

LAKE FOREST SCHOOL DISTRICT

SPECIFICATIONS
FOR

**DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES**

AT

100 W. MISPELLION STREET
HARRINGTON, DELAWARE 19952

PREPARED
BY

R G ARCHITECTS, LLC.
200 WEST MAIN STREET
MIDDLETOWN, DELAWARE 19709
RGA PROJECT NO. #22008

ISSUED FOR BIDDING
FEBRUARY, 2023

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SEALS PAGE

1.1 DESIGNS PROFESSIONALS OF RECORD

SEAL

A. ARCHITECT:

1. ROBERT A. GROVE, PRINCIPAL, AIA
2. (LICENSE #S5-08320)
3. R G ARCHITECTS, LLC.
4. 200 W. MAIN STREET
MIDDLETOWN, DE 19709
5. (302) 376-8100
6. Responsible for Division 00-32 Sections except
where indicated as prepared by other design
professionals of record.



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HVAC UPGRADES

LAKE FOREST SCHOOL DISTRICT

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SECTION 00 11 16**INVITATION TO BID**

Sealed bids for **LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER HVAC UPGRADES**, will be received by the Lake Forest School District, at 5423 Killens Pond Road, Felton, DE 19943, until **2:00 p.m.** local time on **Thursday, March 23, 2023**, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

Project involves HVAC upgrades at the Lake Forest School District – Delaware Early Childhood Center. Scope also includes ceiling replacement in areas of work and roof penetrations including miscellaneous structural improvements for new HVAC systems.

A **MANDATORY** Pre-Bid Meeting will be held on **Thursday, March 2, 2023**, at **10:00 a.m.** at Delaware Early Childhood Center, 100 W. Mispillion Street, Harrington, Delaware 19952 for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Lake Forest School District, 5423 Killens Pond Road, Felton, Delaware 19943. The outer envelope should clearly indicate: "**LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER HVAC UPGRADES - SEALED BID - DO NOT OPEN.**"

Electronic Versions (PDF) of the Contract documents may be obtained by contacting the offices of R G Architects, LLC, phone (302) 376-8100, or emailing: jim@rgarchitects.net. Upon receipt of \$50.00 per set, nonrefundable, the documents will be sent to you via electronic delivery. Checks are to be made payable to "R G Architects, LLC" 200 West Main Street, Middletown, DE. 19709.

Construction documents will be available for review at the following locations: office of R G Architects, LLC, 200 West Main Street, Middletown, Delaware 19709. Delaware Contractors Association; Associated Builders and Contractors.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

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SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

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8. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

ARTICLE 1: GENERAL

1.1 DEFINITIONS

1.1.1 Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

1.2 STATE: The State of Delaware.

1.3 AGENCY: Contracting State Agency as noted on cover sheet.

1.4 DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

1.5 BIDDING DOCUMENTS: Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement for Bid, Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders (if any), General Conditions, Supplementary General Conditions, General Requirements, Special Provisions (if any), the Bid Form (including the Non-collusion Statement), and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, as well as the Drawings, Specifications (Project Manual) and all Addenda issued prior to execution of the Contract.

1.6 CONTRACT DOCUMENTS: The Contract Documents consist of the, Instructions to Bidders, Supplementary Instructions to Bidders (if any), General Conditions, Supplementary General Conditions, General Requirements, Special Provisions (if any), the form of agreement between the Owner and the Contractor, Drawings (if any), Specifications (Project Manual), and all addenda.

1.7 AGREEMENT: The form of the Agreement shall be AIA Document A101, Standard Form of Agreement between Owner and Contractor where the basis of payment is a STIPULATED SUM. In the case of conflict between the instructions contained therein and the General Requirements herein, these General Requirements shall prevail.

1.8 GENERAL REQUIREMENTS (or CONDITIONS): General Requirements (or conditions) are instructions pertaining to the Bidding Documents and to contracts in general. They contain, in summary, requirements of laws of the State; policies of the Agency and instructions to bidders.

1.9 SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the bidding documents and to the contract under consideration and are supplemental to the General Requirements. Should the Special Provisions conflict with the General Requirements, the Special Provisions shall prevail.

1.10 ADDENDA: Written or graphic instruments issued by the Owner/Architect prior to the execution of the contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

1.11 BIDDER OR VENDOR: A person or entity who formally submits a Bid for the material or Work contemplated, acting directly or through a duly authorized representative who meets the requirements set forth in the Bidding Documents.

1.12 SUB-BIDDER: A person or entity who submits a Bid to a Bidder for materials or labor, or both for a portion of the Work.

1.13 BID: A complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

- 1.14 BASE BID: The sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids (if any are required to be stated in the bid).
- 1.15 ALTERNATE BID (or ALTERNATE): An amount stated in the Bid, where applicable, to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents is accepted.
- 1.16 UNIT PRICE: An amount stated in the Bid, where applicable, as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.
- 1.17 SURETY: The corporate body which is bound with and for the Contract, or which is liable, and which engages to be responsible for the Contractor's payments of all debts pertaining to and for his acceptable performance of the Work for which he has contracted.
- 1.18 BIDDER'S DEPOSIT: The security designated in the Bid to be furnished by the Bidder as a guaranty of good faith to enter into a contract with the Agency if the Work to be performed or the material or equipment to be furnished is awarded to him.
- 1.19 CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.
- 1.20 CONTRACTOR: Any individual, firm or corporation with whom a contract is made by the Agency.
- 1.21 SUBCONTRACTOR: An individual, partnership or corporation which has a direct contract with a contractor to furnish labor and materials at the job site, or to perform construction labor and furnish material in connection with such labor at the job site.
- 1.22 CONTRACT BOND: The approved form of security furnished by the contractor and his surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

ARTICLE 2: BIDDER'S REPRESENTATION

- 2.1 PRE-BID MEETING
- 2.1.1 A pre-bid meeting for this project will be held at the time and place designated. Attendance at this meeting is a pre-requisite for submitting a Bid, unless this requirement is specifically waived elsewhere in the Bid Documents.
- 2.2 By submitting a Bid, the Bidder represents that:
- 2.2.1 The Bidder has read and understands the Bidding Documents and that the Bid is made in accordance therewith.
- 2.2.2 The Bidder has visited the site, become familiar with existing conditions under which the Work is to be performed, and has correlated the Bidder's his personal observations with the requirements of the proposed Contract Documents.
- 2.2.3 The Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception.

2.3 JOINT VENTURE REQUIREMENTS

- 2.3.1 For Public Works Contracts, each Joint Venturer shall be qualified and capable to complete the Work with their own forces.
- 2.3.2 Included with the Bid submission, and as a requirement to bid, a copy of the executed Joint Venture Agreement shall be submitted and signed by all Joint Venturers involved.
- 2.3.3 All required Bid Bonds, Performance Bonds, Material and Labor Payment Bonds must be executed by both Joint Venturers and be placed in both of their names.
- 2.3.4 All required insurance certificates shall name both Joint Venturers.
- 2.3.5 Both Joint Venturers shall sign the Bid Form.
- 2.3.6 Both Joint Venturers shall include their Federal E.I. Number with the Bid.
- 2.3.7 In the event of a mandatory Pre-bid Meeting, each Joint Venturer shall have a representative in attendance.
- 2.3.8 Due to exceptional circumstances and for good cause shown, one or more of these provisions may be waived at the discretion of the State.

2.4 ASSIGNMENT OF ANTITRUST CLAIMS

- 2.4.1 As consideration for the award and execution by the Owner of this contract, the Contractor hereby grants, conveys, sells, assigns and transfers to the State of Delaware all of its right, title and interests in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the Owner pursuant to this contract.

ARTICLE 3: BIDDING DOCUMENTS

3.1 COPIES OF BID DOCUMENTS

- 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the Architectural/Engineering firm designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein.
- 3.1.2 Bidders shall use complete sets of Bidding Documents for preparation of Bids. The issuing Agency nor the Architect assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 3.1.3 Any errors, inconsistencies or omissions discovered shall be reported to the Architect immediately.
- 3.1.4 The Agency and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

- 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local

conditions, and shall report any errors, inconsistencies, or ambiguities discovered to the Architect.

3.2.2 Bidders or Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the Architect at least seven days prior to the date for receipt of Bids. Interpretations, corrections and changes to the Bidding Documents will be made by written Addendum. Interpretations, corrections, or changes to the Bidding Documents made in any other manner shall not be binding.

3.2.3 The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specification compliance will be the responsibility of the Bidder.

3.2.4 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for all permits, labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the Work.

3.2.5 The Owner will bear the costs for all impact and user fees associated with the project.

3.3 SUBSTITUTIONS

3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of quality, required function, dimension, and appearance to be met by any proposed substitution. The specification of a particular manufacturer or model number is not intended to be proprietary in any way. Substitutions of products for those named will be considered, providing that the Vendor certifies that the function, quality, and performance characteristics of the material offered is equal or superior to that specified. It shall be the Bidder's responsibility to assure that the proposed substitution will not affect the intent of the design, and to make any installation modifications required to accommodate the substitution.

3.3.2 Requests for substitutions shall be made in writing to the Architect at least ten days prior to the date of the Bid Opening. Such requests shall include a complete description of the proposed substitution, drawings, performance and test data, explanation of required installation modifications due the substitution, and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval shall be final. The Architect is to notify Owner prior to any approvals.

3.3.3 If the Architect approves a substitution prior to the receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding.

3.3.4 The Architect shall have no obligation to consider any substitutions after the Contract award.

3.4 ADDENDA

3.4.1 Addenda will be mailed or delivered to all who are known by the Architect to have received a complete set of the Bidding Documents.

3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

3.4.3 No Addenda will be issued later than 2 calendar days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.

- 3.4.4 Each bidder shall ascertain prior to submitting his Bid that they have received all Addenda issued, and shall acknowledge their receipt in their Bid in the appropriate space. Not acknowledging an issued Addenda could be grounds for determining a bid to be non-responsive.

ARTICLE 4: BIDDING PROCEDURES

4.1 PREPARATION OF BIDS

- 4.1.1 Submit the bids on the Bid Forms included with the Bidding Documents.
- 4.1.2 Submit the original Bid Form for each bid. Bid Forms may be removed from the project manual for this purpose.
- 4.1.3 Execute all blanks on the Bid Form in a non-erasable medium (typewriter or manually in ink).
- 4.1.4 Where so indicated by the makeup on the Bid Form, express sums in both words and figures, in case of discrepancy between the two, the written amount shall govern.
- 4.1.5 Interlineations, alterations or erasures must be initialed by the signer of the Bid.
- 4.1.6 BID ALL REQUESTED ALTERNATES AND UNIT PRICES, IF ANY. If there is no change in the Base Bid for an Alternate, enter "No Change". The Contractor is responsible for verifying that they have received all addenda issued during the bidding period. Work required by Addenda shall automatically become part of the Contract.
- 4.1.7 Make no additional stipulations on the Bid Form and do not qualify the Bid in any other manner.
- 4.1.8 Each copy of the Bid shall include the legal name of the Bidder and a statement whether the Bidder is a sole proprietor, a partnership, a corporation, or any legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current Power of Attorney attached, certifying agent's authority to bind the Bidder.
- 4.1.9 Bidder shall complete the Non-Collusion Statement form included with the Bid Forms and include it with their Bid.
- 4.1.10 In the construction of all Public Works projects for the State of Delaware or any agency thereof, preference in employment of laborers, workers or mechanics shall be given to bona fide legal citizens of the State who have established citizenship by residence of at least 90 days in the State.
- 4.1.11 Each bidder shall include a signed Affidavit for the Bidder certifying compliance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects." "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.

4.2 BID SECURITY

- 4.2.1 All bids shall be accompanied by a deposit of either a good and sufficient bond to the agency for the benefit of the agency, with corporate surety authorized to do business in this State, the form of the bond and the surety to be approved by the agency, or a security of the

bidder assigned to the agency, for a sum equal to at least 10% of the bid plus all add alternates, or in lieu of the bid bond a security deposit in the form of a certified check, bank treasurer's check, cashier's check, money order, or other prior approved secured deposit assigned to the State. The bid bond need not be for a specific sum, but may be stated to be for a sum equal to 10% of the bid plus all add alternates to which it relates and not to exceed a certain stated sum, if said sum is equal to at least 10% of the bid. The Bid Bond form used shall be the standard OMB form (attached).

4.2.2 The Agency has the right to retain the bid security of Bidders to whom an award is being considered until either a formal contract has been executed and bonds have been furnished or the specified time has elapsed so the Bids may be withdrawn or all Bids have been rejected.

4.2.3 In the event of any successful Bidder refusing or neglecting to execute a formal contract and bond within 20 days of the awarding of the contract, the bid bond or security deposited by the successful bidder shall be forfeited.

4.3 SUBCONTRACTOR LIST

4.3.1 In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, each Bidder shall submit with their Bid a completed List of Sub-Contractors included with the Bid Form. NAME ONLY ONE SUBCONTRACTOR FOR EACH TRADE. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the Bidder will be using to perform the work and provide material for that subcontractor category. Should the Bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the Bidder shall list that third-tier contractor's full name and address (City & State). **If the Bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the Bidder intends to perform the work themselves, the Bidder **may not** insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

4.3.2 It is the responsibility of the Contractor to ensure that their Subcontractors are in compliance with the provisions of this law. Also, if a Contractor elects to list themselves as a Subcontractor for any category, they must specifically name themselves on the Bid Form and be able to document their capability to act as Subcontractor in that category in accordance with this law.

4.4 AFFIDAVIT OF CONTRACTOR QUALIFICATIONS

4.4.1 In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, each Bidder shall submit with their Bid the Affidavit of Contractor Qualifications certifying that the Bidder will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term. After a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

4.5 AFFIDAVIT OF CRAFT TRAINING COMPLIANCE

4.5.1 In accordance with Title 29, Chapter 69, Section 6962(c)(13) of the Delaware Code, contractors and subcontractors must provide craft training for journeyman and apprentice levels if **all** of the following apply:

- A. A project meets the prevailing wage requirement under Title 29, Chapter 69, Section 6960 of the Delaware Code.
- B. The contractor employs 10 or more total employees.
- C. The project is not a federal highway project

Failure to provide required craft training on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6962(c)(13) of the Delaware Code.

Bidders shall submit the Affidavit of Craft Training Compliance prior to contract execution.

4.6 EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

4.6.1 During the performance of this contract, the contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, sexual orientation, gender identity or national origin. The Contractor will take affirmative action to ensure the applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, sex, color, sexual orientation, gender identity or national origin."

4.7 PREVAILING WAGE REQUIREMENT

4.7.1 Wage Provisions: For renovation and new construction projects whose costs exceed the thresholds contained in Delaware Code, Title 29, Section 6960, the minimum wage rates for various classes of laborers and mechanics shall be as determined by the Department of Labor, Division of Industrial Affairs of the State of Delaware.

4.7.2 The employer shall pay all mechanics and labors employed directly upon the site of work, unconditionally and not less often than once a week and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the specifications, regardless of any contractual relationship which may be alleged to exist between the employer and such laborers and mechanics.

4.7.3 The scale of the wages to be paid shall be posted by the employer in a prominent and easily accessible place at the site of the work.

4.7.4 Every contract based upon these specifications shall contain a stipulation that sworn payroll information, as required by the Department of Labor, be furnished weekly. The Department of Labor shall keep and maintain the sworn payroll information for a period of 6 months from the last day of the work week covered by the payroll.

4.8 SUBMISSION OF BIDS

4.8.1 Enclose the Bid, the Bid Security, and any other documents required to be submitted with the Bid in a sealed opaque envelope. Address the envelope to the party receiving the Bids. Identify with the project name, project number, and the Bidder's name and address. If the Bid is sent by mail, enclose the sealed envelope in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof. The State is not responsible for the opening of bids prior to bid opening date and time that are not properly marked.

4.8.2 Deposit Bids at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids. Bids received after the time and date for receipt of bids will be marked "LATE BID" and returned.

4.8.3 Bidder assumes full responsibility for timely delivery at location designated for receipt of bids.

4.8.4 Oral, telephonic or telegraphic bids are invalid and will not receive consideration.

4.8.5 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids, provided that they are then fully in compliance with these Instructions to Bidders.

4.9 MODIFICATION OR WITHDRAW OF BIDS

4.9.1 Prior to the closing date for receipt of Bids, a Bidder may withdraw a Bid by personal request and by showing proper identification to the Architect. A request for withdraw by letter or fax, if the Architect is notified in writing prior to receipt of fax, is acceptable. A fax directing a modification in the bid price will render the Bid informal, causing it to be ineligible for consideration of award. Telephone directives for modification of the bid price shall not be permitted and will have no bearing on the submitted proposal in any manner.

4.9.2 Bidders submitting Bids that are late shall be notified as soon as practicable and the bid shall be returned.

4.9.3 A Bid may not be modified, withdrawn or canceled by the Bidder during a thirty (30) day period following the time and date designated for the receipt and opening of Bids, and Bidder so agrees in submitting their Bid. Bids shall be binding for 30 days after the date of the Bid opening.

ARTICLE 5: CONSIDERATION OF BIDS

5.1 OPENING/REJECTION OF BIDS

5.1.1 Unless otherwise stated, Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids will be made available to Bidders.

5.1.2 The Agency shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid Security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

5.1.3 If the Bids are rejected, it will be done within thirty (30) calendar day of the Bid opening.

5.2 COMPARISON OF BIDS

5.2.1 After the Bids have been opened and read, the bid prices will be compared and the result of such comparisons will be made available to the public. Comparisons of the Bids may be based on the Base Bid plus desired Alternates. The Agency shall have the right to accept Alternates in any order or combination.

5.2.2 The Agency reserves the right to waive technicalities, to reject any or all Bids, or any portion thereof, to advertise for new Bids, to proceed to do the Work otherwise, or to abandon the Work, if in the judgment of the Agency or its agent(s), it is in the best interest of the State.

5.2.3 An increase or decrease in the quantity for any item is not sufficient grounds for an increase or decrease in the Unit Price.

5.2.4 The prices quoted are to be those for which the material will be furnished F.O.B. Job Site and include all charges that may be imposed during the period of the Contract.

5.2.5 No qualifying letter or statements in or attached to the Bid, or separate discounts will be considered in determining the low Bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into Unit Bid Price(s).

5.3 DISQUALIFICATION OF BIDDERS

5.3.1 An agency shall determine that each Bidder on any Public Works Contract is responsible before awarding the Contract. Factors to be considered in determining the responsibility of a Bidder include:

- A. The Bidder's financial, physical, personnel or other resources including Subcontracts;
- B. The Bidder's record of performance on past public or private construction projects, including, but not limited to, defaults and/or final adjudication or admission of violations of the Prevailing Wage Laws in Delaware or any other state;
- C. The Bidder's written safety plan;
- D. Whether the Bidder is qualified legally to contract with the State;
- E. Whether the Bidder supplied all necessary information concerning its responsibility; and,
- F. Any other specific criteria for a particular procurement, which an agency may establish; provided however, that, the criteria be set forth in the Invitation to Bid and is otherwise in conformity with State and/or Federal law.

5.3.2 If an agency determines that a Bidder is nonresponsive and/or nonresponsible, the determination shall be in writing and set forth the basis for the determination. A copy of the determination shall be sent to the affected Bidder within five (5) working days of said determination.

5.3.3 In addition, any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of their Bid or Bids.

5.3.3.1 More than one Bid for the same Contract from an individual, firm or corporation under the same or different names.

