (25 mm) wide cross-section samples of welded seams shall be taken at least three times a day. Correct welds display failure from shearing of the membrane prior to separation of the weld. Each test cut shall be patched by the Applicator at no extra cost to the Owner.

J. At intersections with vertical surfaces:
1. Extend membrane up a minimum of 4 inches (100 mm) onto vertical surfaces.
2. Fully adhere wall flashing over membrane, up wall, over the top of wood nailer and down the face of wall covering wood nailer and extending over concrete wall 1”

K. Coordinate installation of roof drains and sumps and related flashings.

L. Install walkway pads. Space pad joints to permit drainage.

M. Daily Seal: Install daily seal per manufacturers instructions at the end of each work day. Prevent infiltration of water at incomplete flashings, terminations, and at unfinished membrane edges.

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

B. Require site attendance of roofing and insulation material manufacturers Three times during installation of the Work.
1. Start of project.
2. Mid way through project.
3. Final inspection.

3.09 CLEANING
A. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and conform to their documented instructions.
B. Repair or replace defaced or damaged finishes caused by work of this section.

3.10 PROTECTION
A. Protect installed roofing and flashings from construction operations.
B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

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

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Fabricated sheet metal items, including flashings, counterflashings, and downspouts.
B. Sealants for joints within sheet metal fabrications.
C. Precast concrete splash pads.

1.02 RELATED REQUIREMENTS
A. Section 06 1000 - Rough Carpentry: Wood nailers for sheet metal work.
B. Section 07 7100 - Roof Specialties: Manufactured copings, flashings, and expansion joint covers.
C. Section 07 9200 - Joint Sealants: Sealing non-lap joints between sheet metal fabrications and adjacent construction.

1.03 REFERENCE STANDARDS
B. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.

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

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

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

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

PART 2 PRODUCTS

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

2.02 FABRICATION
A. Form sections true to shape, accurate in size, square, and free from distortion or defects.
B. Form pieces in longest possible lengths.
C. Hem exposed edges on underside 1/2 inch (13 mm); miter and seam corners.
D. Form material with standing seams, except where otherwise indicated; at moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
E. Fabricate corners from one piece with minimum 18 inch (450 mm) long legs; seam for rigidity, seal with sealant.
F. Fabricate vertical faces with bottom edge formed outward 3/4 inch (19.05 mm) and hemmed to form drip.

2.03 GUTTER AND DOWNSPOUT FABRICATION
A. Downspouts: Profile as indicated.
B. Gutters and Downspouts: Size for rainfall intensity determined by a storm occurrence of 1 in 10 years in accordance with SMACNA (ASMM).
C. Splash Pads: Precast concrete type, of size and profiles indicated; minimum 3000 psi (21 MPa) at 28 days, with minimum 5 percent air entrainment.
D. Downspout Extenders: Same material and finish as downspouts.
E. Seal metal joints.

2.04 ACCESSORIES
A. Fasteners: Galvanized steel, with soft neoprene washers.
B. Primer: Zinc chromate type.
C. Concealed Sealants: Non-curing butyl sealant.
D. Exposed Sealants: ASTM C920; elastomeric sealant, with minimum movement capability as recommended by manufacturer for substrates to be sealed; color to match adjacent material.
E. Reglets: Surface mounted type, galvanized steel; face and ends covered with plastic tape.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify roof openings, curbs, pipes, sleeves, ducts, and vents through roof are solidly set, reglets in place, and nailing strips located.
B. Verify roofing termination and base flashings are in place, sealed, and secure.

3.02 PREPARATION
A. Install starter and edge strips, and cleats before starting installation.
B. Install surface mounted reglets true to lines and levels, and seal top of reglets with sealant.
C. Back paint concealed metal surfaces with protective backing paint to a minimum dry film thickness of 15 mil (0.4 mm).

3.03 INSTALLATION
A. Secure flashings in place using concealed fasteners, and use exposed fasteners only where permitted.
B. Fit flashings tight in place; make corners square, surfaces true and straight in planes, and lines accurate to profiles.
C. Seal metal joints watertight.
D. Secure gutters and downspouts in place with concealed fasteners.
E. Set splash pads under downspouts.

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

**END OF SECTION**
SECTION 07 7100 - ROOF SPECIALTIES

PART 1  GENERAL

1.01  SECTION INCLUDES
A. Manufactured roof specialties, including copings.

1.02  REFERENCE STANDARDS

1.03  SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. See Section 01 3300 - Submittal Procedures
C. Shop Drawings: Indicate configuration and dimension of components, adjacent construction, required clearances and tolerances, and other affected work.
D. Samples: Submit two appropriately sized samples of coping.
E. Manufacturer’s Installation Instructions: Indicate special procedures, fasteners, supporting members, and perimeter conditions requiring special attention.