- 5.3.3.2 Evidence of collusion among Bidders.
- 5.3.3.3 Unsatisfactory performance record as evidenced by past experience.
- 5.3.3.4 If the Unit Prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- 5.3.3.5 If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the Bid incomplete, indefinite or ambiguous as to its meaning.
- 5.3.3.6 If the Bid is not accompanied by the required Bid Security and other data required by the Bidding Documents.
- 5.3.3.7 If any exceptions or qualifications of the Bid are noted on the Bid Form.
- 5.4 ACCEPTANCE OF BID AND AWARD OF CONTRACT
 - 5.4.1 A formal Contract shall be executed with the successful Bidder within twenty (20) calendar days after the award of the Contract.
 - 5.4.2 Per Section 6962(d)(13)a., Title 29, Delaware Code, "The contracting agency shall award any public works contract within thirty (30) days of the bid opening to the lowest responsive and responsible Bidder, unless the Agency elects to award on the basis of best value, in which case the election to award on the basis of best value shall be stated in the Invitation To Bid. Any public school district and its board shall award public works contracts in accordance with this section's requirements except it shall award the contract within 60 days of the bid opening."
 - 5.4.3 Each Bid on any Public Works Contract must be deemed responsive by the Agency to be considered for award. A responsive Bid shall conform in all material respects to the requirements and criteria set forth in the Contract Documents and specifications.
 - 5.4.4 The Agency shall have the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid, plus accepted Alternates.
 - 5.4.5 The successful Bidder shall execute a formal contract, submit the required Insurance Certificate, and furnish good and sufficient bonds, unless specifically waived in the General Requirements, in accordance with the General Requirement, within twenty (20) days of official notice of contract award. The successful Bidder shall provide, at least two business days prior to contract execution, copies of the Employee Drug Testing Program for the Bidder and all listed Subcontractors. Bonds shall be for the benefit of the Agency with surety in the amount of 100% of the total contract award. Said Bonds shall be conditioned upon the faithful performance of the contract. Bonds shall remain in affect for period of two (2) years after the date of the Certificate of Final Payment.
 - 5.4.6 If the successful Bidder fails to execute the required Contract, Bond and all required information, as aforesaid, within twenty (20) calendar days after the date of official Notice of the Award of the Contract, their Bid guaranty shall immediately be taken and become the property of the State for the benefit of the Agency as liquidated damages, and not as a forfeiture or as a penalty. Award will then be made to the next lowest qualified Bidder of the Work or readvertised, as the Agency may decide.
 - 5.4.7 Each bidder shall supply with its bid its taxpayer identification number (i.e., federal employer identification number or social security number) and should the vendor be awarded a

contract, such vendor shall provide to the agency the taxpayer identification license numbers of such subcontractors. Such numbers shall be provided on the later of the date on which such subcontractor is required to be identified or the time the contract is executed. The successful Bidder shall provide to the agency to which it is contracting, within 30 days of entering into such public works contract, copies of all Delaware Business licenses of subcontractors and/or independent contractors that will perform work for such public works contract. However, if a subcontractor or independent contractor is hired or contracted more than 20 days after the Bidder entered the public works contract the Delaware Business license of such subcontractor or independent contractor shall be provided to the agency within 10 days of being contracted or hired.

- 5.4.8 The Bid Security shall be returned to the successful Bidder upon the execution of the formal contract. The Bid Securities of unsuccessful bidders shall be returned within thirty (30) calendar days after the opening of the Bids.

ARTICLE 6: POST-BID INFORMATION

6.1 CONTRACTOR'S QUALIFICATION STATEMENT

- 6.1.1 Bidders to whom an award of a Contract is under consideration shall, if requested by the Agency, submit a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a statement has been previously required and submitted.

- 6.2 Bidders to whom an award of a Contract has been made must produce their Delaware Business License before the Contract can be executed.

ARTICLE 7: PERFORMANCE BOND AND PAYMENT BOND

7.1 BOND REQUIREMENTS

- 7.1.1 The cost of furnishing the required Bonds, that are stipulated in the Bidding Documents, shall be included in the Bid.
- 7.1.2 If the Bidder is required by the Agency to secure a bond from other than the Bidder's usual sources, changes in cost will be adjusted as provide in the Contract Documents.
- 7.1.3 The Performance and Payment Bond forms used shall be the standard OMB forms (attached).

7.2 TIME OF DELIVERY AND FORM OF BONDS

- 7.2.1 The bonds shall be dated on or after the date of the Contract.
- 7.2.2 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix a certified and current copy of the power of attorney.

ARTICLE 8: FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- 8.1 Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum.

END OF SECTION

BID FORM

To: Lake Forest School District
5423 Killens Pond Road
Felton, DE 19943

Phone No.: () _____ - _____ **Fax No.:** () _____ - _____

\$()

Add/Deduct: _____
(\$ _____)

DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES

LAKE FOREST SCHOOL DISTRICT

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

BID FORM

ALTERNATE No. 3: _____ (BRIEF DESCRIPTION) _____

Add/Deduct: _____
(\$ _____)

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

		<u>ADD</u>	<u>DEDUCT</u>
UNIT PRICE No. 1:	_____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____
UNIT PRICE No. 2:	_____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____
UNIT PRICE No. 3:	_____ (BRIEF DESCRIPTION) _____	\$ _____	\$ _____

DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES

LAKE FOREST SCHOOL DISTRICT

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)
Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Affidavit of Employee Drug Testing Program
Affidavit of Contractor Qualifications
Bid Security
(Others as Required by Project Manuals)

DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES

LAKE FOREST SCHOOL DISTRICT

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder’s listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor’s full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert “not applicable”, “N/A”, “self” or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1.			
A.			
B.			
C.			
2.			
A.			
B.			
C.			

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

BID FORM (Continued)

3.	<hr/>	<hr/>	<hr/>
A.	<hr/>	<hr/>	<hr/>
B.	<hr/>	<hr/>	<hr/>
C.	<hr/>	<hr/>	<hr/>
4.	<hr/>	<hr/>	<hr/>
A.	<hr/>	<hr/>	<hr/>
B.	<hr/>	<hr/>	<hr/>
C.	<hr/>	<hr/>	<hr/>
5.	<hr/>	<hr/>	<hr/>
A.	<hr/>	<hr/>	<hr/>
B.	<hr/>	<hr/>	<hr/>
C.	<hr/>	<hr/>	<hr/>

LAKE FOREST SCHOOL DISTRICT

DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

BID FORM
NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

E-MAIL:

PHONE NUMBER:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET**BID BOND**TO ACCOMPANY PROPOSAL
(Not necessary if security is used)

KNOW ALL MEN BY THESE PRESENTS That: _____
 _____ of _____ in the County of _____
 _____ and State of _____ as **Principal**, and _____
 _____ of _____ in the County of _____
 and State of _____ as **Surety**, legally authorized to do business in the State of Delaware
 ("State"), are held and firmly unto the **State** in the sum of _____
 _____ Dollars (\$ _____), or _____ percent not to exceed _____
 _____ Dollars (\$ _____)
 of amount of bid on Contract, to be paid to the **State** for the use and benefit of **Lake Forest School District**
 for which payment well and truly to be made, we do bind ourselves, our and each of our heirs, executors,
 administrators, and successors, jointly and severally for and in the whole firmly by these presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bonded **Principal**
 who has submitted to the **Lake Forest School District** a certain proposal to enter into this contract for the
 furnishing of certain material and/or services within the **State**, shall be awarded this Contract, and if said
Principal shall well and truly enter into and execute this Contract as may be required by the terms of this
 Contract and approved by the **Lake Forest School District** this Contract to be entered into within twenty
 days after the date of official notice of the award thereof in accordance with the terms of said proposal, then
 this obligation shall be void or else to be and remain in full force and virtue.

Sealed with _____ seal and dated this _____ day of _____ in the year of our Lord two
 thousand and _____ (20____).

SEALED, AND DELIVERED IN THE
 Presence of

 Name of Bidder (Organization)

Corporate
 Seal

By:

 Authorized Signature

Attest _____

 Title

 Name of Surety

Witness: _____

By:

 Title

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SECTION 00 52 13

**STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR
A101-2017**

The contract to be utilized on this project shall be the "Standard Form of Agreement Between Owner and Contractor" AIA Document A101-2017, including AIA Document A101 – 2017 Exhibit A, as well as Supplements to A101-2017 and Exhibit A and the State of Delaware's General Requirements.

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DRAFT AIA® Document A101™ – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the « » day of « » in the year « »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

« »
« »
« »
« »

and the Contractor:
(Name, legal status, address and other information)

« »
« »
« »
« »

for the following Project:
(Name, location and detailed description)

« »
« »
« »

The Architect:
(Name, legal status, address and other information)

« »
« »
« »
« »

The Owner and Contractor agree as follows.

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.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101™-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- ☐ The date of this Agreement.
- ☐ A date set forth in a notice to proceed issued by the Owner.
- ☐ Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

☐

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

- ☐ Not later than ☐ (☐) calendar days from the date of commencement of the Work.

[« »] By the following date: « »

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be « » (\$ « »), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price

§ 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

§ 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

« »

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

« »

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

« »

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the « » day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the « » day of the « » month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than « » (« ») days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

« »

§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

« »

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

« »

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

« »

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

« »

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

« » % « »

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

« »

« »

« »

« »

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☐ Litigation in a court of competent jurisdiction

☐ Other *(Specify)*

☐

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)

☐

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:

(Name, address, email address, and other information)

☐

☐

☐

☐

☐

☐

§ 8.3 The Contractor’s representative:

(Name, address, email address, and other information)

☐

☐

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☐

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

« »

§ 8.7 Other provisions:

« »

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

« »

.5 Drawings

Number	Title	Date

.6 Specifications

Section	Title	Date	Pages

.7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[« »] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

« »

[« »] The Sustainability Plan:

Title	Date	Pages

[« »] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

« »

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

« »« »

(Printed name and title)

CONTRACTOR (Signature)

« »« »

(Printed name and title)



AIA® Document A101® – 2017 Exhibit A

Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the _____ day of _____ in the year _____
(In words, indicate day, month and year.)

for the following **PROJECT**:
(Name and location or address)

THE OWNER:
(Name, legal status and address)

THE CONTRACTOR:
(Name, legal status and address)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A201®–2017, General Conditions of the Contract for Construction. Article 11 of A201®–2017 contains additional insurance provisions.

TABLE OF ARTICLES

- A.1 GENERAL
- A.2 OWNER'S INSURANCE
- A.3 CONTRACTOR'S INSURANCE AND BONDS
- A.4 SPECIAL TERMS AND CONDITIONS

ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201™–2017, General Conditions of the Contract for Construction.

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

§ A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's

property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 Causes of Loss. The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Cause of Loss	Sub-Limit
---------------	-----------

§ A.2.3.1.2 Specific Required Coverages. The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage	Sub-Limit
----------	-----------

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 Deductibles and Self-Insured Retentions. If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

§ A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

- ☐ **§ A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- ☐ **§ A.2.4.2 Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- ☐ **§ A.2.4.3 Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- ☐ **§ A.2.4.4 Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- ☐ **§ A.2.4.5 Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- ☐ **§ A.2.4.6 Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- ☐ **§ A.2.4.7 Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

§ A.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

- ☐ **§ A.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information.
(Indicate applicable limits of coverage or other conditions in the fill point below.)

☐ **§ A.2.5.2 Other Insurance**

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

§ A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

§ A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

§ A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:
(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than _____ (\$) each occurrence, _____ (\$) general aggregate, and _____ (\$) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to, or destruction of, tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

§ A.3.2.2.2 The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the work involves such hazards.
- .11 Claims related to explosion, collapse, and underground hazards, where the Work involves such hazards.

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than _____ (\$) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than _____ (\$) each accident, _____ (\$) each employee, and _____ (\$) policy limit.

§ A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks

§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than _____ (\$) per claim and _____ (\$) in the aggregate.

§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than _____ (\$) per claim and _____ (\$) in the aggregate.

§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than _____ (\$) per claim and _____ (\$) in the aggregate.

§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than _____ (\$) per claim and _____ (\$) in the aggregate.

§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than _____ (\$) per claim and _____ (\$) in the aggregate.

§ A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

- ☐ § A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below.

(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)

- ☐ § A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than _____ (\$___) per claim and _____ (\$___) in the aggregate, for Work within fifty (50) feet of railroad property.
- ☐ § A.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than _____ (\$___) per claim and _____ (\$___) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.
- ☐ § A.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.
- ☐ § A.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.
- ☐ § A.3.3.2.6 Other Insurance
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage

Limits

§ A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

(Specify type and penal sum of bonds.)

Type	Penal Sum (\$0.00)
Payment Bond	
Performance Bond	

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.

ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

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SECTION 00 54 13**SUPPLEMENT TO AGREEMENT BETWEEN OWNER AND CONTRACTOR A101-2017**

The following supplements modify the "Standard Form of Agreement Between Owner and Contractor," AIA Document A101-2017. Where a portion of the Standard Form of Agreement is modified or deleted by the following, the unaltered portions of the Standard Form of Agreement shall remain in effect.

ARTICLE 3: DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 Delete paragraph 3.1 in its entirety and replace with the following:

"The date of Commencement of the Work shall be a date set forth in a notice to proceed issued by the Owner."

ARTICLE 5: PAYMENTS

5.1 PROGRESS PAYMENTS

5.1.3 Delete paragraph 5.1.3 in its entirety and replace with the following:

"Provided that a valid Application for Payment is received by the Architect that meets all requirements of the Contract, payment shall be made by the Owner not later than 30 days after the Owner receives the valid Application for Payment."

5.3 Insert the interest rate of "1% per month not to exceed 12% per annum."

ARTICLE 6: DISPUTE RESOLUTION

6.2 BINDING DISPUTE RESOLUTION

Check the box "Other" – and add the following sentence:

"Any remedies available in law or in equity."

ARTICLE 7: TERMINATION or SUSPENSION

7.1.1.1 Delete paragraph 7.1.1.1 in its entirety.

ARTICLE 8: MISCELLANEOUS PROVISIONS

8.4 Delete paragraph 8.4 in its entirety and replace with the following:

"The Contractor's representative shall not be changed without ten days written notice to the Owner."

END OF SECTION

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SECTION 00 54 14**SUPPLEMENT TO A101-2017 – EXHIBIT A - INSURANCE & BONDS**

The following supplements modify the "Standard Form of Agreement Between Owner and Contractor," AIA Document A101-2017 Exhibit A Insurance and Bonds. Where a portion of the Standard Form of Agreement is modified or deleted by the following, the unaltered portions of the Standard Form of Agreement shall remain in effect.

ARTICLE A.2 OWNER'S INSURANCE**A.2.1 General**

Delete paragraph A.2.1 in its entirety.

A.2.2 Liability Insurance

Delete paragraph A.2.2 in its entirety, except in the case of school projects this paragraph shall remain.

A.2.3 Required Property Insurance

Delete paragraph A.2.3 in its entirety.

A.2.4 Optional Extended Property Insurance

Delete paragraph A.2.4 in its entirety.

A.2.5 Other Optional Insurance

Delete paragraph A.2.5 in its entirety.

ARTICLE A.3 CONTRACTORS INSURANCE AND BONDS**A.3.1.1 Strike the last sentence of the paragraph.****A.3.1.3 Additional Insured Obligations**

In the first sentence after "coverage to include (1)" delete "(1) the Owner,".

Strike the remainder of the first sentence beginning at the semicolon "; and (2) the Owner" through the end of the sentence.

Delete the second sentence in its entirety.

A.3.2.2.1 Insert "\$1,000,000.00" in the blank for each occurrence.
Insert "\$3,000,000.00" in the blank for general aggregate.
Insert "\$3,000,000.00" in the blank for aggregate for products-completed operations hazard.

A.3.2.3 Insert "\$1,000,000.00" in the blank for per accident.

A.3.2.6 Insert "\$500,000.00" in the blank for each accident.
Insert "\$500,000.00" in the blank for each employee.

Insert "\$500,000.00" in the blank for policy limit.

A.3.2.8 Insert "\$1,000,000.00" in the blank for per claim.
Insert "\$3,000,000.00" in the blank for in the aggregate.

A.3.2.9 Insert "\$1,000,000.00" in the blank for per claim.
Insert "\$3,000,000.00" in the blank for in the aggregate.

A.3.2.10 Insert "\$2,000,000.00" in the blank for per claim.
Insert "\$4,000,000.00" in the blank for in the aggregate.

A.3.2.11 Strike in its entirety.

A.3.2.12 Strike in its entirety.

A.3.3.2.1 Delete paragraph 3.3.2.1 in its entirety

A.3.3.2.2 Strike in its entirety.

A.3.3.2.3 Insert "\$1,000,000.00" in the blanks for per claim.
Insert "\$3,000,000.00" in the blanks for in the aggregate.

A.3.4 Insert the actual contract price in both the Payment Bond and the Performance Bond Penal Sum blanks. It must be 100% of the contract price.

Strike the last sentence in this section and replace with "Payment and Performance Bonds shall be in the standard form issued by the Delaware Office of Management and Budget."

END OF SECTION

LAKE FOREST SCHOOL DISTRICT

PERFORMANCE BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal (“**Principal**”), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the **Lake Forest School District** in the amount of _____ (\$_____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract dated the _____ day of _____, 20__ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly provide and furnish all materials, appliances and tools and perform all the work required under and pursuant to the terms and conditions of the Contract and the Contract Documents (as defined in the Contract) or any changes or modifications thereto made as therein provided, shall make good and reimburse **Owner** sufficient funds to pay the costs of completing the Contract that **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, hereby stipulates and agrees, if requested to do so by **Owner**, to fully perform and complete the work to be performed under the Contract pursuant to the terms, conditions and covenants thereof, if for any cause **Principal** fails or neglects to so fully perform and complete such work.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: _____

Witness or Attest: Address: _____

_____ Name: (Corporate Seal)	By: _____(SEAL) Name: Title:
--	------------------------------------

SURETY

Name: _____

Witness or Attest: Address: _____

_____ Name: (Corporate Seal)	By: _____(SEAL) Name: Title:
--	------------------------------------

LAKE FOREST SCHOOL DISTRICT

PAYMENT BOND

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS, that we, _____, as principal (“**Principal**”), and _____, a _____ corporation, legally authorized to do business in the State of Delaware, as surety (“**Surety**”), are held and firmly bound unto the **Lake Forest School District** in the amount of _____ (\$ _____), to be paid to **Owner**, for which payment well and truly to be made, we do bind ourselves, our and each and every of our heirs, executors, administrations, successors and assigns, jointly and severally, for and in the whole firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20__.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, that if **Principal**, who has been awarded by **Owner** that certain contract known as Contract dated the _____ day of _____, 20__ (the “Contract”), which Contract is incorporated herein by reference, shall well and truly pay all and every person furnishing materials or performing labor or service in and about the performance of the work under the Contract, all and every sums of money due him, her, them or any of them, for all such materials, labor and service for which **Principal** is liable, shall make good and reimburse **Owner** sufficient funds to pay such costs in the completion of the Contract as **Owner** may sustain by reason of any failure or default on the part of **Principal**, and shall also indemnify and save harmless **Owner** from all costs, damages and expenses arising out of or by reason of the performance of the Contract and for as long as provided by the Contract; then this obligation shall be void, otherwise to be and remain in full force and effect.

Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligation of **Surety** and its bond shall be in no way impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by any waiver of any provisions thereof, or by any assignment, subletting or other transfer thereof or of any work to be performed or any monies due or to become due thereunder; and **Surety** hereby waives notice of any and all such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers and hereby expressly stipulates and agrees that any and all things done and omitted to be done by and in relation to assignees, subcontractors, and other transferees shall have the same effect as to **Surety** as though done or omitted to be done by or in relation to **Principal**.

Surety hereby stipulates and agrees that no modifications, omission or additions in or to the terms of the Contract shall in any way whatsoever affect the obligation of **Surety** and its bond.

Any proceeding, legal or equitable, under this Bond may be brought in any court of competent jurisdiction in the State of Delaware. Notices to **Surety** or Contractor may be mailed or delivered to them at their respective addresses shown below.

IN WITNESS WHEREOF, **Principal** and **Surety** have hereunto set their hand and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first above written.

PRINCIPAL

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____(SEAL)
Name:
Title:

SURETY

Name: _____

Witness or Attest: Address: _____

Name:

(Corporate Seal)

By: _____(SEAL)
Name:
Title:

SECTION 00 62 76

APPLICATION AND CERTIFICATE FOR PAYMENT G702-1992

Application is made for payments in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

END OF SECTION

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Application and Certificate for Payment

TO OWNER: PROJECT: APPLICATION NO: 001 Distribution to: OWNER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐

FROM CONTRACTOR: VIA ARCHITECT: CONTRACT FOR: General Construction CONTRACT DATE: PROJECT NOS: / /

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 0.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 0.00

5. RETAINAGE:
a. 0 % of Completed Work (Column D + E on G703) \$ 0.00
b. 0 % of Stored Material (Column F on G703) \$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

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

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

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	0.00	\$ 0.00
Total approved this Month	\$	0.00	\$ 0.00
TOTALS	\$	0.00	\$ 0.00
NET CHANGES by Change Order	\$		0.00

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.

APPLICATION NO: 001

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)		E THIS PERIOD COMPLETED	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
		\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	GRAND TOTAL								

**GENERAL CONDITIONS
TO THE
CONTRACT**

The General Conditions of this Contract are as stated in the American Institute of Architects Document AIA A201 (2017 Edition) entitled General Conditions of the Contract for Construction and is part of this project manual as if herein written in full.

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AIA® Document A201™ – 2017

General Conditions of the Contract for Construction

for the following PROJECT:
(Name and location or address)

THE OWNER:
(Name, legal status and address)

THE ARCHITECT:
(Name, legal status and address)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

§ 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

§ 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

§ 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

§ 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining

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provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

§ 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building

information model, and each of their agents and employees.

ARTICLE 2 OWNER

§ 2.1 General

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

§ 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

§ 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

§ 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the

site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

§ 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

§ 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

§ 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's

capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 Warranty

§ 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes

remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.7 Permits, Fees, Notices and Compliance with Laws

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

§ 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

1. allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
2. Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and

- 3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

§ 3.9 Superintendent

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

§ 3.12 Shop Drawings, Product Data and Samples

§ 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

§ 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

§ 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

§ 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

§ 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the

time and in the form specified by the Architect.

§ 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

§ 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

§ 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

§ 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

ARTICLE 4 ARCHITECT

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 4.2 Administration of the Contract

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under

Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the

Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

§ 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

§ 5.4 Contingent Assignment of Subcontracts

§ 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

§ 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate

Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

§ 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

§ 6.2 Mutual Responsibility

§ 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

§ 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

§ 7.2 Change Orders

§ 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

§ 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The

Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable

by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.3 Applications for Payment

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

§ 9.4 Certificates for Payment

§ 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

§ 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The

foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- 1 defective Work not remedied;
- 2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- 3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- 4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- 5 damage to the Owner or a Separate Contractor;
- 6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- 7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

§ 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers

to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

§ 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not

constitute a waiver of Claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

§ 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

§ 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

§ 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the

endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The

Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

§ 11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the

Contractor's expense.

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

§ 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

§ 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

§ 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

§ 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

1. Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
2. An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
3. Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
4. The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

§ 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section

15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

§ 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly

consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 Consolidation or Joinder

§ 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

SECTION 00 73 13**SUPPLEMENTARY GENERAL CONDITIONS A201-2017**

The following supplements modify the "General Conditions of the Contract for Construction," AIA Document A201-2017. Where a portion of the General Conditions is modified or deleted by the Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

TABLE OF ARTICLES

1. GENERAL PROVISIONS
2. OWNER
3. CONTRACTOR
4. ADMINISTRATION OF THE CONTRACT
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6. CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
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13. MISCELLANEOUS PROVISIONS
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ARTICLE 1: GENERAL PROVISIONS

1.1 BASIC DEFINITIONS

1.1.1 THE CONTRACT DOCUMENTS

Strike the last sentence of Section 1.1.1 in its entirety and replace with the following:

“The Contract Documents also include Advertisement for Bid, Instructions to Bidder, sample forms, the Bid Form, the Contractor’s completed Bid and the Award Letter.”

Add the following Section:

“1.1.1.1 In the event of conflict or discrepancies among the Contract Documents, the Documents prepared by the State of Delaware, Division of Facilities Management shall take precedence over all other documents.”

1.1.8 INITIAL DECISION MAKER

Strike the last sentence of Section 1.1.8 in its entirety and add the following to the end of the remaining sentence:

“and certify termination of the Agreement under Section 14.2.2.”

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

1.2.1.1 Insert “if possible” at the end of the second sentence.

Add the following Sections:

“1.2.4 In the case of an inconsistency between the Drawings and the Specifications, or within either document not clarified by addendum, the better quality or greater quantity of work shall be provided in accordance with the Architect’s interpretation.”

“1.2.5 The word “PROVIDE” as used in the Contract Documents shall mean “FURNISH AND INSTALL” and shall include, without limitation, all labor, materials, equipment, transportation, services and other items required to complete the Work.”

“1.2.6 The word “PRODUCT” as used in the Contract Documents means all materials, systems and equipment.”

1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

Strike Section 1.5.1 in its entirety and replace with the following:

“All pre-design studies, drawings, specifications and other documents, including those in electronic form, prepared by the Architect under this Agreement are, and shall remain, the property of the Owner whether the Project for which they are made is executed or not. Such documents may be used by the Owner to construct one or more like Projects without the approval of, or additional compensation to, the Architect. The Contractor, Subcontractors, Sub-subcontractors, and Material or Equipment Suppliers are authorized to use and reproduce applicable portions of the Drawings, Specifications and other documents prepared by the Architect and the Architect’s consultants appropriate to and for use in the execution of their Work under the Contract Documents. They are not to be

used by the Contractor or any Subcontractor, Sub-subcontractor or Material and Equipment Supplier on other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and Architect's consultants.

The Architect shall not be liable for injury or damage resulting from the re-use of drawings and specifications if the Architect is not involved in the re-use Project. Prior to re-use of construction documents for a Project in which the Architect is not also involved, the Owner will remove from such documents all identification of the original Architect, including name, address and professional seal or stamp."

Strike Section 1.5.2 in its entirety.

1.7 DIGITAL DATA USE AND TRANSMISSION

Strike Section 1.7 in its entirety and replace with the following:

"The parties shall agree upon protocols governing transmission and use of Instruments of Service or any other information or documentation in digital form."

1.8 BUILDING INFORMATION MODELS USE AND RELIANCE

Strike Section 1.8 in its entirety.

ARTICLE 2: OWNER

2.2 EVIDENCE OF THE OWNERS FINANCIAL ARRANGEMENTS

Strike Section 2.2 in its entirety.

2.3 INFORMATION AND SERVICES REQUIRED OF THE OWNER

2.3.3 Strike 2.3.3 in its entirety.

2.3.4 Add the following sentence at the end of the paragraph:

"The Contractor, at their expense shall bear the costs to accurately identify the location of all underground utilities in the area of their excavation and shall bear all cost for any repairs required, out of failure to accurately identify said utilities."

Strike Section 2.3.6 in its entirety and replace with the following:

"2.3.6 The Contractor shall be furnished free of charge (1) electronic set of the Drawings and Project Manuals. Additional sets will be furnished at the cost of reproduction, postage and handling."

2.5 OWNER'S RIGHT TO CARRY OUT THE WORK

Add ", except as outlined in Section 3.15" after the reference to "Article 15" at the end of the last sentence of the Section.

ARTICLE 3: CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

3.2.2 Add "and Owner" after "report to the Architect" in the second sentence.

3.2.4 Strike "subject to Section 15.1.7" in the second sentence.

3.2.4 Strike the third sentence.

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

Add the following Sections:

"3.3.2.1 The Contractor shall immediately remove from the Work, whenever requested to do so by the Owner, any person who is considered by the Owner or Architect to be incompetent or disposed to be so disorderly, or who for any reason is not satisfactory to the Owner, and that person shall not again be employed on the Work without the consent of the Owner or the Architect."

"3.3.4 The Contractor must provide suitable storage facilities at the Site for the proper protection and safe storage of their materials, or as otherwise identified by the specifications. Consult the Owner and the Architect before storing any materials."

"3.3.5 When any room is used as a shop, storeroom, office, etc., by the Contractor or Subcontractor(s) during the construction of the Work, the Contractor making use of these areas will be held responsible for any repairs, patching or cleaning arising from such use."

3.4 LABOR AND MATERIALS

Add the Following Sections:

"3.4.4 Before starting the Work, each Contractor shall carefully examine all preparatory Work that has been executed to receive their Work. Check carefully, by whatever means are required, to insure that its Work and adjacent, related Work, will finish to proper contours, planes and levels. Promptly notify the Architect & Owner of any defects or imperfections in preparatory Work which will in any way affect satisfactory completion of its Work. Absence of such notification will be construed as an acceptance of preparatory Work and later claims of defects will not be recognized."

"3.4.5 Under no circumstances shall the Contractor's Work proceed prior to preparatory Work having been completely cured, dried and/or otherwise made satisfactory to receive this Work. Responsibility for timely installation of all materials rests solely with the Contractor responsible for that Work, who shall maintain coordination at all times."

3.5 WARRANTY

Add the following Sections:

"3.5.3 The Contractor will guarantee all materials and workmanship against original defects, except injury from proper and usual wear when used for the purpose intended, for two years after Acceptance by the Owner, and will maintain all items in perfect condition during the period of warranty."

"3.5.4 Defects appearing during the period of warranty will be made good by the Contractor at his expense upon demand of the Owner, it being required that all work will be in perfect condition when the period of warranty will have elapsed."

"3.5.5 Upon notification by the Owner of a defect covered by the Contractor's warranty, the Contractor shall respond within 4 hours of the notification."

"3.5.6 In addition to the General Warranty there are other warranties required for certain items for different periods of time than the two years as above, and are particularly so stated in that part of the specifications referring to same. The said warranties will commence at the same time as the General Warranty."

"3.5.7 If the Contractor fails to remedy any failure, defect or damage within a reasonable time after receipt of notice, the Owner will have the right to replace, repair, or otherwise remedy the failure, defect or damage at the Contractor's expense."

3.8 ALLOWANCES

Add the following Section:

"3.8.1.1 For costs to be covered under a project allowance, (included in the schedule of values) the Contractor shall submit a summary of those costs anticipated and an Allowance Access Authorization Form to the Architect and Owner, reflecting the projected costs. The Allowance Access Authorization Form must be signed by the Owner prior to initiating any work associated with the allowance."

3.10 CONTRACTOR'S CONSTRUCTION AND SUBMITTAL SCHEDULES

3.10.1 Add "estimated" after "and the" and before "date of" in the second sentence.

3.10.2 Strike "and thereafter as necessary to maintain a current submittal schedule" in the first sentence.

3.11 DOCUMENTS AND SAMPLES AT THE SITE

Add the following Sections:

"3.11.1 During the course of the Work, the Contractor shall maintain a record set of drawings on which the Contractor shall mark the actual physical location of all piping, valves, equipment, conduit, outlets, access panels, controls, actuators, including all appurtenances that will be concealed once construction is complete, etc., including all invert elevations."

"3.11.2 At the completion of the project, the Contractor shall obtain a set of the conformed contract drawings from the Architect, and neatly transfer all information outlined in 3.11.1 to provide a complete record of the as-built conditions."

"3.11.3 Upon completion of the work noted in 3.11.2 the contractor shall schedule a meeting with the Architect/Engineer and Owner to review the final record drawings and closeout documents prior to submission. After this meeting the Contractor shall make adjustments per the review, and submit one (1) original markup and (2) copies of the red line drawings (as-built conditions, to the Owner and one (1) print to the Architect. In addition, attach one complete set of the as-built documents to each of the Operating and Maintenance Instructions/Manuals. The Contractor will include (2) USB drives, each

containing all "red line drawings (as-built) and Closeout Documents properly tabbed in accordance with closeout requirements as defined elsewhere in the contract documents."

3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

3.12.10.2 Strike "If the Contract Documents require" from the beginning of the sentence.

3.12.10.2 Strike "to" between "professional" and certify" and replace with "shall".

3.17 Insert "indemnify and" between "shall" and "hold" in the second sentence.

ARTICLE 4: ADMINISTRATION OF THE CONTRACT

4.2 ADMINISTRATION OF THE CONTRACT

4.2.7 Strike the first sentence and replace with the following:

"The Architect will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples for the purpose of checking for conformance with the Contract Documents."

4.2.7 Strike the second sentence and replace with the following:

"The Architect's action will be taken with such reasonable promptness as to cause no delay in the Work in the activities of the Owner, Contractor or separate Contractors, while allowing sufficient time in the Owner's professional judgment to permit adequate review."

Add the following Section:

"4.2.10.1 There will be no full-time Project Representative provided by the Owner or Architect on this project."

"4.2.13 Add "and in compliance with all local requirements." to the end of the sentence."

ARTICLE 5: SUBCONTRACTORS

5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

5.2.3 Strike Section 5.2.3 in its entirety and replace with the following:

"If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection, subject to the statutory requirements of 29 Delaware Code § 6962(d)(10)b.3 and 4."

5.2.4 Strike Section 5.2.4 in its entirety and replace with the following:

"The Contractor may not substitute any Subcontractor listed in its Bid unless the Contractor complies with the requirements of 29 Delaware Code § 6962(d)(10)b.3 and 4. Failure to comply with this requirement shall subject the Contractor to a penalty as outlined in Section 5.2 of the Owner's General Requirements."

Add the following Section:

“5.2.5 The Contractor shall comply and shall ensure all Subcontractors comply with all requirements for drug testing as set forth in TITLE 19 LABOR DELAWARE ADMINISTRATIVE CODE 4000 Office of Management and Budget 4100 Division of Facilities Management **4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects.**”

ARTICLE 6: CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- 6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS
 - 6.1.1 Strike “and waiver of subrogation” from the end of the second sentence.
 - 6.1.4 Strike Section 6.1.4 in its entirety.
- 6.2 MUTUAL RESPONSIBILITY
 - 6.2.3 Strike “shall” and replace with “may” in the second sentence.

ARTICLE 7: CHANGES IN THE WORK

(SEE ARTICLE 7: CHANGES IN WORK IN THE STATE OF DELAWARE DIVISION OF FACILITIES MANAGEMENT GENERAL REQUIREMENTS)

- 7.3.4.1 Strike “and other employee costs approved by the Architect” after “worker’s compensation insurance,”
- 7.3.4.4 Add “work attributable to the” before “change” at the end of the sentence.
- 7.4 MINOR CHANGES IN WORK
 - Add “unless such changes are approved” at the end of the third sentence.

ARTICLE 8: TIME

- 8.2 PROGRESS AND COMPLETION
 - 8.2.1 Add the following Section:
 - “8.2.1.1 Refer to Project Specifications Section SUMMARY OF WORK for Contract time requirements.”
 - 8.2.2 After “by the Contractor” strike “and” and insert “to”.
 - 8.2.4 Add the following Section:
 - “8.2.4 If the Work falls behind the Progress Schedule as submitted by the Contractor, the Contractor shall employ additional labor and/or equipment necessary to bring the Work into compliance with the Progress Schedule at no additional cost to the Owner.”
- 8.3 DELAYS AND EXTENSION OF TIME

- 8.3.1 Strike "binding dispute resolution" and insert "any and all remedies at law or in equity".

Add the following Section:

"8.3.2.1 The Contractor shall update the status of the suspension, delay, or interruption of the Work with each Application for Payment. (The Contractor shall report the termination of such cause immediately upon the termination thereof.) Failure to comply with this procedure shall constitute a waiver for any claim for adjustment of time or price based upon said cause."

Strike Section 8.3.3 in its entirety and replace with the following:

- 8.3.3 "Except in the case of a suspension of the Work directed by the Owner, an extension of time under the provisions of Section 8.3.1 shall be the Contractor's sole remedy in the progress of the Work and there shall be no payment or compensation to the Contractor for any expense or damage resulting from the delay."

Add the following Section:

"8.3.4 By permitting the Contractor to work after the expired time for completion of the project, the Owner does not waive their rights under the Contract."

ARTICLE 9: PAYMENTS AND COMPLETION

9.2 SCHEDULE OF VALUES

Add the following Sections:

"9.2.1 The Schedule of Values shall be submitted using AIA Document G703, Continuation Sheet to G702."

"9.2.2 The Schedule of Values is to include a line item for Project Closeout Document Submittal. The value of this item is to be no less than 1.5% of the initial contract amount."

9.3 APPLICATIONS FOR PAYMENT

- 9.3.1 Strike Section 9.3.1 in its entirety and replace with the following:

"At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values for completed portions of the Work. The application shall be notarized, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage."

Add the following Sections:

"9.3.1.3 Application for Payment shall be submitted on AIA Document G702 "Application and Certificate for Payment", supported by AIA Document G703 "Continuation Sheet". Said Applications shall be fully executed and notarized."

"9.3.4 Until Closeout Documents have been received and outstanding items completed the Owner will pay 95% (ninety-five percent) of the amount due the Contractor on account of progress payments."

"9.3.5 The Contractor shall provide a current and updated Progress Schedule to the Architect with each Application for Payment. Failure to provide Schedule will be just cause for rejection of Application for Payment."

9.5 DECISIONS TO WITHHOLD CERTIFICATION

Add the following Subsections to 9.5.1:

- .8 failure to provide a current Progress Schedule;
- .9 a lien or attachment is filed;
- .10 failure to comply with mandatory requirements for maintaining Record Documents.

9.6 PROGRESS PAYMENTS

9.6.1 Strike Section 9.6.1 in its entirety and replace with the following:

"9.6.1 After the Architect has approved and issued a Certificate for Payment, payment shall be made by the Owner within 30 days after Owner's receipt of the Certificate for Payment."

9.6.8 Strike "Provided the Owner has fulfilled its payment obligations under the Contract Documents," in the first sentence.

9.7 FAILURE OF PAYMENT

Strike Section 9.7 in its entirety and replace with the following:

"If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within fourteen days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within thirty days after the date established in the Contract Documents, the amount certified by the Architect, then the Contractor may, upon thirty additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents."

9.8 SUBSTANTIAL COMPLETION

9.8.3 At the end of Section 9.8.3, add the following sentence:

"If the Architect is required to make more than 2 inspections of the same portion of work, the Contractor shall be responsible for all costs associated with subsequent inspections including but not limited to any Architect's fees."

9.8.5 Strike "shall" and insert "may" in the second sentence.

9.8.5 Insert "1/2 of the" after "make payment of" in the second sentence.

9.9 PARTIAL OCCUPANCY OR USE

- 9.9.1 Strike the the first sentence and replace with the following (the remainder of the Section remains as written):
"The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use authorized by public authorities having jurisdiction over the Project."
- 9.10.2 Strike "to remain in force after final payment is currently in effect" after "required by the Contract Documents" and replace with "shall remain in force until final payment is completed" in the first sentence.
- 9.10.4.4 Strike "if permitted by the Contract Documents,"

ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

Add the following Sections:

- 10.1.1 Each Contractor shall develop a safety program in accordance with the Occupational Safety and Health Act of 1970. A copy of said plan shall be furnished to the Owner and Architect prior to the commencement of that Contractor's Work.
- 10.1.2 Each Contractor shall appoint a Safety Representative. Safety Representatives shall be someone who is on site on a full time basis. If deemed necessary by the Owner or Architect, Contractor Safety meetings will be scheduled. The attendance of all Safety Representatives will be required. Minutes will be recorded of said meetings by the Contractor and will be distributed to all parties as well as posted in all job offices/trailers etc.

10.2 SAFETY OF PERSONS AND PROPERTY

Add the following Section:

- 10.2.4.1 As required in the Hazardous Chemical Act of June 1984, all vendors supplying any material that may be defined as hazardous must provide Material Safety Data Sheets for those products. Any chemical product should be considered hazardous if it has a caution warning on the label relating to a potential physical or health hazard, if it is known to be present in the work place, and if employees may be exposed under normal conditions or in foreseeable emergency situations. Material Safety Data Sheets shall be provided directly to the Owner, along with the shipping slips that include those products.
- 10.2.5 Strike the second sentence in its entirety.
- 10.3 HAZARDOUS MATERIALS AND SUBSTANCES
- 10.3.3 Strike Section 10.3.3 in its entirety.
- 10.3.4 Insert "hazardous" in the last sentence after "handling of such".
- 10.3.6 Strike Section 10.3.6 in its entirety.

ARTICLE 11: INSURANCE AND BONDS

11.1 CONTRACTOR'S INSURANCE AND BONDS

11.1.1 Strike "Owner" from the third sentence.

11.2 OWNER'S LIABILITY INSURANCE

Strike 11.2 in its entirety, except that in the case of school projects in which case Section 11.2 shall remain.

11.3 WAIVERS OF SUBROGATION

Delete Section 11.3 in its entirety.

11.4 LOSS OF USE, BUSINESS INTERRUPTION, AND DELAY IN COMPLETION
INSURANCE

Delete Section 11.4 in its entirety.

ARTICLE 12: UNCOVERING AND CORRECTION OF WORK

12.2.2 AFTER SUBSTANTIAL COMPLETION

Add the following Section:

"12.2.2.1.1 At any time during the progress of the Work, or in any case where the nature of the defects will be such that it is not expedient to have corrected, the Owner, at its option, will have the right to deduct such sum, or sums, of money from the amount of the Contract as it considers justified to adjust the difference in value between the non-conforming work and that required under contract including any damage to the structure."