PART 2  PRODUCTS

2.01  MANUFACTURERS
A. Roof Edge Flashings and Copings:
   1. Metal-Era Inc; Perma_Tite: www.metalera.com/#sle.
   2. Substitutions: See Section 01 6000 - Product Requirements.

2.02  COMPONENTS
A. Copings: Factory fabricated to sizes required; mitered, welded corners; concealed fasteners.
   1. Configuration: Concealed continuous hold down cleat at both legs; internal splice piece at joints of same material, thickness and finish as cap; concealed stainless steel fasteners.
   2. Pull-Off Resistance: Tested in accordance with ANSI/SPRI/FM 4435/ES-1 using test method RE-3 to positive and negative design wind pressure as defined by applicable local building code.
   3. Material: Formed steel sheet, galvanized, 24 gage, 0.024 inch (0.6 mm) thick, minimum.
   4. Finish: 70 percent polyvinylidene fluoride.
   5. Color: To be selected by Architect from manufacturer's standard range.
   6. Splicing: 8" wide concealed splice plates with duel non curing isocryl butyl sealant strips allowing for thermal movement of materials and seals of all joints.
   7. Corners: Factory fabricated
   8. Manufacturers:
      b. Substitutions: See Section 01 6000 - Product Requirements.

B. Warranty
   1. 20 Year, 120 mph Perma -Tite wind warranty covering repair or replacement of any portion of the roof edge system that has failed due to defect.

2.03  FINISHES
A. PVDF (Polyvinylidene Fluoride) Coating: Superior Performance Organic Finish, AAMA 2605; multiple coat, thermally cured fluoropolymer finish system; color as indicated.
2.04 ACCESSORIES
A. Sealant for Joints in Linear Components: As recommended by component manufacturer.
B. Adhesive for Anchoring to Roof Membrane: Compatible with roof membrane and approved by roof membrane manufacturer.

PART 3 EXECUTION

3.01 EXAMINATION
A. Verify that deck, curbs, roof membrane, base flashing, and other items affecting work of this Section are in place and positioned correctly.

3.02 INSTALLATION
A. Install components in accordance with manufacturer's instructions and NRCA (RM) applicable requirements.
B. Seal joints within components when required by component manufacturer.
C. Anchor components securely.
D. Coordinate installation of components of this section with installation of roofing membrane and base flashings.
E. Coordinate installation of flashing flanges into reglets.

END OF SECTION
SECTION 07 9200 - JOINT SEALANTS

PART 1 GENERAL

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

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

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

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

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

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

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

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

1.08 WARRANTY

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

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

PART 2 PRODUCTS

2.01 PRODUCTS AND MANUFACTURERS

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

2.02 MATERIALS, GENERAL

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

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

2.03 ELASTOMERIC JOINT SEALANTS

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

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

2.04 SOLVENT-RELEASE JOINT SEALANTS

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

2.05 JOINT SEALANT BACKING

A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Cylindrical Sealant Backings: ASTM C 1330, of type indicated below and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
   1. Type C: Closed-cell material with a surface skin.

C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.06 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

B. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 EXECUTION

3.01 EXAMINATION

A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.02 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint sealant manufacturer’s written instructions and the following requirements:
   1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
   2. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air. Porous joint surfaces include the following:
      a. Concrete.
      b. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
   1) Metal.

B. Joint Priming: Prime joint substrates where recommended in writing by joint sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint sealant manufacturer’s written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.03 INSTALLATION OF JOINT SEALANTS

A. General: Comply with joint sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.

B. Sealant Installation Standard: Comply with recommendations of ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
   1. Do not leave gaps between ends of sealant backings.
   2. Do not stretch, twist, puncture, or tear sealant backings.

D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and back of joints.

E. Install sealants by proven techniques to comply with the following and at the same time backings are installed:
   1. Place sealants so they directly contact and fully wet joint substrates.
   2. Completely fill recesses provided for each joint configuration.
   3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
   1. Remove excess sealants from surfaces adjacent to joint.
   2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
   3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
      a. Use masking tape to protect adjacent surfaces of recessed tooled joints.

3.04 CLEANING

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

3.05 PROTECTION

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

END OF SECTION
SECTION 09 9113 - EXTERIOR PAINTING

PART 1 GENERAL

1.01 SECTION INCLUDES

   A. Surface preparation.
   B. Field application of paints.
   C. Do Not Paint or Finish the Following Items:
      1. Items factory-finished unless otherwise indicated; materials and products having factory-applied primers are not considered factory finished.
      2. Fire rating labels, equipment serial number and capacity labels, and operating parts of equipment.
      3. Non-metallic roofing and flashing.
      5. Concealed pipes, ducts, and conduits.