12.2.2.1 Strike all references to "one year" or "one-year" and replace with "two years".

12.2.2.2 Strike "one-year" and replace with "two years".

12.2.2.3 Strike "one-year" and replace with "two years".

12.2.5 Strike "one-year" and replaced with "two years".

ARTICLE 13: MISCELLANEOUS PROVISIONS

13.1 GOVERNING LAW

Strike the last sentence.

13.4 TESTS AND INSPECTIONS

13.4.1 Strike the last sentence and replace with the following:

"The Owner shall pay for tests, inspections, or approvals where building codes or applicable laws or regulations prohibit the Owner from delegating their cost to the Contractor."

13.5 INTEREST

Strike "the date payment is due at such rate as the parties may agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where

the Project is located” and replace with “30 days of presentment of the authorized Certificate of Payment at the annual rate of 12% or 1% per month.”

Insert the following Section:

“13.6 CONFLICTS WITH FEDERAL STATUTES OR REGULATIONS

13.6.1 If any provision, specifications or requirement of the Contract Documents conflict or is inconsistent with any statute, law or regulation of the government of the United State of America, the Contractor shall notify the Architect and Owner immediately upon discovery.”

ARTICLE 14: TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR

14.1.1.4 Insert “, upon the Contractors’ request,” after “furnish to the Contractor”.

14.1.3 Strike “and profit on Work not executed, and” after “as well as reasonable overhead” and replace with “, profit, and reasonable”.

14.3 SUSPENSION BY OWNER FOR CONVENIENCE

14.3.2 Strike “Adjustment of the Contract Sum shall include profit”.

14.4 TERMINATION BY THE OWNER FOR CONVENIENCE

14.4.3 Strike Section 14.4.3 in its entirety and replace with the following:

“In case of such termination for the Owner’s convenience, the Contractor shall be entitled to receive payment for Work executed, and reasonable costs incurred by reason of such termination along with reasonable overhead.”

ARTICLE 15: CLAIMS AND DISPUTES

15.1 CLAIMS

15.1.2 TIME LIMITS ON CLAIMS

Strike the last sentence.

15.1.3 NOTICE OF CLAIM

Strike all references to “21” and replace with “45”.

15.1.5 CLAIMS FOR ADDITIONAL COSTS

Strike the first sentence and replace with the following:

“Contractor shall not proceed to execute any portion of the Work that is subject to the Claim without prior approval of the costs or method of payment for the costs associated with the Claim as determined by the Architect and approved by the Owner.”

15.1.7 WAIVER OF CLAIMS FOR CONSEQUENTIAL DAMAGES

Strike Section 15.1.7 in its entirety.

15.2 INITIAL DECISION

15.2.1 Strike “and binding dispute resolution” in the fourth sentence and replace with “or any and all remedies at law or in equity”.

15.2.5 Strike Section 15.2.5 in its entirety and replace with the following:

“The Architect will approve or reject Claims by written decision, which shall state the reasons therefore and shall notify the parties of any change in the Contract Sum or Contract Time or both. The approval or rejection of a Claim by the Architect shall be subject to mediation and any or all remedies at law or in equity.”

15.2.6 Strike Section 15.2.6 and its sub-Sections in their entirety.

15.3 MEDIATION

15.3.1 Strike “binding dispute resolution” and replace with “any or all remedies at law or in equity”.

15.3.2 Strike “, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedure in effect on the date of the Agreement,” in the first sentence.

15.3.2 Strike all references to “binding dispute resolution” and replace with “any or all remedies at law and in equity”.

15.3.3 Strike Section 15.3.3 in its entirety.

15.4 ARBITRATION

Strike Section 15.4 and its Subsections in their entirety.

END OF SECTION

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SECTION 03 73 13.10
SCHEDULING GUIDELINES

The following provides supplemental direction on the establishment and maintenance of the Contractors construction and submittal schedules

Preliminary Schedule:**Initial Schedule.****Within 10 Days of the date of Award, the contractor shall submit a preliminary schedule**

The owner will use the initial schedule to monitor progress until the baseline schedule is accepted. Prepare and submit a schedule for the first 60 calendar days of work in accordance with subsections 3.1 and 3.2, plus a summary bar chart schedule for the balance of the project. Activity durations on the summary chart may not exceed 15 working days.

3. Schedule Submission Requirements.

Submit the following items:

3.1.1 A transmittal letter to the owner identifying which schedule in the database is being submitted for review .1 A narrative report

3.2 Preparing Schedule on Separate Database. If the schedule is prepared using Primavera Version 6.0, Primavera for Contractors, or some other software compatible with Primavera Version 6.0, then, for each schedule submission, submit the following items:

3.2.1 A transmittal letter

3.2.2 A narrative report

3.2.3 A Primavera Version 6.0 compatible electronic file of the schedule on a computer disc (CD)

3.2.4 The critical path in bar chart format (Longest Path sort)

3.2.5 Work paths with total float values within 20 workdays of the critical path's total float value in bar chart format. For example, if the critical path has a total float value of zero, then show all of the work paths with total float values of 20 or less.

3.2.6 An activity network diagram plotted in color, on E-size paper, with each sheet of the plot including a title, match data for diagram correlation, a page number, and a legend. The activity network diagram should only be submitted with schedules with revised relationships or activity durations.

3.2.7 A Predecessor/Successor report with the following items for each activity:

3.2.7.1 Activity ID and description

3.2.7.2 Original duration

3.2.7.3 Remaining duration

3.2.7.4 Calendar ID

3.2.7.5 Predecessors and Successors

- 3.2.7.6 Early start date
- 3.2.7.7 Early finish date
- 3.2.7.8 Late start date
- 3.2.7.9 Late finish date
- 3.2.7.10 Total float
- 3.2.7.11 Relationship type
- 3.2.7.12 Lags
- 3.2.7.13 Constraints

Baseline Schedule

The contractor shall submit a Baseline (Initial) CPM (Critical Path Method) Schedule for use in coordinating and monitoring the Work specified in the Contract documents.

The schedule will include activities for long lead and other major submittal/procurement/delivery items as well as activities for installing and constructing the specified Work. It will indicate the starting and finishing dates of all activities. The baseline schedule shall have 0 progress. The Data Date will be the date of the project's 'Commencement.' Once accepted, the Contractor shall adhere to the schedule with adjustments accepted in subsequent progress schedules. Updated (Progress) Schedules shall be submitted as directed by the Owner.

Purpose of Project Schedules

The Project Schedules shall be used for evaluating all issues related to time for this Contract. The Project Schedules shall be used by the Owner and Contractor for the following purposes as well as any other purpose where the issue of time is relevant:

- To communicate to the Owner the Contractor's current plan for carrying out the Work;
- To identify work paths that are critical to the timely completion of the Work,
- To identify upcoming activities on the critical path(s);
- To evaluate the best course of action for mitigating the impact of unforeseen events;
- As the basis for analyzing the time impact of changes in the Work,
- As a reference in determining the cost associated with increases or decreases in the Work;
- To identify and prioritize activities, for which the Owner is responsible;
- To document the actual progress of the Work;
- To integrate the Work with the operational requirements of the Owner's facilities;
- To schedule and coordinate interfaces with adjacent contracts;
- As a basis for determining valid acceleration plans; and
- To facilitate efforts to complete the Work in a timely manner.
- To validate contract requirements for the commissioning process have been incorporated by the contractor into the schedule

The Project Schedules provide a basis for Owner decisions that may impact the Work under this Contract. The Contractor shall submit schedule submittals in a timely manner. The Project Schedules shall at all times accurately reflect the Contractor's current plan for the Work and shall be updated as described in this specification and elsewhere in the project documents.

Baseline and Progress Schedule Submittals - All Progress Schedules shall be submitted as a complete package, including all supporting narrative, and reports as required. Incomplete packages will be considered not submitted

PROJECT SCHEDULING SOFTWARE

The Project Schedule shall employ the Critical Path Method (CPM) using retained logic for the planning, scheduling and reporting of the work to be performed under the Contract. The schedule will be produced utilizing any version of Oracle's Primavera Project Planning Software or any other software system fully transferable to any Oracle Primavera project planning and scheduling software system. The scheduling software used by the Contractor shall be fully capable of importing/exporting data to/from Oracle Primavera software. The proposed software shall be capable of transferring the information without degradation in the data, including, but not limited to, scheduling logic and sequencing, activities, durations, cost loading, calendars, etc. The type of schedule shall be PDM (Precedence Diagramming Method).

Along with a legible PDF rendition of the project's network, all schedules shall be submitted in CPM format (xer in Oracle's P6 Software) fully compatible with Oracle's P6 Software via email or flash drive as a single compressed database. If electronic submission is used, it is the Contractor's responsibility to verify that the documents submitted are in a format compatible with the Owner's and Architect's and that the submission has been received by the Owner and Architect.

SCHEDULING DEFINITIONS AND REQUIREMENTS

Activity Constraints - Activity Constraints can only be used if specified by the Contract or agreed to by the Owner. For example, if a Phase of the project must be completed by a specific date, that activity for completion of the Phase shall be "Constrained" to that date specified. The use of negative lags or the use of any other float suppression techniques is also prohibited from use in project schedules.

Activity Dates - Early and Late start and Finish dates of activities shall be calculated for each activity based upon the schedule data date, actual dates, % completes, schedule logic, schedule constraints, calendars, and original duration or remaining duration, in accordance with the scheduling parameters defined in this specification.

Activity Description - The activity description shall identify the unique scope of the activity. There shall not be any two activities with the same activity description. It shall not be necessary to investigate activity code assignments or logic relationships to identify the scope of an activity. For example, the description "POUR FOOTING" will not be acceptable; the description "POUR FOOTING RAMP RT-Sta. 42+00-42+50" will be acceptable. At the same time the Activity Description shall be concise enough so as to not require excessive column width in the Oracle Primavera P6 layout. The terms "Miscellaneous", or other vague adjectives shall not be used in an activity description. All activity descriptions shall include a verb. Activity descriptions shall not be modified, except at the direction or with the consent of the Owner.

Activity Duration – All activity durations shall be reflected in Calendar Days. Unless otherwise specified or approved, all construction activities shall have durations not exceeding 14 calendar days. The Contractor shall substantiate the need for specific activities having longer durations than stated herein. Once accepted, Original Durations of activities shall not be modified without explicit approval by the Owner.

Activity Identification - Each activity in the Project Schedules shall have an activity identifier (Activity ID). The Contractor shall utilize an Activity ID that is simple and allows space between existing activities for the future addition of activities for continuing sort and display capability. The Activity ID of an existing activity shall not be modified or assigned to another activity. The scope of work for an activity shall not be substantially changed once the Baseline Schedule is accepted.

Activity Predecessors and Successors - Every activity shall have logically assigned predecessors and successors. The logical predecessors for each activity will be limited to those activities whose scope of work necessarily must be completed or, in some instances, started, in order to perform the current activity. Unless otherwise specified, Commencement/Notice To Proceed shall be the only activity in the Project Schedule without a predecessor. Unless otherwise specified, Contractual substantial completion shall be the only activity in the Project Schedule without a successor.

Activity Percent Complete - Activity percent complete shall be entered in the Project Schedule by the Contractor as appropriate to indicate activity progress and status as of the current Data Date for the update.

Activity Relationships - The schedule CPM logic for each activity shall be constructed in conformance with the following requirements:

- **Determine predecessors** - Activities that must be completed before the activity can start.
- **Determine parallel activities** - Activities that can occur concurrently with the activity.
- **Determine successors** - Activities that cannot start until the activity is complete.

Baseline Schedule - The Baseline Schedule comprises the plan and schedule that the Contractor intends to use to perform and complete the Work. Upon acceptance by the Owner, the Baseline Schedule shall be the schedule of record for the project until subsequent updated (progress) schedules are accepted by the Owner.

Calendars - Calendars shall be developed and assigned to each activity. All durations should be reflected in calendar days. A calendar that incorporates unanticipated adverse weather (see **Weather**) shall be assigned to activities that may be affected by adverse weather conditions. A calendar that incorporates a 7-day workweek shall be developed and assigned to appropriate activities (concrete cure, contractual substantial completion milestone, etc. Other calendars (including incorporation of Federal and State observed holidays) appropriate for the scoped contract work shall be developed and assigned to appropriate activities.

Critical Path - The Critical Path is defined as the longest continuous series of activities through the network to the Substantial Completion Deadline.

Critical Path Method (CPM) – The Critical Path Method (CPM) is a scheduling technique that utilizes activity durations and network logic to calculate the schedule for an entire project. A CPM schedule is a network-based schedule that graphically depicts the timing of activities, interrelationships between the activities, and the project critical path. Every project, regardless of size or complexity, has a critical path; however, only a critical path schedule identifies the critical path.

Written Narrative - A Narrative is a written document which provides an outline of the plan on which the schedule is based. This document is submitted along with any project Schedule and is used to communicate problems encountered throughout the progress period along with the overall plan to complete the remaining Work.

Data Date – The day after the date through which a schedule is current. Everything occurring earlier than the Data Date is “as-built” and everything on or after the Data Date is “planned”.

Milestone Activities - An activity with zero duration that typically represents a significant event, such as the beginning and end of a project, milestones set forth in the Contract, construction stages, a major work package, Substantial Completion Date and Final Completion Date.

Recovery Schedule – If at any point during the course of the project the Architect, Owner, or the Owner's scheduling consultant determines that there is slippage in the Project finish forecast, Scope Addition, or Omission or a change in the Construction Methodology or Constructability method, the contractor may be required to produce a **Recovery Schedule** that reflects an adjustment in project durations, resources, or other methodology to show completion of the project within the required duration or completion date established. The Recovery Schedule shall have the same requirements for submission as that of the baseline schedule.

Schedule Progress Updates - Schedule Progress Updates are submitted monthly (or as directed by the Owner) by the Contractor to update the Current Baseline Schedule with status during the period of the update and to reflect the Contractor's current plan for performing the remaining Work. Each Contractor's Application for Payment must be accompanied by an approved Construction Schedule Update as precedent for payment.

1. Submission of any Schedule Updates must include all required documents. No partial schedule submissions will be acknowledged. The Date of the submittal and the start of the review will commence only after a complete submission is made to the Architect and copied to the Owner and the Owner's Scheduling Consultant where applicable.
2. No new activity shall be added, nor shall any existing activity be modified in any schedule update to imply specific responsibility of delays or extensions to the associated duration of any tasks that have not been approved and documented in the form of an official Change Order to the contract.

Submittal and Procurement Activities – Activities detailing material submittals to include manufacturers product data, shop drawings, samples, etc. Provide a duration of at least 21 calendar days for activities required for review and approval of working drawings and materials by the Owner.

The Contractor shall include separate activities for each required submittal item in coordination with the Submittal Schedule. Activities shall be added for each to reflect:

1. **Contractor Submittal** - Early and late finish dates shall reflect the dates upon which the contractor must submit a complete submittal package to the Architect to avoid delay to successive activities.
2. **Architect Review and Approval** – This reflects the appropriate time frame for the review and approval of the submittal package. Duration as noted above should be no less than 21 calendar days.
3. **Order Materials/Equipment** – Reflects the dates that materials must be ordered to avoid delay to the project. Duration should reflect the appropriate lead time required as verified by the material and equipment suppliers
4. **Material/Equipment Delivered**. Reflects the dates required in order that the material is delivered to the site without delaying associated installation activities.

The Contractor's response to any Rejected Submittal requiring revision and resubmission is due within 3 days of the receipt of requirement for resubmission.

Total Float - Total Float (TF) for an activity shall be defined as the number of days from the Early Finish date (EF) to the Late Finish date (LF) of the activity. Total Float shall be calculated relative to the Contractual Substantial Completion Deadline. **Total Float is the difference between the schedule's finish date and the contract completion date.** Float is not for the exclusive use or benefit of either the Owner or the Contractor, but is an expiring resource available to all parties, acting in good faith, as needed to meet the Substantial Completion Deadline.

WBS – Work Breakdown Structure – is defined as “a deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables.”

Weather – Depending on the type of work, some projects (or several activities in most projects) will be more apt to be affected by adverse weather conditions than others. The contractor shall prepare and submit a calendar that reflects the (5) year average of weather delays for each month based on NOAA (National Oceanic and Atmospheric Administration) or similar data acceptable to the Owner. After review of the historical data, and once the Owner and the Contractor agree on the (5) year average for each month, this calendar will act as the reference toward determining adverse weather delays to the project.

A Weather Delay Day may be counted if adverse weather prevents critical path work activities on the project for fifty percent (50%) or more of the Contractor's scheduled work-day. Each Weather Delay Day must be supported by detailed daily reports indicating the specific date, the tasks being performed, number of personnel performing each of the tasks, and the specific weather and site conditions affecting those tasks.

In the event the weather experienced at the project site during a particular month, surpasses the reflected (5) year historical average agreed upon for the similar month, the Contractor shall submit a time impact analysis reflecting the delays caused to critical path activities. If the weather delays reported by the contractor for the period exceed the average for the similar month as indicated in historical data, the Contractor may be granted a non-compensable time extension to account for those days impacted by the unusually severe weather. No time extensions will be granted for delays affecting activities not on the critical path.

WRITTEN NARRATIVES

Baseline Schedule Narrative

The Baseline Schedule narrative shall demonstrate a feasible approach to achieving the work as planned in the accompanying schedule. It should provide the following information:

1. Identification of the Data Date and schedule file name.
2. A description of the planned flow of work, identifying all key or driving resources.
3. A summary of planned labor utilization for the Contract.
4. A summary of planned equipment utilization for the Contract.
5. An explanation of how adverse weather conditions have been addressed in the Baseline Schedule.
6. The narrative shall address the Contractor's material procurement plan and identify the strategy for any long lead item(s).
7. The narrative shall indicate the sequence of contract required commissioning activities

Schedule Progress Update Narrative

Update submittal packages shall include a narrative containing the following information:

1. Identification of the update period, the Data Date, and the schedule file name.
2. Identification of activities with critical float that were planned to occur during the update period, of which did not occur or occurred later than the scheduled Late Start or Late Finish date, and an explanation of these delays.

3. Identification of delays occurring to activities taking place off the Project site, e.g., submittal preparation, fabrication, and delivery activities.
4. A summary of planned labor utilization for the Contract.
5. Revisions to logic or duration(s) by the Contractor: These revisions shall contain the following information:
 - a. Identification of the activities changed.
 - b. description of the scope of the logic change and identification of the advantages and disadvantages of implementing the change.
 - c. Identification of all driving resources, if any.
 - d. Identification of key constraints influencing the Contractor's approach to the Work.

Changes and Time Impact Analysis

The Contractor shall develop and submit a time impact analysis and a Proposed Schedule Update when one or more of the following conditions occur:

- a. The Contractor's plan for the Work as reflected in the Current Baseline Schedule is materially changed;
- b. The Owner has approved a Change Order that affects the Critical Path of the Work necessitating an adjustment in a Completion Deadline;
- c. The Contractor's progress on the Work is behind the Substantial Completion date by thirty (30) Days or more;
- d. In the Owner's opinion, the Current Baseline Schedule no longer accurately reflects the Contractor's plan for performing the Work;
- e. The Contractor is required by the Contract or chooses to submit a time impact analysis demonstrating entitlement to an adjustment to a Completion Deadline or to submit a plan demonstrating how the Contractor intends to recover delay; or
- f. Any allowable change has occurred according to the Contract.
- g. Unless otherwise agreed to by the Owner, Contractor's requests for additional cost and/or time associated with any change to the scope of work shall be submitted to the Owner within 7 days of the associated direction from the Owner or Architect. In accordance with State law, no work can proceed on any changed scope that would constitute an increase in cost or time prior to written approval by the owner including the associated increase to the contractors purchase order where additional cost is merited.
- h. With the exception of providing Actual Completion dates for activities, in any Schedule update or Time Impact Analysis, no new activities should be added, and no existing activities should be changed without prior submission, to and approval of the owner.
- i. Activities associated with time delays - All changes to activities in any schedule update or Time Impact Analysis shall be detailed, providing the activity number, name, and reference to the approval of the change or addition of the activity by the Owner in the narrative accompanying that schedule submission.
- j. No new activity shall be added, nor shall any existing activity be modified to imply specific responsibility of delays or extensions to the associated duration of any tasks that have not been approved and documented in the form of an official Change Order to the contract.