1.02 REFERENCE STANDARDS

   B. SSPC-SP 1 - Solvent Cleaning; 2015, with Editorial Revision (2016).
   C. SSPC-SP 6 - Commercial Blast Cleaning; 2007.

1.03 SUBMITTALS

   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Product Data: Provide complete list of products to be used, with the following information for each:
      1. Manufacturer's name, product name and/or catalog number, and general product category (e.g. "alkyd enamel").
      2. MPI product number (e.g. MPI #47).
      3. Cross-reference to specified paint system(s) product is to be used in; include description of each system.
   C. Samples: Submit three paper "draw down" samples, 8-1/2 by 11 inches (216 by 279 mm) in size, illustrating range of colors available for each finishing product specified.
      1. Where sheen is specified, submit samples in only that sheen.

1.04 QUALITY ASSURANCE

   A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum three years documented experience.

1.05 DELIVERY, STORAGE, AND HANDLING

   A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
   B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
   C. Paint Materials: Store at minimum ambient temperature of 45 degrees F (7 degrees C) and a maximum of 90 degrees F (32 degrees C), in ventilated area, and as required by manufacturer's instructions.

1.06 FIELD CONDITIONS

   A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
   B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
   C. Do not apply exterior paint and finishes during rain or snow, or when relative humidity is outside the humidity ranges required by the paint product manufacturer.
PART 2 PRODUCTS

2.01 MANUFACTURERS

A. Provide paints and finishes from the same manufacturer to the greatest extent possible.
   1. Substitution of MPI-approved products by a different manufacturer is preferred over
      substitution of unapproved products by the same manufacturer.
   2. Substitution of a different paint system using MPI-approved products by the same
      manufacturer will be considered.

B. Paints:

C. Primer Sealers: Same manufacturer as top coats.

D. Substitutions: See Section 01 6000 - Product Requirements.

2.02 PAINTS AND FINISHES - GENERAL

A. Paints and Finishes: Ready mixed, unless required to be a field-catalyzed paint.
   1. Provide paints and finishes of a soft paste consistency, capable of being readily and
      uniformly dispersed to a homogeneous coating, with good flow and brushing properties,
      and capable of drying or curing free of streaks or sags.
   2. Supply each paint material in quantity required to complete entire project's work from a
      single production run.
   3. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is
      specifically described in manufacturer's product instructions.

B. Flammability: Comply with applicable code for surface burning characteristics.

C. Sheens: Provide the sheens specified; where sheen is not specified, sheen will be selected
   later by Architect from the manufacturer's full line.

D. Colors: To be selected from manufacturer's full range of available colors.
   1. Selection to be made by Architect after award of contract.

2.03 PAINT SYSTEMS - EXTERIOR

A. Paint E-OP - Exterior Surfaces to be Painted, Unless Otherwise Indicated: Including
   primed metal.
   1. Two top coats and one coat primer.
   2. Top Coat(s): Exterior Alkyd Enamel; MPI #94 or 96.
      a. Products:
         1) Sherwin Williams Company; Steelmaster 9500.
         2) Substitutions: Section 01 6000 - Product Requirements.
   3. Top Coat Sheen:
      a. Semi-Gloss: MPI gloss level 5; use this sheen at all locations.

2.04 PRIMERS

A. Primers: Provide the following unless other primer is required or recommended by
   manufacturer of top coats.
   1. Anti-Corrosive Alkyd Primer for Metal; MPI #79.
      a. Products:
         1) As required by paint manufacturer.

2.05 ACCESSORY MATERIALS

A. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding
   materials, and clean-up materials as required for final completion of painted surfaces.

PART 3 EXECUTION

3.01 EXAMINATION

A. Do not begin application of paints and finishes until substrates have been properly prepared.

B. Test shop-applied primer for compatibility with subsequent cover materials.
3.02 PREPARATION
A. Clean surfaces thoroughly and correct defects prior to application.
B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
C. Ferrous Metal:
   1. Solvent clean according to SSPC-SP 1.
   3. Remove rust, loose mill scale, and other foreign substances using methods recommended in writing by paint manufacturer and blast cleaning according to SSPC-SP 6 "Commercial Blast Cleaning". Protect from corrosion until coated.

3.03 APPLICATION
A. Apply products in accordance with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual".
B. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
C. Apply each coat to uniform appearance.
D. Painting Plumbing Work:
   1. Paint the following work where exposed to view:
      a. Natural Gas pipe where exposed to view, vertical and horizontal lengths.