Contractor's Responsibility

It is the Contractor's responsibility to ensure that all Project Schedule documents comply with the requirements of the Contract. Errors in any Project Schedule document accepted by the Owner, including but not limited to activity durations, relationships between activities, resource allocation or other float suppression techniques that do not accurately reflect the Work, may

be identified at any time and once identified, shall be corrected by the Contractor. The Owner is not responsible for any erroneous assumptions or information in any Project Schedule document, regardless of origin.

Project Milestones - Unless specific milestones for this project are otherwise identified in the project documents, the Contractor shall prepare and submit for review and approval by the Owner/ Architect, individual milestones appropriate to identify key areas of the work.

The Owner and/or Architect may request additional milestones and/or activities be added to allow for efficient tracking of the work of the project.

SECTION 00 73 46

WAGE DETERMINATION SCHEDULE

See Continuation Sheet Attached Document.

END OF SECTION

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STATE OF DELAWARE
DEPARTMENT OF LABOR
DIVISION OF INDUSTRIAL AFFAIRS
OFFICE OF LABOR LAW ENFORCEMENT
PHONE: (302) 761-8327

Mailing Address:
4425 North Market Street
3rd Floor
Wilmington, DE 19802

Located at:
4425 North Market Street
3rd Floor
Wilmington, DE 19802

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 15, 2022

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	25.81	31.79	46.27
BOILERMAKERS	77.28	39.21	57.64
BRICKLAYERS	61.64	61.64	61.64
CARPENTERS	58.31	58.31	46.55
CEMENT FINISHERS	81.52	57.97	25.02
ELECTRICAL LINE WORKERS	51.33	44.02	33.56
ELECTRICIANS	76.72	76.72	76.72
ELEVATOR CONSTRUCTORS	106.08	72.81	92.00
GLAZIERS	80.05	80.05	63.96
INSULATORS	63.53	63.53	63.53
IRON WORKERS	72.06	72.06	72.06
LABORERS	51.90	51.90	51.90
MILLWRIGHTS	80.13	80.13	64.33
PAINTERS	56.20	56.20	56.20
PILEDRIERS	81.87	44.43	35.93
PLASTERERS	33.69	33.69	24.97
PLUMBERS/PIPEFITTERS/STEAMFITTERS	74.05	71.65	65.81
POWER EQUIPMENT OPERATORS	77.29	77.29	77.29
ROOFERS-COMPOSITION	27.98	28.10	27.25
ROOFERS-SHINGLE/SLATE/TILE	20.76	24.69	19.42
SHEET METAL WORKERS	80.03	80.03	80.03
SOFT FLOOR LAYERS	56.81	56.81	56.81
SPRINKLER FITTERS	65.57	65.57	65.57
TERRAZZO/MARBLE/TILE FNRS	69.16	69.16	70.74
TERRAZZO/MARBLE/TILE STRS	76.82	76.82	78.45
TRUCK DRIVERS	49.14	30.97	24.11

CERTIFIED: 01/24/2023

BY: 

ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

NOTE: THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 761-8327.

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

PROJECT: LFSD - Delaware Early Childhood Center HVAC, Sussex County

PREVAILING WAGE DEBARMENT LIST

The following contractors have been debarred for violations of the prevailing wage law, 29 Del.C. §6960 or other applicable State statutes.

Therefore, no public construction contract in this State shall be bid on, awarded to, or received by contractors and individuals on this list for a period of (3) three years from the date of the judgment or as deemed by a court of competent jurisdiction.

Contractor	Address	Date of Debarment
Mullen Brothers, Inc. and Daniel Mullen, individually	3375 Garnett Road, Boothwyn, PA 19060	Indefinite/ Civil Contempt
State Contractors Corporation, and Jose Oscar Rivera, individually	13004 Hathaway Drive Silver Spring, MD 20906	Indefinite/ 19 <u>Del.C. 2374(f)</u>
Green Granite and Jason Green, individually	604 Heatherbrooke Court Avondale, PA 19311	Indefinite/ Civil Contempt
Pro Image Landscaping, Inc. and Owner(s) individually	23 Commerce Street Wilmington, DE 19801 and/or 2 Cameo Road Claymont, DE 19703	Indefinite/19 <u>Del.C. §108 & 10 Del.C. 542(c)</u>
Liberty Mechanical, LLC and Owner(s), individually	2032 Duncan Road Wilmington, DE 19801	Indefinite/ 19 <u>Del.C. 2374(f)</u>
Integrated Mechanical and Fire Systems Inc. and Allison Sheldon, individually	4601 Governor Printz Boulevard Wilmington, DE 19809	Indefinite/19 <u>Del.C. §108 & 10 Del.C. 542(c)</u>
ACH 1, INC.	873 Salem Church Road Newark, DE 19702	Indefinite/19 <u>Del.C.6960</u>

Updated: July 6, 2022

GENERAL REQUIREMENTS

TABLE OF ARTICLES

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11. INSURANCE AND BONDS
12. UNCOVERING AND CORRECTION OF WORK
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ARTICLE 1: GENERAL

1.1 CONTRACT DOCUMENTS

1.1.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary and what is required by one shall be as binding as if required by all. Performance by the Contractor shall be required to an extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the intended results.

1.1.2 Work including material purchases shall not begin until the Contractor is in receipt of a bonafide State of Delaware Purchase Order. Any work performed or material purchases prior to the issuance of the Purchase Order is done at the Contractor's own risk and cost.

1.2 EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

1.2.1 For Public Works Projects financed in whole or in part by state appropriation the Contractor agrees that during the performance of this contract:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, sexual orientation, gender identity or national origin. The Contractor will take positive steps to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, sex, color, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, sex, color, sexual orientation, gender identity or national origin."

ARTICLE 2: OWNER

(NO ADDITIONAL GENERAL REQUIREMENTS – SEE SUPPLEMENTARY GENERAL CONDITIONS)

ARTICLE 3: CONTRACTOR

3.1 Schedule of Values: The successful Bidder shall within twenty (20) days after receiving notice to proceed with the work, furnish to the Owner a complete schedule of values on the various items comprising the work.

3.2 Subcontracts: Upon approval of Subcontractors, the Contractor shall award their Subcontracts as soon as possible after the signing of their own contract and see that all

material, their own and those of their Subcontractors, are promptly ordered so that the work will not be delayed by failure of materials to arrive on time.

- 3.3 Before commencing any work or construction, the General Contractor is to consult with the Owner as to matters in connection with access to the site and the allocation of Ground Areas for the various features of hauling, storage, etc.
- 3.4 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions.
- 3.5 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.
- 3.6 The Contractor warrants to the Owner that materials and equipment furnished will be new and of good quality, unless otherwise permitted, and that the work will be free from defects and in conformance with the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved, may be considered defective. If required by the Owner, the Contractor shall furnish evidence as to the kind and quality of materials and equipment provided.
- 3.7 Unless otherwise provided, the Contractor shall pay all sales, consumer, use and other similar taxes, and shall secure and pay for required permits, fees, licenses, and inspections necessary for proper execution of the Work.
- 3.8 The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work. The Contractor shall promptly notify the Owner if the Drawings and Specifications are observed to be at variance therewith.
- 3.9 The Contractor shall be responsible to the Owner for the acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons performing portions of the Work under contract with the Contractor.
- 3.10 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work the Contractor shall remove from and about the Project all waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials. The Contractor shall be responsible for returning all damaged areas to their original conditions.
- 3.11 STATE LICENSE AND TAX REQUIREMENTS
- 3.11.1 Each Contractor and Subcontractor shall be licensed to do business in the State of Delaware and shall pay all fees and taxes due under State laws. In conformance with Section 2503, Chapter 25, Title 30, Delaware Code, "the Contractor shall furnish the Delaware Department of Finance within ten (10) days after entering into any contract with a contractor or subcontractor not a resident of this State, a statement of total value of such contract or contracts together with the names and addresses of the contracting parties."

- 3.12 The Contractor shall comply with all requirements set forth in Section 6962, Chapter 69, Title 29 of the Delaware Code.
- 3.13 During the contract Work, the Contractor and each Subcontractor, shall implement an Employee Drug Testing Program in accordance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects". "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.

ARTICLE 4: ADMINISTRATION OF THE CONTRACT

4.1 CONTRACT SURETY

4.1.1 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

4.1.2 All bonds will be required as follows unless specifically waived elsewhere in the Bidding Documents.

4.1.3 Contents of Performance Bonds – The bond shall be in the form approved by the Office of Management and Budget. The bond shall be conditioned upon the faithful compliance and performance by the successful bidder of each and every term and condition of the contract and the proposal, plans, specifications, and bid documents thereof. Each term and condition shall be met at the time and in the manner prescribed by the Contract, Bid documents and the specifications, including the payment in full to every person furnishing material or performing labor in the performance of the Contract, of all sums of money due the person for such labor and material. (The bond shall also contain the successful bidder's guarantee to indemnify and save harmless the State and the agency from all costs, damages and expenses growing out of or by reason of the Contract in accordance with the Contract.)

4.1.4 Invoking a Performance Bond – The agency may, when it considers that the interest of the State so requires, cause judgement to be confessed upon the bond.

4.1.5 Within twenty (20) days after the date of notice of award of contract, the Bidder to whom the award is made shall furnish a Performance Bond and Labor and Material Payment Bond, each equal to the full amount of the Contract price to guarantee the faithful performance of all terms, covenants and conditions of the same. The bonds are to be issued by an acceptable Bonding Company licensed to do business in the State of Delaware and shall be issued in duplicate.

4.1.6 Performance and Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment. The Performance Bond shall guarantee the satisfactory completion of the Project and that the Contractor will make good any faults or defects in his work which may develop during the period of said guarantees as a result of improper or defective workmanship, material or apparatus, whether furnished by themselves or their Sub-Contractors. The Payment Bond shall guarantee that the Contractor shall pay in full all persons, firms or corporations who furnish labor or material or both labor and material for, or on account of, the work included herein. The bonds shall be paid for by this Contractor. The Owner shall have the right to demand that the proof parties signing the bonds are duly authorized to do so.

4.2 FAILURE TO COMPLY WITH CONTRACT

- 4.2.1 If any firm entering into a contract with the State, or Agency that neglects or refuses to perform or fails to comply with the terms thereof, the Agency which signed the Contract may terminate the Contract and proceed to award a new contract in accordance with this Chapter 69, Title 29 of the Delaware Code or may require the Surety on the Performance Bond to complete the Contract in accordance with the terms of the Performance Bond. Nothing herein shall preclude the Agency from pursuing additional remedies as otherwise provided by law.

4.3 CONTRACT INSURANCE AND CONTRACT LIABILITY

- 4.3.1 In addition to the bond requirements stated in the Bid Documents, each successful Bidder shall purchase adequate insurance for the performance of the Contract and, by submission of a Bid, agrees to indemnify and save harmless and to defend all legal or equitable actions brought against the State, any Agency, officer and/or employee of the State, for and from all claims of liability which is or may be the result of the successful Bidder's actions during the performance of the Contract.
- 4.3.2 The purchase or nonpurchase of such insurance or the involvement of the successful Bidder in any legal or equitable defense of any action brought against the successful Bidder based upon work performed pursuant to the Contract will not waive any defense which the State, its agencies and their respective officers, employees and agents might otherwise have against such claims, specifically including the defense of sovereign immunity, where applicable, and by the terms of this section, the State and all agencies, officers and employees thereof shall not be financially responsible for the consequences of work performed, pursuant to said contract.

4.4 RIGHT TO AUDIT RECORDS

- 4.4.1 The Owner shall have the right to audit the books and records of a Contractor or any Subcontractor under any Contract or Subcontract to the extent that the books and records relate to the performance of the Contract or Subcontract.
- 4.4.2 Said books and records shall be maintained by the Contractor for a period of seven (7) years from the date of final payment under the Prime Contract and by the Subcontractor for a period of seven (7) years from the date of final payment under the Subcontract.

ARTICLE 5: SUBCONTRACTORS**5.1 SUBCONTRACTING REQUIREMENTS**

- 5.1.1 All contracts for the construction, reconstruction, alteration or repair of any public building (not a road, street or highway) shall be subject to the following provisions:
1. A contract shall be awarded only to a Bidder whose Bid is accompanied by a statement containing, for each Subcontractor category, the name and address (city or town and State only – street number and P.O. Box addresses not required) of the subcontractor whose services the Bidder intends to use in performing the Work and providing the material for such Subcontractor category.

2. A Bid will not be accepted nor will an award of any Contract be made to any Bidder which, as the Prime Contractor, has listed itself as the Subcontractor for any Subcontractor unless:
 - A. It has been established to the satisfaction of the awarding Agency that the Bidder has customarily performed the specialty work of such Subcontractor category by artisans regularly employed by the Bidder's firm;
 - B. That the Bidder is duly licensed by the State to engage in such specialty work, if the State requires licenses; and
 - C. That the Bidder is recognized in the industry as a bona fide Subcontractor or Contractor in such specialty work and Subcontractor category.
- 5.1.2 The decision of the awarding Agency as to whether a Bidder who list itself as the Subcontractor for a Subcontractor category shall be final and binding upon all Bidders, and no action of any nature shall lie against any awarding agency or its employees or officers because of its decision in this regard.
- 5.1.3 After such a Contract has been awarded, the successful Bidder shall not substitute another Subcontractor for any Subcontractor whose name was set forth in the statement which accompanied the Bid without the written consent of the awarding Agency.
- 5.1.4 No Agency shall consent to any substitution of Subcontractors unless the Agency is satisfied that the Subcontractor whose name is on the Bidders accompanying statement:
 - A. Is unqualified to perform the work required;
 - B. Has failed to execute a timely reasonable Subcontract;
 - C. Has defaulted in the performance on the portion of the work covered by the Subcontract; or
 - D. Is no longer engaged in such business.
- 5.1.5 Should a Bidder be awarded a contract, such successful Bidder shall provide to the agency the taxpayer identification license numbers of such subcontractors. Such numbers shall be provided on the later of the date on which such subcontractor is required to be identified or the time the contract is executed. The successful Bidder shall provide to the agency to which it is contracting, within 30 days of entering into such public works contract, copies of all Delaware Business licenses of subcontractors and/or independent contractors that will perform work for such public works contract. However, if a subcontractor or independent contractor is hired or contracted more than 20 days after the Bidder entered the public works contract the Delaware Business license of such subcontractor or independent contractor shall be provided to the agency within 10 days of being contracted or hired.
- 5.1.6 The Contractor may employ additional Subcontractors on the jobsite only after submitting a copy of the Subcontractor's Employee Drug Testing Program to the Owner for approval. A Contractor or Subcontractor shall not commence work until the Owner

has concluded its review and determined that the submitted Employee Drug Testing Program complies with OMB Regulation 4104.

5.2 PENALTY FOR SUBSTITUTION OF SUBCONTRACTORS

- 5.2.1 Should the Contractor fail to utilize any or all of the Subcontractors in the Contractor's Bid statement in the performance of the Work on the public bidding, the Contractor shall be penalized in the amount of (project specific amount*). The Agency may determine to deduct payments of the penalty from the Contractor or have the amount paid directly to the Agency. Any penalty amount assessed against the Contractor may be remitted or refunded, in whole or in part, by the Agency awarding the Contract, only if it is established to the satisfaction of the Agency that the Subcontractor in question has defaulted or is no longer engaged in such business. No claim for the remission or refund of any penalty shall be granted unless an application is filed within one year after the liability of the successful Bidder accrues. All penalty amounts assessed and not refunded or remitted to the contractor shall be reverted to the State.

*one (1) percent of contract amount not to exceed \$10,000

5.3 ASBESTOS ABATEMENT

- 5.3.1 The selection of any Contractor to perform asbestos abatement for State-funded projects shall be approved by the Office of Management and Budget, Division of Facilities Management pursuant to Chapter 78 of Title 16.

5.4 STANDARDS OF CONSTRUCTION FOR THE PROTECTION OF THE PHYSICALLY HANDICAPPED

- 5.4.1 All Contracts shall conform with the standard established by the Delaware Architectural Accessibility Board unless otherwise exempted by the Board.

5.5 CONTRACT PERFORMANCE

- 5.5.1 Any firm entering into a Public Works Contract that neglects or refuses to perform or fails to comply with its terms, the Agency may terminate the Contract and proceed to award a new Contract or may require the Surety on the Performance Bond to complete the Contract in accordance with the terms of the Performance Bond.

ARTICLE 6: CONSTRUCTION BY OWNER OR SEPARATE CONTRACTORS

- 6.1 The Owner reserves the right to simultaneously perform other construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other Projects at the same site.
- 6.2 The Contractor shall afford the Owner and other Contractors reasonable opportunity for access and storage of materials and equipment, and for the performance of their activities, and shall connect and coordinate their activities with other forces as required by the Contract Documents.

ARTICLE 7: CHANGES IN THE WORK

- 7.1 The Owner, without invalidating the Contract, may order changes in the Work consisting of Additions, Deletions, Modifications or Substitutions, with the Contract Sum and Contract completion date being adjusted accordingly. Such changes in the Work shall be authorized by written Change Order signed by the Professional, as the duly authorized agent, the Contractor and the Owner.
- 7.2 The Contract Sum and Contract Completion Date shall be adjusted only by a fully executed Change Order.
- 7.3 The additional cost, or credit to the Owner resulting from a change in the Work shall be by mutual agreement of the Owner, Contractor and the Architect. In all cases, this cost or credit shall be based on the 'DPE' wages required and the "invoice price" of the materials/equipment needed.
- 7.3.1 "DPE" shall be defined to mean "direct personnel expense". Direct payroll expense includes prevailing wage rates plus a maximum multiplier of 1.35 times DPE. For example, if the prevailing wage rate is \$50/hour, the DPE would be \$67.50/hour (50 x 1.35).
- 7.3.2 "Invoice price" of materials/equipment shall be defined to mean the actual cost of materials and/or equipment that is paid by the Contractor, (or subcontractor), to a material distributor, direct factory vendor, store, material provider, or equipment leasing entity. Rates for equipment that is leased and/or owned by the Contractor or subcontractor(s) shall not exceed those listed in the latest version of the "Means Building Construction Cost Data" publication.
- 7.3.3 In addition to the above, the General Contractor is allowed a fifteen percent (15%) markup for overhead and profit for additional work performed by the General Contractor's own forces. For additional subcontractor work, the Subcontractor is allowed a fifteen (15) percent overhead and profit on change order work above and beyond the direct costs stated previously. To this amount, the General Contractor will be allowed a mark-up not exceeding seven and one half percent (7.5%) on the subcontractors work. These mark-ups shall include all costs including, but not limited to: overhead, profit, bonds, insurance, supervision, etc. No markup is permitted on the work of the subcontractors subcontractor. No additional costs shall be allowed for changes related to the Contractor's onsite superintendent/staff, or project manager, unless a change in the work changes the project duration and is identified by the CPM schedule. There will be no other costs associated with the change order.

ARTICLE 8: TIME

- 8.1 Time limits, if any, are as stated in the Project Manual. By executing the Agreement, the Contractor confirms that the stipulated limits are reasonable, and that the Work will be completed within the anticipated time frame.
- 8.2 If progress of the Work is delayed at any time by changes ordered by the Owner, by labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions, unavoidable casualties or other causes beyond the Contractor's control, the Contract Time shall be extended for such reasonable time as the Owner may determine.
- 8.3 Any extension of time beyond the date fixed for completion of the construction and acceptance of any part of the Work called for by the Contract, or the occupancy of the building by the Owner, in whole or in part, previous to the completion shall not be deemed a

waiver by the Owner of his right to annul or terminate the Contract for abandonment or delay in the matter provided for, nor relieve the Contractor of full responsibility.

8.4 SUSPENSION AND DEBARMENT

8.4.1 Per Section 6962(d)(14), Title 29, Delaware Code, "Any Contractor who fails to perform a public works contract or complete a public works project within the time schedule established by the Agency in the Invitation To Bid, may be subject to Suspension or Debarment for one or more of the following reasons: a) failure to supply the adequate labor supply ratio for the project; b) inadequate financial resources; or, c) poor performance on the Project."

8.4.2 "Upon such failure for any of the above stated reasons, the Agency that contracted for the public works project may petition the Director of the Office of Management and Budget for Suspension or Debarment of the Contractor. The Agency shall send a copy of the petition to the Contractor within three (3) working days of filing with the Director. If the Director concludes that the petition has merit, the Director shall schedule and hold a hearing to determine whether to suspend the Contractor, debar the Contractor or deny the petition. The Agency shall have the burden of proving, by a preponderance of the evidence, that the Contractor failed to perform or complete the public works project within the time schedule established by the Agency and failed to do so for one or more of the following reasons: a) failure to supply the adequate labor supply ratio for the project; b) inadequate financial resources; or, c) poor performance on the project. Upon a finding in favor of the Agency, the Director may suspend a Contractor from Bidding on any project funded, in whole or in part, with public funds for up to 1 year for a first offense, up to 3 years for a second offense and permanently debar the Contractor for a third offense. The Director shall issue a written decision and shall send a copy to the Contractor and the Agency. Such decision may be appealed to the Superior Court within thirty (30) days for a review on the record."

8.5 RETAINAGE

8.5.1 Per Section 6962(d)(5) a.3, Title 29, Delaware Code: The Agency may at the beginning of each public works project establish a time schedule for the completion of the project. If the project is delayed beyond the completion date due to the Contractor's failure to meet their responsibilities, the Agency may forfeit, at its discretion, all or part of the Contractor's retainage.

8.5.2 This forfeiture of retainage also applies to the timely completion of the punchlist. A punchlist will only be prepared upon the mutual agreement of the Owner, Architect and Contractor. Once the punchlist is prepared, all three parties will by mutual agreement, establish a schedule for its completion. Should completion of the punchlist be delayed beyond the established date due to the Contractor's failure to meet their responsibilities, the Agency may hold permanently, at its discretion, all or part of the Contractor's retainage.

ARTICLE 9: PAYMENTS AND COMPLETION

9.1 APPLICATION FOR PAYMENT

9.1.1 Applications for payment shall be made upon AIA Document G702. There will be a five percent (5%) retainage on all Contractor's monthly invoices until completion of the project.

This retainage may become payable upon receipt of all required closeout documentation, provided all other requirements of the Contract Documents have been met.

9.1.2 A date will be fixed for the taking of the monthly account of work done. Upon receipt of Contractor's itemized application for payment, such application will be audited, modified, if found necessary, and approved for the amount. Statement shall be submitted to the Owner.

9.1.3 Section 6516, Title 29 of the Delaware Code annualized interest is not to exceed 12% per annum beginning thirty (30) days after the "presentment" (as opposed to the date) of the invoice.

9.2 PARTIAL PAYMENTS

9.2.1 Any public works Contract executed by any Agency may provide for partial payments at the option of the Owner with respect to materials placed along or upon the sites or stored at secured locations, which are suitable for use in the performance of the contract.

9.2.2 When approved by the agency, partial payment may include the values of tested and acceptable materials of a nonperishable or noncontaminative nature which have been produced or furnished for incorporation as a permanent part of the work yet to be completed, provided acceptable provisions have been made for storage.

9.2.2.1 Any allowance made for materials on hand will not exceed the delivered cost of the materials as verified by invoices furnished by the Contractor, nor will it exceed the contract bid price for the material complete in place.

9.2.3 If requested by the Agency, receipted bills from all Contractors, Subcontractors, and material, men, etc., for the previous payment must accompany each application for payment. Following such a request, no payment will be made until these receipted bills have been received by the Owner.

9.3 SUBSTANTIAL COMPLETION

9.3.1 When the building has been made suitable for occupancy, but still requires small items of miscellaneous work, the Owner will determine the date when the project has been substantially completed.

9.3.2 If, after the Work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and without terminating the Contract, the Owner may make payment of the balance due for the portion of the Work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment that it shall not constitute a waiver of claims.

9.3.3 On projects where commissioning is included, the commissioning work as defined in the specifications must be complete prior to the issuance of substantial completion.

9.4 FINAL PAYMENT

9.4.1 Final payment, including the five percent (5%) retainage if determined appropriate, shall be made within thirty (30) days after the Work is fully completed and the Contract fully performed and provided that the Contractor has submitted the following closeout

documentation (in addition to any other documentation required elsewhere in the Contract Documents):

- 9.4.1.1 Evidence satisfactory to the Owner that all payrolls, material bills, and other indebtedness connected with the work have been paid,
- 9.4.1.2 An acceptable RELEASE OF LIENS,
- 9.4.1.3 Copies of all applicable warranties,
- 9.4.1.4 As-built drawings,
- 9.4.1.5 Operations and Maintenance Manuals,
- 9.4.1.6 Instruction Manuals,
- 9.4.1.7 Consent of Surety to final payment.
- 9.4.1.8 The Owner reserves the right to retain payments, or parts thereof, for its protection until the foregoing conditions have been complied with, defective work corrected and all unsatisfactory conditions remedied.

ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY

- 10.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall take all reasonable precautions to prevent damage, injury or loss to: workers, persons nearby who may be affected, the Work, materials and equipment to be incorporated, and existing property at the site or adjacent thereto. The Contractor shall give notices and comply with applicable laws ordinances, rules regulations, and lawful orders of public authorities bearing on the safety of persons and property and their protection from injury, damage, or loss. The Contractor shall promptly remedy damage and loss to property at the site caused in whole or in part by the Contractor, a Subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.
- 10.2 The Contractor shall notify the Owner in the event any existing hazardous material such as lead, PCBs, asbestos, etc. is encountered on the project. The Owner will arrange with a qualified specialist for the identification, testing, removal, handling and protection against exposure or environmental pollution, to comply with applicable regulation laws and ordinances. The Contractor and Architect will not be required to participate in or to perform this operation. Upon completion of this work, the Owner will notify the Contractor and Architect in writing the area has been cleared and approved by the authorities in order for the work to proceed. The Contractor shall attach documentation from the authorities of said approval.
- 10.3 As required in the Hazardous Chemical Information Act of June 1984, all vendors supplying any materials that may be defined as hazardous, must provide Material Safety Data Sheets for those products. Any chemical product should be considered hazardous if it has a warning caution on the label relating to a potential physical or health hazard, if it is known to be present in the work place, and if employees may be exposed under normal conditions or in any foreseeable emergency situation. Material Safety Data Sheets must be provided directly to the Owner along with the shipping slips that include those products.

- 10.4 The Contractor shall certify to the Owner that materials incorporated into the Work are free of all asbestos. This certification may be in the form of Material Safety Data Sheet (MSDS) provided by the product manufacturer for the materials used in construction, as specified or as provided by the Contractor.

ARTICLE 11: INSURANCE AND BONDS

- 11.1 The Contractor shall carry all insurance required by law, such as Unemployment Insurance, etc. The Contractor shall carry such insurance coverage as they desire on their own property such as a field office, storage sheds or other structures erected upon the project site that belong to them and for their own use. The Subcontractors involved with this project shall carry whatever insurance protection they consider necessary to cover the loss of any of their personal property, etc.
- 11.2 Upon being awarded the Contract, the Contractor shall obtain a minimum of two (2) copies of all required insurance certificates called for herein, and submit one (1) copy of each certificate, to the Owner, within 20 days of contract award.
- 11.3 Bodily Injury Liability and Property Damage Liability Insurance shall, in addition to the coverage included herein, include coverage for injury to or destruction of any property arising out of the collapse of or structural injury to any building or structure due to demolition work and evidence of these coverages shall be filed with and approved by the Owner.
- 11.4 The Contractor's Property Damage Liability Insurance shall, in addition to the coverage noted herein, include coverage on all real and personal property in their care, custody and control damaged in any way by the Contractor or their Subcontractors during the entire construction period on this project.
- 11.5 Builders Risk (including Standard Extended Coverage Insurance) on the existing building during the entire construction period, may be provided by the Contractor under this contract. The Owner shall insure the existing building and all of its contents and all this new alteration work under this contract during entire construction period for the full insurable value of the entire work at the site. Note, however, that the Contractor and their Subcontractors shall be responsible for insuring building materials (installed and stored) and their tools and equipment whenever in use on the project, against fire damage, theft, vandalism, etc.
- 11.6 Certificates of the insurance company or companies stating the amount and type of coverage, terms of policies, etc., shall be furnished to the Owner, within 20 days of contract award.
- 11.7 The Contractor shall, at their own expense, (in addition to the above) carry the following forms of insurance:
- 11.7.1 Contractor's Contractual Liability Insurance

Minimum coverage to be:

Bodily Injury	\$500,000	for each person
	\$1,000,000	for each occurrence
	\$1,000,000	aggregate

Property Damage	\$500,000	for each occurrence
	\$1,000,000	aggregate

11.7.2 Contractor's Protective Liability Insurance

Minimum coverage to be:

Bodily Injury	\$500,000	for each person
	\$1,000,000	for each occurrence
	\$1,000,000	aggregate
Property Damage	\$500,000	for each occurrence
	\$500,000	aggregate

11.7.3 Automobile Liability Insurance

Minimum coverage to be:

Bodily Injury	\$1,000,000	for each person
	\$1,000,000	for each occurrence
Property Damage	\$500,000	per accident

11.7.4 Prime Contractor's and Subcontractors' policies shall include contingent and contractual liability coverage in the same minimum amounts as 11.7.1 above.

11.7.5 Workmen's Compensation (including Employer's Liability):

11.7.5.1 Minimum Limit on employer's liability to be as required by law.

11.7.5.2 Minimum Limit for all employees working at one site.

11.7.6 Certificates of Insurance must be filed with the Owner guaranteeing fifteen (15) days prior notice of cancellation, non-renewal, or any change in coverages and limits of liability shown as included on certificates.

11.7.7 Social Security Liability

11.7.7.1 With respect to all persons at any time employed by or on the payroll of the Contractor or performing any work for or on their behalf, or in connection with or arising out of the Contractor's business, the Contractor shall accept full and exclusive liability for the payment of any and all contributions or taxes or unemployment insurance, or old age retirement benefits, pensions or annuities now or hereafter imposed by the Government of the United States and the State or political subdivision thereof, whether the same be measured by wages, salaries or other remuneration paid to such persons or otherwise.

11.7.7.2 Upon request, the Contractor shall furnish Owner such information on payrolls or employment records as may be necessary to enable it to fully comply with the law imposing the aforesaid contributions or taxes.

- 11.7.7.3 If the Owner is required by law to and does pay any and/or all of the aforesaid contributions or taxes, the Contractor shall forthwith reimburse the Owner for the entire amount so paid by the Owner.

ARTICLE 12: UNCOVERING AND CORRECTION OF WORK

- 12.1 The Contractor shall promptly correct Work rejected by the Owner or failing to conform to the requirements of the Contract Documents, whether observed before or after Substantial Completion and whether or not fabricated, installed or completed, and shall correct any Work found to be not in accordance with the requirements of the Contract Documents within a period of two years from the date of Substantial Completion, or by terms of an applicable special warranty required by the Contract Documents. The provisions of this Article apply to work done by Subcontractors as well as to Work done by direct employees of the Contractor.
- 12.2 At any time during the progress of the work, or in any case where the nature of the defects shall be such that it is not expedient to have them corrected, the Owner, at their option, shall have the right to deduct such sum, or sums, of money from the amount of the contract as they consider justified to adjust the difference in value between the defective work and that required under contract including any damage to the structure.

ARTICLE 13: MISCELLANEOUS PROVISIONS

13.1 CUTTING AND PATCHING

- 13.1.1 The Contractor shall be responsible for all cutting and patching. The Contractor shall coordinate the work of the various trades involved.

13.2 DIMENSIONS

- 13.2.1 All dimensions shown shall be verified by the Contractor by actual measurements at the project site. Any discrepancies between the drawings and specifications and the existing conditions shall be referred to the Owner for adjustment before any work affected thereby has been performed.

13.3 LABORATORY TESTS

- 13.3.1 Any specified laboratory tests of material and finished articles to be incorporated in the work shall be made by bureaus, laboratories or agencies approved by the Owner and reports of such tests shall be submitted to the Owner. The cost of the testing shall be paid for by the Contractor.
- 13.3.2 The Contractor shall furnish all sample materials required for these tests and shall deliver same without charge to the testing laboratory or other designated agency when and where directed by the Owner.

13.4 ARCHAEOLOGICAL EVIDENCE

- 13.4.1 Whenever, in the course of construction, any archaeological evidence is encountered on the surface or below the surface of the ground, the Contractor shall notify the authorities of the State Historic Preservation Office and suspend work in the immediate area for a reasonable time to permit those authorities, or persons designated by them, to examine the area and

ensure the proper removal of the archaeological evidence for suitable preservation by the Division of Historical and Cultural Affairs.

13.5 GLASS REPLACEMENT AND CLEANING

- 13.5.1 The General Contractor shall replace without expense to the Owner all glass broken during the construction of the project. If job conditions warrant, at completion of the job the General Contractor shall have all glass cleaned and polished.

13.6 WARRANTY

- 13.6.1 For a period of two (2) years from the date of substantial completion, as evidenced by the date of final acceptance of the work, the contractor warrants that work performed under this contract conforms to the contract requirements and is free of any defect of equipment, material or workmanship performed by the contractor or any of his subcontractors or suppliers. However, manufacturer's warranties and guarantees, if for a period longer than two (2) years, shall take precedence over the above warranties. The contractor shall remedy, at his own expense, any such failure to conform or any such defect. The protection of this warranty shall be included in the Contractor's Performance Bond.

ARTICLE 14: TERMINATION OF CONTRACT

- 14.1 If the Contractor defaults or persistently fails or neglects to carry out the Work in accordance with the Contract Documents or fails to perform a provision of the Contract, the Owner, after seven days written notice to the Contractor, may make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor. Alternatively, at the Owner's option, and the Owner may terminate the Contract and take possession of the site and of all materials, equipment, tools, and machinery thereon owned by the Contractor and may finish the Work by whatever method the Owner may deem expedient. If the costs of finishing the Work exceed any unpaid compensation due the Contractor, the Contractor shall pay the difference to the Owner.
- 14.2 "If the continuation of this Agreement is contingent upon the appropriation of adequate state, or federal funds, this Agreement may be terminated on the date beginning on the first fiscal year for which funds are not appropriated or at the exhaustion of the appropriation. The Owner may terminate this Agreement by providing written notice to the parties of such non-appropriation. All payment obligations of the Owner will cease upon the date of termination. Notwithstanding the foregoing, the Owner agrees that it will use its best efforts to obtain approval of necessary funds to continue the Agreement by taking appropriate action to request adequate funds to continue the Agreement."

END OF GENERAL REQUIREMENTS

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SECTION 00 81 14**EMPLOYEE DRUG TESTING REPORT FORM****Period Ending:** _____

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds maintain testing data that includes but is not limited to the data elements below.

Project Number: _____

Project Name: _____

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Number of employees who worked on the jobsite during the report period: _____

Number of employees subject to random testing during the report period: _____

Number of Negative Results _____ Number of Positive Results _____

Action taken on employee(s) in response to a failed or positive random test:

Date: _____

This form is not required to be submitted to the Owner. Included as a reference to show information required to be maintained by the Contractor. The Owner shall have the right to periodically audit all Contractor and Subcontractor test results at the Contractor's or Subcontractor's offices (or by other means to make the data available for inspection by the Owner).

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**EMPLOYEE DRUG TESTING
REPORT OF POSITIVE RESULTS**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds to notify the Owner in writing of a positive random drug test.

Project Number: _____

Project Name: _____

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Name of employee with positive test result: _____

Last 4 digits of employee SSN: _____

Date test results received: _____

Action taken on employee in response to a positive test result:

Authorized Representative of Contractor/Subcontractor: _____
(typed or printed)

Authorized Representative of Contractor/Subcontractor: _____
(signature)

Date: _____

This form shall be sent by mail to the Owner within 24 hours of receipt of test results.

Enclose this test results form in a sealed envelope with the notation "Drug Testing Form – DO NOT OPEN" on the face thereof and place in a separate mailing envelope.

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LAKE FOREST SCHOOL DISTRICT – DELAWARE EARLY CHILDHOOD CENTER
HVAC UPGRADES
100 W. MISPELLION STREET, HARRINGTON, DELAWARE 19952

**AFFIDAVIT OF
CRAFT TRAINING COMPLIANCE**

We, the contractor, hereby certify that we and all applicable subcontractors will abide by the contractor and subcontractor craft training requirements outlined below for the duration of the contract. Craft training must be provided by a contractor and/or subcontractor for each craft on a project for which there are Delaware Department of Labor approved and registered training programs or, if the contractor and/or subcontractor meets the requirements under Title 29, Chapter 69, Section 6960A.(b)(1)c.1.-3., payment may be made in accordance with Title 29, Chapter 69, Section 6960A.(b)(1)d. A list of crafts for which there are approved and registered training programs is maintained by the Delaware Department of Labor and can be found at:

<https://laborfiles.delaware.gov/main/det/apprenticeship/DE%20Craft%20Training%20Occupation%20List%20Effective%20March%201%202022.pdf>. If you have questions regarding craft training programs, please submit all questions in writing to the Delaware Department of Labor at: apprenticeship@delaware.gov. ***This Affidavit of Craft Training Compliance must be submitted prior to contract execution.***

In accordance with Title 29, Chapter 69, Section 6960A.(a)(1), a contract relating to a public works project under § 6962 of Title 29 must include a craft training program for each craft in the project if at the time the contractor executes a public works contract, all of the following apply:

- a. A project meets the prevailing wage requirement under Section 6960 of Title 29.
- b. The contractor employs 10 or more total employees.
- c. The project is not a federal highway project, except for the project under Section 6962(c)(11) of Title 29.
- d. There is an apprenticeship program for a craft in the project on the list of crafts under Section 204(b)(2) of Title 19.

Pursuant to Title 29, Chapter 69, Section 6960A.(a)(2), ***a contractor must commit that all subcontractors provide craft training*** if paragraph (a)(1) of this section applies to the subcontractor. Failure to provide required craft training or payment on the project may subject the successful contractor and/or subcontractor(s) to penalties as outlined in Title 29, Chapter 69, Section 6960A.(d)(1)-(3).

Craft(s):

Contractor Name:

Contractor Address:

**Contractor Program
Registration Number(s)**

Or

Or

SECTION 01 11 00
SUMMARY OF WORK**PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes the following:

1. Work covered by the Contract Documents.
2. Type of the Contract.
3. Use of premises.
4. Owner's occupancy requirements.
5. Work restrictions.
6. Specification formats and conventions.

- B. Related Sections include the following:

1. Division 01 Section 01 50 00 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

Project Identification: Lake Forest School District – Delaware Early Childhood Center HVAC Upgrades

Project Location: 100 W. Mispillion Street, Harrington, DE 19952

Owner: Lake Forest School District.

1. Owner's Representative: *Karl Stahre, Supervisor of Buildings and Grounds, Lake Forest School District*
2. Architect: R G Architects LLC., 200 West Main Street, Middletown, DE 19709

- B. The Work consists of the following:

1. Work involves HVAC upgrades at the Lake Forest School District Delaware Early Childhood Center. Scope also includes ceiling replacement in areas of work and roof penetrations including miscellaneous structural improvements for new HVAC systems.

1.4 USE OF PREMISES

- A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of the project site beyond areas in which the Work is indicated.
1. **Anticipated Schedule:** It is anticipated that the physical work on site shall begin and conclude in approximately 12 weeks.
 2. Owner Occupancy: Allow for Owner occupancy of Project site and 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.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.5 OWNER'S OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. Owner Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed areas of site, before Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.
1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.
 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.
 3. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of site.

1.6 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed from outside the existing buildings during normal business working hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except for otherwise indicated. Refer 01 35 53 for additional information.
- 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 two days in advance of proposed utility interruptions.
2. Do not proceed with utility interruptions without Owner's written permission.

1.7 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.
 1. Division 01: Sections in Division 01 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.
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

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SECTION 01 21 00**ALLOWANCES****PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing allowances.
 - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements will be issued by Change Order.
 - 2. Any unused monies of the allowance shall be returned to the owner via a credit change order at the end of the project, and will be reflected in the final application for payment.
- B. Types of allowances include the following:
 - 1. Lump-sum allowances.
- C. Related Sections include the following:
 - 1. Division 01 Section 01 26 00 "Contract Modification Procedures" for procedures for submitting and handling Change Orders for allowances.
 - 2. Division 01 Section 01 40 00 "Quality Requirements" for procedures governing the use of allowances for testing and inspecting.
 - 3. Divisions 02 through 49 Sections for items of Work covered by allowances.

1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6 LUMP-SUM ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner under allowance and shall include taxes, freight, and delivery to Project site.
- B. Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner under allowance shall be included as part of the Contract Sum and not part of the allowance.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.
- B. If all or part of the "Allowance" is used, the Allowance Authorization form must be fully executed and authorized. It can be found at section 00 63 73-1.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: Includes an allowance entitled “General Owner’s Allowance”, in the amount of **\$10,000.** This allowance will be utilized by the owner for owner-elected changes to the work. Any or all unused allowance monies shall be returned to the owner via a credit change order at the end of the project. This allowance shall be carried as an individual line-item on the Applications for Payment.