3.04 FIELD QUALITY CONTROL
A. See Section 01 4000 - Quality Requirements, for general requirements for field inspection.

3.05 CLEANING
A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.
B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.

3.06 PROTECTION
A. Protect finishes until completion of project.
B. Touch-up damaged finishes after Substantial Completion.
C. The Contractor shall be responsible for protection and cleaning of all adjacent surfaces, and shall leave finished work in a clean and finished condition. The Contractor shall properly dispose of all packing materials, containers, debris, scraps and any other materials used in the completion of the work.
D. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing replacing and refinishing, as approved by Architect, and leave in an undamaged condition.
   1. Any roof repairs required shall be completed by a qualified roof applicator.

3.07 EXTERIOR PAINTING SCHEDULE
A. Metal Gas Lines:
   3. Topcoat: Exterior Steelmaster 9500; Safety Yellow
B. Access ladder:

END OF SECTION
PART 1 GENERAL

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

1.02 SUMMARY
   A. Work shall consist of furnishing all labor and materials necessary for the installation of complete and operating mechanical systems.
   B. Related Sections include the following:
      1. Division 07 Section “PVC Thermoplastic Single Ply Roofing” for materials and construction requirements for new roof system.
      2. Division 26 Section “Electrical”.

1.03 EXAMINATION OF PREMISES
   A. Visit the premises before submitting bid as no extras will be allowed for lack of knowledge of existing conditions. Report and discrepancies between the drawings and site conditions to the owner prior to bid.

1.04 CODES AND STANDARDS
   A. Comply with all applicable codes, laws, industry standards and utility company regulations.
   B. All work shall be in strict compliance with the current adopted editions of:
      1. International Mechanical Code.
      2. International Plumbing Code
      3. All the requirements of the authorities having jurisdiction when more stringent than above.

1.05 EQUIPMENT FURNISHED BY OWNER
   A. None

1.06 PERMITS, FEES AND NOTICES
   A. Pay for all permits, fees, licenses, and inspections for this division.

1.07 INSTALLATION AND ARRANGEMENT
   A. Install all work to permit removal of all parts which might require periodic replacement or maintenance.

1.08 PROTECTION OF WORK AND PROPERTY
   A. Be responsible for the protection of existing facilities whether or not such facility is to be removed or relocated. Move or remove any facility so as not to cause interruption of the work or owner's operation.

1.09 WARRANTY
   A. All materials and equipment shall be new unless otherwise specified. Guarantee all workmanship, material and equipment and replace any found defective without cost to the owner, for one year after final acceptance, as defined in general conditions.

1.10 PROJECT RECORD DRAWINGS
   A. Provide the architect with one clean set of plans and specifications corrected up-to-date as job progresses.

END OF SECTION
SECTION 26 0000 - ELECTRICAL

PART 1 GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
   B. Related Sections include the following:
      1. Division 07 Section “PVC Thermoplastic Single Ply Roofing” for materials and construction requirements for new roof system.
      2. Division 23 Section “Mechanical”.

1.02 CODES AND REQUIREMENTS
   A. All electrical work shall comply with the requirements of the applicable edition of the National Electrical Code, Local Building Code and as specified herein whichever is more strict.
   B. Visit the premises before submitting bid as no extras will be allowed for lack of knowledge of existing conditions.
   C. Drawings are diagrammatic in nature. Take all dimensions from Architectural drawings, certified equipment drawings, and from the structure itself before fabricating any work.
   D. The drawings indicate the location, type and sizes of various utilities within the site where known. Any relocation or remodeling required must be approved by the architect before proceeding.
   E. Good workmanship and appearance are considered equal to proper operation.
   F. Provide all core drilling, channeling, cutting, patching, trenching and backfill as required for installation of electrical equipment. Seal holes, fireproofing where necessary, and refinish all repair work to original condition where damaged by electrical work.
   G. Make provisions for safe delivery and secure storage of all materials.

1.03 WARRANTY
   A. The electrical contractor shall provide for the owner a one-year (from the date of final acceptance) warranty of all electrical equipment and systems provided under this contract.

PART 2 PRODUCTS

2.01 EQUIPMENT
   A. The contractor shall provide all equipment, accessories necessary whether specifically stated or not to make the required electrical systems complete and operational.
   B. All equipment provided shall be new except as otherwise stated on the drawings. All equipment provided shall be U.L. listed when such standards exist for the type of equipment furnished and acceptable for installation by the Local Building Authority.

PART 3 EXECUTION

END OF SECTION