END OF SECTION

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SECTION 01 21 16

ALLOWANCE AUTHORIZATION FORM

Project: Lake Forest School District
Delaware Early Childhood Center HVAC Upgrades
100 W. Mispillion Street
Harrington, Delaware 19952

Architect: R G Architects, LLC

Contractor:

AAA No.:

Initiation Date:

The Allowance is allocated as follows:

Total original Contract Allowance was:	\$
Amount of Contract Allowance Access previously authorized:	\$
Adjusted Contract Allowance prior to this authorization is:	\$
The amount of available Allowance will Decrease by this Access Authorization:	\$
The remaining Contract Allowance, after this Access Authorization will be:	\$

Recommended by:
Architect

By (Signature): _____
Date: _____

Accepted by:
Contractor

By (Signature): _____
Date: _____

Approved by:
Owner

By (Signature): _____
Date: _____

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SECTION 01 25 00**SUBSTITUTION PROCEDURES****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Requests for substitution must be made ten days prior to bid. This specification section applies to extra-ordinary conditions that could not be requested during the bidding period.
- B. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for handling requests for substitutions made after award of the Contract, but no later than 60 days after commencement of the Work.
- B. Related Sections: The following Divisions contain requirements that relate to this Section:
 - 1. Division 01 Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.
 - 2. Division 01 Section 01 40 00 "Quality Requirements" specifies requirements governing the Contractor's selection of products and product options.

1.3 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.

1.4 SUBMITTALS

- A. Substitution Request Submittal: The Architect will consider requests for substitution if received within 60 days after commencement of the Work (Item 1.1, A. above). Requests received more

than 60 days after commencement of the Work may be considered or rejected at the discretion of the Architect.

1. Submit three copies of each request for substitution for consideration. Submit requests in the form and according to procedures required for change-order proposals. The Contractor is solely responsible for obtaining the required forms to submit before the stated time period expires.
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 two weeks of receipt of the request, or one week of receipt of additional information or documentation, whichever is later.
 - 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

1.5 SUBSTITUTIONS

- A. Conditions: The Architect will receive and consider the Contractor's request for substitution when 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. 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 be provided in a manner that is compatible with other materials and where the Contractor certifies that the substitution will overcome the incompatibility.
 8. The specified product or method of construction cannot be coordinated with other materials and where the Contractor certifies that the proposed substitution can be coordinated.
- 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.

PART 3 - EXECUTION (Not Used)

END OF SECTION

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SECTION 01 26 00**CONTRACT MODIFICATION PROCEDURES****PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Division 01 Section 01 60 00 "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request, but no more than 20 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.

- d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
1. Include a statement outlining 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 the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

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SECTION 01 29 00
PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 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.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
1. Division 01 Section 01 26 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 2. Division 01 Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

1.3 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - c. Contractor's Construction Schedule.
 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of Architect.

- c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Submit draft of AIA Document G703 Continuation Sheets.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate. Include separate line items under required principal subcontracts for operation and maintenance manuals, punch list activities, Project Record Documents, and demonstration and training in the amount of 5 percent of the Contract Sum.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
8. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include each Change Order as a new line item on the Schedule of Values.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.

- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 2 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (preliminary if not final).
 4. Products list.
 5. Schedule of unit prices.
 6. Submittals Schedule (preliminary if not final).
 7. List of Contractor's staff assignments.
 8. List of Contractor's principal consultants.
 9. Copies of building permits.
 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 11. Initial progress report.
 12. Report of preconstruction conference.
 13. Certificates of insurance and insurance policies.
 14. Performance and payment bonds.
 15. Data needed to acquire Owner's insurance.
 16. Initial settlement survey and damage report if required.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 31 00**PROJECT MANAGEMENT AND COORDINATION****PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Project meetings.
 - 2. Requests for Interpretation (RFIs).
- B. Related Sections include the following:
 - 1. Division 01 Section 01 32 00 "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
 - 2. Division 01 Section 01 73 00 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Division 01 Section 01 77 00 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 COORDINATION

- A. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with 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.

1.4 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
- B. Preconstruction Conference: 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. Critical work sequencing and long-lead items.
 - c. Designation of key personnel and their duties.
 - d. Procedures for processing field decisions and Change Orders.
 - e. Procedures for RFIs.
 - f. Procedures for testing and inspecting.
 - g. Procedures for processing Applications for Payment.
 - h. Distribution of the Contract Documents.
 - i. Submittal procedures.
 - j. Preparation of Record Documents.
 - k. Use of the premises.
 - l. Work restrictions.
 - m. Owner's occupancy requirements.
 - n. Responsibility for temporary facilities and controls.
 - o. Construction waste management and recycling.
 - p. Parking availability.
 - q. Office, work, and storage areas.
 - r. Equipment deliveries and priorities.
 - s. First aid.
 - t. Security.
 - u. Progress cleaning.
 - v. Working hours.
 - 3. Minutes: Architect will 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.
- D. Progress Meetings: Conduct progress meetings at biweekly intervals.

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 previous progress 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. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Status of submittals.
 - 3) Deliveries.
 - 4) Quality and work standards.
 - 5) Status of correction of deficient items.
 - 6) Field observations.
 - 7) Request for Interpretations (RFIs).
 - 8) Status of proposal requests.
 3. Minutes: Architect will record and distribute to Contractor the meeting minutes.
- E. Coordination Meetings: Conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: 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.
 3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.5 REQUESTS FOR INTERPRETATION (RFIs)

- A. Procedure: Upon discovery of the need for interpretation of the Contract Documents, prepare and submit an RFI form. Oral RFIs will not be accepted.

1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 2. RFIs shall only be submitted to seek clarification or interpretation of ambiguities, conflicts, discrepancies, errors, inconsistencies, or omissions in the Contract Documents.
 3. RFIs shall not take the place of Contractor figuring out information available in the Contract Documents.
 4. Each RFI shall be limited to a single issue or very closely related issue.
 5. Coordinate and promptly submit RFIs to avoid delays in Contractor's work and work of subcontractors.
 6. Reviews/responses to RFIs shall not constitute an approval or direction related to Contractor's construction means, methods, procedures, sequences, or techniques.
 7. Reviews/Responses to RFIs shall not constitute an approval or direction related to construction site safety.
- 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.
 4. Name of Architect.
 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. Architect's Action: Architect will review each RFI, determine response required, and return it within **seven** working days. 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 substitutions.
 - b. Requests for adjustments in the Contract Time or the Contract Sum.
 - c. Requests for approval of submittals.
 - d. Request for information already indicated on the Contract Documents.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.
 2. RFI response may include a request for additional information, in which case Architect's time for response will start again.

3. RFI response 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."
 4. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 7 calendar days of receipt of the RFI response.
- D. 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 **seven** days if Contractor disagrees with response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly to the Architect.
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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

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SECTION 01 32 00**CONSTRUCTION PROGRESS DOCUMENTATION****PART 1 - GENERAL****1.1 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.

1.2 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.
 - 3. Submittals 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 01 29 00 "Payment Procedures" for submitting the Schedule of Values.
 - 2. Division 01 Section 01 31 00 "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
 - 3. Division 01 Section 01 33 00 "Submittal Procedures" for submitting schedules and reports.
 - 4. Division 01 Section 01 40 00 "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 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 Owner**.
 - 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. Fragnet: 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.

1.4 SUBMITTALS

- A. Qualification Data: For scheduling consultant.
- B. Submittals Schedule: Submit two copies of schedule. 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.
- C. Preliminary Construction Schedule: Submit **two** opaque copies.

1. Approval of cost-loaded preliminary construction schedule will not constitute approval of Schedule of Values for cost-loaded activities.

1.5 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

2.1 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 **commencement of the Work** to date of **Final** 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 the following 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.
 3. Submittal Review Time: Include review and resubmittal times indicated in Division 01 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
 4. 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.
 5. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:

- D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 10 days of date established for **the Notice of Award**. 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.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At two week intervals, update schedule to reflect actual construction progress and activities. Issue schedule **one day** before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION

SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 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.

1.2 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 01 29 00 "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
 2. Division 01 Section 01 31 00 "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
 3. Division 01 Section 01 32 00 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
 4. Division 01 Section 01 40 00 "Quality Requirements" for submitting test and inspection reports and for mockup requirements.
 5. Division 01 Section 01 77 00 "Closeout Procedures" for submitting warranties.
 6. Division 01 Section 01 78 39 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 7. Divisions 02 through 49 Sections for specific requirements for submittals in those Sections.

1.3 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.

1.4 SUBMITTAL PROCEDURES

- A. General:

1. Contractor shall submit electronic version of each individual submittal to the Architect in a printable PDF format. Format of PDF sheet should be of the same size as the hard copy submittal.
 - a. Submittals that are larger than 11x17 shall be submitted via one hard copy in addition to the electronic version.
 - b. Door hardware submittals shall be submitted with one hard copy in addition to the electronic version.
 2. Contractor will be provided access to the Architect's secured project hosting site via a personalized password protected account. This site utilizes a web browser interface that requires internet access, and an individual email account.
 3. Contractor shall be required to complete the Architect's Electronic Project Data Request Form.
 4. Contractor will receive the necessary and applicable documentation for the purpose of providing submittals with the project hosting site when the account information is verified and configured by the Architect.
 5. Architect will return submittals electronically in PDF format.
 6. Contractor shall furnish one hard copy of each individual approved submittal as part of the final Operations and Maintenance Manuals.
- B. Finish Submittals: Items requiring color, pattern, and similar selections shall be of sufficient size and quantity to clearly illustrate full range of color, texture, and pattern for Architects approval. Submit samples for selection of finishes within 60 days after Award of Contract, or earlier if requested at the Preconstruction Conference. Allow 60 days for Architects review of each submittal.
- C. 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 require 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.
- D. 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.
- E. Processing Time: Allow enough time for submittal review, including time for resubmittals, 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 resubmittals.
1. Initial Review: Allow **15** 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 **15** 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 **15** days for review of each submittal. Submittal will be returned to **Architect**, before being returned to Contractor.
- F. Identification: Submittal Cover Sheet shall be completed and attached to each individual hard and electronic submittals. Include Contractor's stamp with completed information. Submittals without a cover sheet will not be reviewed and will be returned to the Contractor.
- G. Deviations: **Highlight, encircle**, or otherwise specifically identify deviations from the Contract Documents on submittals.
- 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: Utilize the FORM PROVIDED IN THE PROJECT MANUAL, and provide 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. Transmittal number, **numbered consecutively**.
 - k. Submittal and transmittal distribution record.
 - l. Remarks.
 - m. 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. Resubmittals: Make resubmittals in same form 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.

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

1.5 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES

- A. General: At Contractor's written request, access to copies of Architect's CAD files will only be provided to Prime Contractors solely for the Contractor's use in connection with the Project. Access to these files will be via a web based project site hosted by the Architect, which is subject to the terms and conditions identified in the Architect's "Electronic Project Data Request Form". This form will be provided to all successful Prime Contractors after the award of contract. The files that will be made available and the format in which they will be made available is identified in the form.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 - 1. Submit electronic submittals directly to project hosting 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 specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark 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. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operation and maintenance manuals.
 - k. Compliance with specified referenced standards.
 - l. Testing by recognized testing agency.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
 - 4. Submit Product Data before or concurrent with Samples.

- 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, **unless use of Architect's CAD Drawings are otherwise permitted.**
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. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 24 by 36 inches.
- 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.
 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 three 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 one 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.
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation" for Contractor'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 "Payment Procedures."
- I. Schedule of Values: Comply with requirements specified in Division 01 Section "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.

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by individual Specification Sections.
1. 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.
 2. Test and Inspection Reports: Comply with requirements specified in Division 01 Section "Quality Requirements."
- 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. 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.
- J. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- K. 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.
- L. 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.

- M. 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.
- N. 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."
- O. 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.
- P. 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.
- Q. Construction **Photographs**: Comply with requirements specified in Division 01 Section "Photographic Documentation."
- R. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Architect, **except as required in "Action Submittals" Article**.
 - 1. Architect will not review submittals that include MSDSs and will return or discard the entire submittal for resubmittal.

2.3 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 statement, signed and sealed by the responsible design professional, 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

3.1 CONSTRUCTOR'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.

3.2 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 submittal, make marks to indicate corrections or modifications, if required, and return it. Architect will stamp submittal with an action stamp and will mark stamp appropriately to indicate action taken as indicated on the Submittal Cover Sheet.
- 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.

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SECTION 01 33 01
SUBMITTAL COVER SHEET FORM

See Continuation Sheet Attached Document.

END OF SECTION

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Date: _____ Submission No. _____ No. of Copies _____

TO: _____ FROM: _____

R G Architects, LLC
200 West Main Street
Middletown, DE 19709

Project Name and No.: _____

Prime Contractor Name/Contract Number: _____

Subcontractor Name/Contract Number: _____

Product Specification Section Name/Number: _____

Drawing Number/Name: _____**Manufacturer:** _____ **Supplier:** _____**NOTE:** Use a separate Submittal Cover Sheet for each submittal Drawing or Catalog Cut.

Contractor/Subcontractor Comments: _____

Architect's Comments: _____

Contractor's Stamp:

A/E Stamp:

☐ **APPROVED**

Indicates submittal in design professional's opinion conforms to information given and design concept expressed in contract documents.

☐ **APPROVED AS NOTED**

Same as above after submittal has been modified as noted by design professional. Resubmittal is not required and Contractor may proceed in accordance with submittal as modified.

☐ **NOT APPROVED**

Indicates submittal in design professional's opinion does not conform with information given and design concept expressed in contract documents or that submittal does not meet procedural requirements of contract documents. Additional information may be provided by design professional.

R G ARCHITECT, LLC

Date: _____ By: _____

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SECTION 01 40 00

QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 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.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections include the following:
 - 1. Division 01 Section 01 32 00 "Construction Progress Documentation" for developing a schedule of required tests and inspections.
 - 2. Division 01 Section 01 73 29 "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
 - 3. Divisions 02 through 49 Sections for specific test and inspection requirements.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed

construction comply with requirements. Services do not include contract enforcement activities performed by **Construction Manager**.

- C. Mockups: Full-size, physical assemblies that are constructed on-site. Mockups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples. **Approved mockups establish the standard by which the Work will be judged.**
- D. Laboratory Mockups: Full-size, physical assemblies that are constructed at testing facility to verify performance characteristics.
- E. Preconstruction Testing: Tests and inspections that are performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.
- F. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
- G. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- H. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- I. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- J. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.
- K. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of **five** previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 SUBMITTALS

- A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Schedule of Tests and Inspections: Prepare in tabular form and include the following:

1. Specification Section number and title.
2. Description of test and inspection.
3. Identification of applicable standards.
4. Identification of test and inspection methods.
5. Number of tests and inspections required.
6. Time schedule or time span for tests and inspections.
7. Entity responsible for performing tests and inspections.
8. Requirements for obtaining samples.
9. Unique characteristics of each quality-control service.

C. Reports: Prepare and submit certified written reports that include the following:

1. Date of issue.
2. Project title and number.
3. Name, address, and telephone number of testing agency.
4. Dates and locations of samples and tests or inspections.
5. Names of individuals making tests and inspections.
6. Description of the Work and test and inspection method.
7. Identification of product and Specification Section.
8. Complete test or inspection data.
9. Test and inspection results and an interpretation of test results.
10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting and reinspecting.

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

1.5 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- C. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
 - 1. Requirement for specialists shall not supersede building codes and regulations governing the Work.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 548; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
 - 1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 - 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- H. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
 - 1. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to the Architect, , with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- I. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
 - 1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
 - 2. Notify Architect **seven** days in advance of dates and times when mockups will be constructed.
 - 3. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
 - a. Allow **seven** days for initial review and each re-review of each mockup.
 - 5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.

1.6 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.

1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 2. Payment for these services will be made by the Owner.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, **and the Contract Sum will be adjusted by Change Order.**
- B. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 2. Notify testing agencies at least **24** hours in advance of time when Work that requires testing or inspecting will be performed.
 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."
- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- E. Testing Agency Responsibilities: Cooperate with Architect, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform any duties of Contractor.

- F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- H. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within **30** days of date established for **commencement of the Work**.
1. Distribution: Distribute schedule to Owner, Architect, **Construction Manager**, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.7 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified **testing agency** to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Architect, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION

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

END OF SECTION

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SECTION 01 50 00**TEMPORARY FACILITIES AND CONTROLS****PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes requirements for
 - 1. Temporary utilities, support facilities, and security and protection facilities.
 - 2. Project Signage
- B. Related Sections include the following:
 - 1. Division 01 Section 01 11 00 "Summary" for limitations on utility interruptions and other work restrictions.
 - 2. Division 01 Section 01 33 00 "Submittal Procedures" for procedures for submitting copies of implementation and termination schedule and utility reports.
 - 3. Division 01 Section 01 73 00 "Execution" for progress cleaning requirements.

1.3 DEFINITIONS

- A. Permanent Enclosure: As determined by Architect, permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.4 USE CHARGES

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, **Owner's construction forces**, Architect, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Pay sewer service use charges for sewer usage by all entities for construction operations.
- C. Water Service: Pay water service use charges for water used by all entities for construction operations.
- D. Electric Power Service: Pay electric power service use charges for electricity used by all entities for construction operations.

1.5 SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

1.6 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.7 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Portable Chain-Link Fencing: Minimum 2-inch, 9-gage, galvanized steel, chain-link fabric fencing; minimum 6 feet high with galvanized steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide **galvanized steel** bases for supporting posts.

2.2 TEMPORARY FACILITIES

- A. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
 - 1. Connect temporary sewers to **municipal system** as directed by authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
 - 1. Use of Permanent Toilets: Use of Owner's existing **is not permitted**
- E. Electric Power Service: Use of Owner's existing electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner.
- F. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
 - 1. Install electric power service **underground**, unless otherwise indicated.
 - 2. Connect temporary service to Owner's existing power source, as directed by Owner.
- G. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
 - 2. Install lighting for Project identification sign.
- H. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel.
 - 1. At each telephone, post a list of important telephone numbers.

- a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Architect's office.
 - e. Engineers' offices.
 - f. Owner's office.
 - g. Principal subcontractors' field and home offices.
2. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 1. Provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet of building lines. Comply with NFPA 241.
 2. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Traffic Controls: Comply with requirements of authorities having jurisdiction.
 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- C. Parking: Provide temporary OR Use designated areas of Owner's existing parking areas for construction personnel.
- D. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
 1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties nor endanger permanent Work or temporary facilities.
 2. Remove snow and ice as required to minimize accumulations.
- E. Project Identification and Temporary Signs: Provide Project identification and other signs. Install signs where indicated to inform public and individuals seeking entrance to Project. Unauthorized signs are not permitted.
 1. Provide temporary, directional signs for construction personnel and visitors.
 2. Maintain and touchup signs so they are legible at all times.
- F. Waste Disposal Facilities: Comply with requirements specified in Division 01 Section "Construction Waste Management and Disposal."
- G. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with Division 01 Section "Execution" for progress cleaning requirements.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Division 01 Section "Summary."
- B. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
 - 1. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
- C. Stormwater Control: Comply with authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- D. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- E. Site Enclosure Fence: **Before construction operations begin**, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
 - 1. Extent of Fence: [As required to enclose entire Project site or portion determined sufficient to accommodate construction operations] [As indicated on Drawings].
 - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. **Provide Owner with one set of keys.**
- F. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- G. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

3.5 PROJECT SIGN

- A. Project Identification and Temporary Signs: Prepare Project identification and other signs in sizes indicated. Install signs where indicated to inform public and persons seeking entrance to Project. Do not permit installation of unauthorized signs. Allow for a minimum 4'-0" x 8'-0" sign with cutouts.
 - 1. Engage an experienced sign painter to apply graphics for Project identification signs.
 - 2. Comply with details indicated in drawing and color rendering to be provided by Architect.

- B. 4. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 - 3. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 01 Section "Closeout Procedures."

END OF SECTION

SECTION 01 60 00
PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 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.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. Related Sections include the following:
1. Division 01 Section 01 23 00 "Alternates" for products selected under an alternate.
 2. Division 01 Section 01 77 00 "Closeout Procedures" for submitting warranties for Contract closeout.
 3. Divisions 02 through 49 Sections for specific requirements for warranties on products and installations specified to be warranted.

1.3 DEFINITIONS

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

designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

1.4 SUBMITTALS

- A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.
1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
 2. Form: Tabulate information for each product under the following column headings:
 - a. Specification Section number and title.
 - b. Generic name used in the Contract Documents.
 - c. Proprietary name, model number, and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date or time span of delivery period.
 - h. Identification of items that require early submittal approval for scheduled delivery date.
 3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 6 copies of initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 4. Architect's Action: Architect will respond in writing to Contractor within 15 days of receipt of completed product list. Architect's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.
- B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Substitution Request Form: Use facsimile of form provided at end of Section.
 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.

- f. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
 - i. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.
 - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
 - l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
- a. Form of Acceptance: Change Order.
 - b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.
- C. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.
- 1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

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

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

C. Storage:

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

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
1. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.
 3. Refer to Divisions 02 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
 6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
 7. Or Equal or Comparable Product: Where products are specified by name and accompanied by the term "or equal" or "comparable product" or "or approved equal" or "or approved," comply with provisions in Part 2 "Comparable Products" Article to obtain approval for use of an unnamed product.
- B. Product Selection Procedures:
1. Product: Where Specifications name a single product and manufacturer, provide the named product that complies with requirements.
 2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements.
 3. Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
 4. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
 5. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
 6. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
 7. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the specified product or system. Comply with provisions in Part 2 "Product Substitutions" Article for consideration of an unnamed product or system.
 8. Basis-of-Design Product: Where Specifications name a product and/or include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in Part 2

"Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.

9. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - a. If no product available within specified category matches and complies with other specified requirements, comply with provisions in Part 2 "Product Substitutions" Article for proposal of product.
10. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
 - a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that does not include premium items.
 - b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received within 30 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.
- B. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 2. Requested substitution does not require extensive revisions to the Contract Documents.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. Substitution request is fully documented and properly submitted.
 5. Requested substitution will not adversely affect Contractor's Construction Schedule.
 6. Requested substitution has received necessary approvals of authorities having jurisdiction.
 7. Requested substitution is compatible with other portions of the Work.
 8. Requested substitution has been coordinated with other portions of the Work.
 9. Requested substitution provides specified warranty.
 10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

2.3 COMPARABLE PRODUCTS

- A. Conditions: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require extensive revisions to the Contract Documents that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION

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Advancement
of Construction
Technology**SUBSTITUTION
REQUEST**
(After the Bidding Phase)

Project: _____ Substitution Request Number: _____
To: _____ From: _____
Re: _____ Date: _____
A/E Project Number: _____
Contact For: _____

Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____
Drawing Number and Title: _____ Details Numbered: _____

Proposed Substitution: _____
Manufacturer: _____
Address: _____
Phone: _____ Fax: _____
Trade Name: _____ Model No.: _____
Installer: _____ Phone: _____ Fax: _____
Address: _____

History: ☐ New Product ☐ 2-5 years old ☐ 5-10 years old ☐ More than 10 years old

Differences between proposed substitution and specified product: _____

☐ Point-by-point comparative data attached - REQUIRED BY A/E

Reason for not providing specified item: _____

Similar Installation:

Project: _____
Address: _____
Architect: _____ Phone No.: _____
Owner: _____ Phone No.: _____
Date Installed: _____

Proposed substitutions affects other parts of Work.

☐ No ☐ Yes; explain _____

Cost Savings to Owner for accepting substitution: _____ (\$ _____).

Proposed Substitution changes Contract Time:

☐ No ☐ Yes (Add) (Deduct) _____ days.

Supporting Data Attached: ☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐

**SUBSTITUTION
REQUEST
(Continued)**

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

Attachments: _____

A/E's Review and Action

- ☐ Substitution approved – Make submittals in accordance with Specification Section 01330.
☐ Substitution approved as noted – Make submittals in accordance with Specification Section 01330.
☐ Substitution rejected – Use specified materials.
☐ Substitution Request received too late – Use specified materials

Signed by: _____ Date: _____

Additional Comments: ☐ Contractor ☐ Subcontractor ☐ Supplier ☐ Manufacturer ☐ A/E ☐ _____

SECTION 01 73 00**EXECUTION****PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Field engineering and surveying.
 - 3. General installation of products.
 - 4. Coordination of Owner-installed products.
 - 5. Progress cleaning.
 - 6. Starting and adjusting.
 - 7. Protection of installed construction.
 - 8. Correction of the Work.
- B. Related Sections include the following:
 - 1. Division 01 Section 01 31 00 "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
 - 2. Division 01 Section 01 33 00 "Submittal Procedures" for submitting surveys.
 - 3. Division 01 Section 01 73 29 "Cutting and Patching" for procedural requirements for cutting and patching necessary for the installation or performance of other components of the Work.
 - 4. Division 01 Section 01 77 00 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.3 SUBMITTALS

- A. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
 - 1. Before construction, verify the location and points of connection of utility services.
- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
 - 1. Before construction, verify the location and points of connection of sanitary sewer, storm sewer, and water-service piping; and underground electrical services.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- C. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work.
 - b. List of detrimental conditions, including substrates.
 - c. List of unacceptable installation tolerances.
 - d. Recommended corrections.
 - 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to **Owner** that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to

other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a Request for Information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. General: Engage a professional engineer to lay out the Work using accepted surveying practices.
 - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 - 2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 - 3. Inform installers of lines and levels to which they must comply.
 - 4. Check the location, level and plumb, of every major element as the Work progresses.
 - 5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 - 6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- G. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- H. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 PROGRESS CLEANING

- A. General: **Each Contractor** shall clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

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

3.6 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 01 Section "Quality Requirements."

3.7 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.8 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 01 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION

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SECTION 01 73 29
CUTTING AND PATCHING**PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
 - 1. Divisions 02 through 49 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

1.3 DEFINITIONS

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

1.4 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least **10** days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
 - 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
 - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
 - 3. Products: List products to be used and firms or entities that will perform the Work.
 - 4. Dates: Indicate when cutting and patching will be performed.
 - 5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.

6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
7. **Architect's Approval:** Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.5 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. **Operating elements include the following:**
 1. Primary operational systems and equipment.
 2. Air or smoke barriers.
 3. Fire-suppression systems.
 4. Communication systems.
 5. Electrical wiring systems.
- C. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- D. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.6 WARRANTY

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

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. **Concrete and Masonry:** Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
 - 5. Proceed with patching after construction operations requiring cutting are complete.

- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION

SECTION 01 74 19**CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL****PART 1 - GENERAL****1.1 SUMMARY**

- A. Section includes: Administrative and procedural requirements for construction waste management activities.

1.2 DEFINITIONS

- A. Construction, Demolition, and Land clearing (CDL) Waste: Includes all non-hazardous solid wastes resulting from construction, remodeling, alterations, repair, demolition and land clearing. Includes material that is recycled, reused, salvaged or disposed as garbage.
- B. Salvage: Recovery of materials for on-site reuse, sale or donation to a third party.
- C. Reuse: Making use of a material without altering its form. Materials can be reused on-site or reused on other projects off-site. Examples include, but are not limited to the following: Crushing or grinding of concrete for use as sub-base material. Chipping of land clearing debris for use as mulch.
- D. Recycling: The process of sorting, cleaning, treating, and reconstituting materials for the purpose of using the material in the manufacture of a new product.
- E. Source-Separated CDL Recycling: The process of separating recyclable materials in separate containers as they are generated on the job-site. The separated materials are hauled directly to a recycling facility or transfer station.
- F. Co-mingled CDL Recycling: The process of collecting mixed recyclable materials in one container on-site. The container is taken to a material recovery facility where materials are separated for recycling.
- G. Approved Recycling Facility: Any of the following:
 - 1. A facility that can legally accept CDL waste materials for the purpose of processing the materials into an altered form for the manufacture of a new product.
 - 2. Material Recovery Facility: A general term used to describe a waste-sorting facility. Mechanical, hand-separation, or a combination of both procedures, are used to recover recyclable materials.

1.3 SUBMITTALS

- A. Contractor shall develop a Waste Management Plan: Submit 3 copies of plan within 14 days of date established for the **Notice to Proceed**.

- B. Contractor shall provide Waste Management Report: Concurrent with each Application for Payment, submit **3** copies of report.

1.4 PERFORMANCE REQUIREMENTS

- A. General: Divert a minimum of **75%** CDL waste, by weight, from the landfill by one, or a combination of the following activities:

1. Salvage
2. Reuse
3. Source-Separated CDL Recycling
4. Co-mingled CDL Recycling

- B. CDL waste materials that can be salvaged, reused or recycled include, but are not limited to, the following:

1. Acoustical ceiling tiles
2. Asphalt
3. Asphalt shingles
4. Cardboard packaging
5. Carpet and carpet pad
6. Concrete
7. Drywall
8. Fluorescent lights and ballasts
9. Land clearing debris (vegetation, stumpage, dirt)
10. Metals
11. Paint (through hazardous waste outlets)
12. Wood
13. Plastic film (sheeting, shrink wrap, packaging)
14. Window glass
15. Wood
16. Field office waste, including office paper, aluminum cans, glass, plastic, and office cardboard.

1.5 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, with a record of successful waste management coordination of projects with similar requirements, that employs a LEED Accredited Professional, certified by the USGBC as waste management coordinator.
- B. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- C. Regulatory Requirements: Conduct construction waste management activities in accordance with hauling and disposal regulations of all authorities having jurisdiction and all other applicable laws and ordinances.
- D. Preconstruction Conference: Schedule and conduct meeting at Project site prior to construction activities.

1. Attendees: Inform the following individuals, whose presence is required, of date and time of

meeting.

- a. Owner
 - b. Architect
 - c. Contractor's superintendent
 - d. Major subcontractors
 - e. Waste Management Coordinator
 - f. Other concerned parties
2. Agenda Items: Review methods and procedures related to waste management including, but not limited to, the following:
 - a. Review and discuss waste management plan including responsibilities of Waste Management Coordinator.
 - b. Review requirements for documenting quantities of each type of waste and its disposition.
 - c. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
 - d. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
 - e. Review waste management requirements for each trade.
 3. Minutes: Record discussion. Distribute meeting minutes to all participants.

Note: If there is a Project Architect, they will perform this role.

1.6 WASTE MANAGEMENT PLAN – Contactor shall develop and document the following:

- A. Develop a plan to meet the requirements listed in this section at a minimum. Plan shall consist of waste identification, waste reduction plan and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight throughout the plan.
- B. Indicate anticipated types and quantities of demolition, site-cleaning and construction waste generated by the project. List all assumptions made for the quantities estimates.
- C. List each type of waste and whether it will be salvaged, recycled, or disposed of in a landfill. The plan should include the following information:
 1. Types and estimated quantities, by weight, of CDL waste expected to be generated during demolition and construction.
 2. Proposed methods for CDL waste salvage, reuse, recycling and disposal during demolition including, but not limited to, one or more of the following:
 - a. Contracting with a deconstruction specialist to salvage materials generated,
 - b. Selective salvage as part of demolition contractor's work,
 - c. Reuse of materials on-site or sale or donation to a third party.
 3. Proposed methods for salvage, reuse, recycling and disposal during construction including, but not limited to, one or more of the following:

- a. Requiring subcontractors to take their CDL waste to a recycling facility;
 - b. Contracting with a recycling hauler to haul recyclable CDL waste to an approved recycling or material recovery facility;
 - c. Processing and reusing materials on-site;
 - d. Self-hauling to a recycling or material recovery facility.
4. Name of recycling or material recovery facility receiving the CDL wastes.
 5. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on project site where materials separation will be located.
- D. Cost/Revenue Analysis: Indicate total cost of waste disposal as if there was no waste management plan and net additional cost or net savings resulting from implementing waste management plan. Include the following:
1. Total quantity of waste.
 2. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
 3. Total cost of disposal (with no waste management).
 4. Revenue from salvaged materials.
 5. Revenue from recycled materials.
 6. Savings in hauling and tipping fees by donating materials.
 7. Savings in hauling and tipping fees that are avoided.
 8. Handling and transportation costs. Including cost of collection containers for each type of waste.
 9. Net additional cost or net savings from waste management plan.

PART 2 - PRODUCTS (Not Used)

PART 3 – EXECUTION

3.1 CONSTRUCTION WASTE MANAGEMENT, GENERAL

- A. Provide containers for CDL waste that is to be recycled clearly labeled as such with a list of acceptable and unacceptable materials. The list of acceptable materials must be the same as the materials recycled at the receiving material recovery facility or recycling processor.
- B. The collection containers for recyclable CDL waste must contain no more than 10% non-recyclable material, by volume.
- C. Provide containers for CDL waste that is disposed in a landfill clearly labeled as such.
- D. Use detailed material estimates to reduce risk of unplanned and potentially wasteful cuts.
- E. To the greatest extent possible, include in material purchasing agreements a waste reduction provision requesting that materials and equipment be delivered in packaging made of recyclable material, that they reduce the amount of packaging, that packaging be taken back for reuse or recycling, and to take back all unused product. Insure that subcontractors require the same provisions in their purchase agreements.
- F. Conduct regular visual inspections of dumpsters and recycling bins to remove contaminants.

3.2 SOURCE SEPARATION

- A. General: Contractor shall separate recyclable materials from CDL waste to the maximum extent possible.

Separate recyclable materials by type.

1. Provide containers, clearly labeled, by type of separated materials or provide other storage method for managing recyclable materials until they are removed from Project site.
2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water and to minimize pest attraction. Cover to prevent windblown dust.
3. Stockpile materials away from demolition area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from weather.

3.3 CO-MINGLED RECYCLING

- A. General: Do not put CDL waste that will be disposed in a landfill into a co-mingled CDL waste recycling container.

3.4 REMOVAL OF CONSTRUCTION WASTE MATERIALS

- A. Remove CDL waste materials from project site on a regular basis. Do not allow CDL waste to accumulate on-site.
- B. Transport CDL waste materials off Owner's property and legally dispose of them.
- C. Burning of CDL waste is not permitted.

END OF SECTION

WASTE MANAGEMENT PROGRESS REPORT				
MATERIAL CATEGORY	DISPOSED IN MUNICIPAL SOLID WASTE LANDFILL	DIVERTED FROM LANDFILL BY RECYCLING, SALVAGE OR REUSE		
		Recycled	Salvaged	Reused
1. Acoustical Ceiling Tiles				
2. Asphalt				
3. Asphalt Shingles				
4. Cardboard Packaging				
5. Carpet and Carpet Pad				
6. Concrete				
7. Drywall				
8. Fluorescent Lights and Ballasts				
9. Land Clearing Debris (vegetation, stumpage, dirt)				
10. Metals				
11. Paint (through hazardous waste outlets)				
12. Wood				
13. Plastic Film (sheeting, shrink wrap, packaging)				
14. Window Glass				
15. Field Office Waste (office paper, aluminum cans, glass, plastic, and coffee cardboard)				
16. Other (insert description)				
17. Other (insert description)				
Total (In Weight)		(TOTAL OF ALL ABOVE VALUES – IN WEIGHT)		
		Percentage of Waste Diverted	(TOTAL WASTE DIVIDED BY TOTAL DIVERTED)	

SECTION 01 77 00
CLOSEOUT PROCEDURES**PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
1. Inspection procedures.
 2. Warranties.
 3. Final cleaning.
- B. Related Sections include the following:
1. Division 01 Section 01 29 00 "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
 2. Division 01 Section 01 73 00 "Execution" for progress cleaning of Project site.
 3. Division 01 Section 01 78 39 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 4. Divisions 02 through 49 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 2. Advise Owner of pending insurance changeover requirements.
 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.

6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements, including touchup painting.
 10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Reinspection will occur during final inspection.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.4 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report and warranty.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. **Inspections by the Architect, requested by the Contractor after the second punch list inspection, shall be at the cost of the Contractor. Costs shall be on a time and material basis and back charged to the Contractor's contract with the Owner.**

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

1.7 CLOSEOUT DOCUMENT CHECKLIST

1. Form G704 Substantial Completion
2. Form G706 Affidavit of Payment of Debts and Claims
3. Form 706A Release of Liens Contractor / Subcontractor
4. Form 707 Consent of Surety Company
5. Final Payment App

6. Certificate of Occupancy
7. Environmental Certificates
8. Warranties (Letter of Guarantee and Warranty Info)
9. O&M Manuals
10. Hard Copy of As-Built Drawings
11. 2 sets of drawing discs. Update CAD files
12. Test & Balancing Reports
13. Field Reports / Inspection Reports
14. Pest Control Final Inspection Report & Warranty (Slabs over 400SF)
15. Record Shop Drawings and submittals
16. Affidavit of Discharge of State Tax Liability
17. Copy of completed final punch list signed off on by Owner's Rep
18. Punch list Closeout Letter

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove snow and ice to provide safe access to building.
 - e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - f. Leave Project clean and ready for occupancy.

- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION

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SECTION 01 78 39**PROJECT RECORD DOCUMENTS****PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
1. Record Drawings.
 2. Record Specifications.
 3. Record Product Data.
- B. Related Sections include the following:
1. Division 01 Section 01 77 00 "Closeout Procedures" for general closeout procedures.
 2. Divisions 02 through 49 Sections for specific requirements for Project Record Documents of the Work in those Sections.

1.3 SUBMITTALS

- A. Record Drawings: Comply with the following:
1. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Initial Submittal: Submit **one** set(s) of **plots from corrected Record CAD Drawings** and **one** set(s) of marked-up Record Prints. Architect will initial and date each **plot** and mark whether general scope of changes, additional information recorded, and quality of drafting are acceptable. Architect will return **plots** and prints for organizing into sets, printing, binding, and final submittal.
 - b. Final Submittal: Submit **one** set(s) of marked-up Record Prints, **one** set(s) of Record Transparencies, Print each Drawing, whether or not changes and additional information were recorded.
 - 1) Electronic Media: **CD-R GOLD Label**.
- B. Record Specifications: Submit **one copy** of Project's Specifications, including addenda and contract modifications.

- C. Record Product Data: Submit **one copy** of each Product Data submittal.
1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as Record Product Data.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.
 - d. Locations and depths of underground utilities.
 - e. Changes made by Change Order or Change Directive.
 - f. Changes made following Architect's written orders.
 - g. Details not on the original Contract Drawings.
 - h. Field records for variable and concealed conditions.
 - i. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

- B. Record Transparencies: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Architect. When authorized, prepare a full set of corrected transparencies of the Contract Drawings and Shop Drawings.
1. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw, and add details and notations where applicable.
 2. Refer instances of uncertainty to Architect for resolution.
 3. Owner will furnish Contractor one set of transparencies of the Contract Drawings for use in recording information.
 4. Print the Contract Drawings and Shop Drawings for use as Record Transparencies. Architect will make the Contract Drawings available to Contractor's print shop.
- C. Record CAD Drawings: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Architect. When authorized, prepare a full set of corrected CAD Drawings of the Contract Drawings, as follows:
1. Format: Same CAD program, version, and operating system as the original Contract Drawings.
 2. Format: **DWG**, Version AutoCAD 2010, operating in **Microsoft Windows** operating system.
 3. Incorporate changes and additional information previously marked on Record Prints. Delete, redraw, and add details and notations where applicable.
 4. Refer instances of uncertainty to Architect for resolution.
 5. Architect will furnish Contractor one set of CAD Drawings of the Contract Drawings for use in recording information.
 - a. Architect makes no representations as to the accuracy or completeness of CAD Drawings as they relate to the Contract Drawings.
 - b. CAD Software Program: The Contract Drawings are available in AutoCAD 2010.
- D. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing Record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
 2. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- E. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 2. Record Transparencies: Organize into unbound sets matching Record Prints. Place transparencies in durable tube-type drawing containers with end caps. Mark end cap of each container with identification. If container does not include a complete set, identify Drawings included.

3. Record CAD Drawings: Organize CAD information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each CAD file.
4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect **and Construction Manager**.
 - e. Name of Contractor.

2.2 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, **Record Specifications**, and Record Drawings where applicable.

2.3 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

END OF SECTION

SECTION 02 41 19
SELECTIVE DEMOLITION**PART 1 - GENERAL****1.1 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.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Demolition and removal of selected portions of a building or structure in order to allow the installation of new work, including, but not limited to, new steel framed glass block windows, steel structures, utilities, etc.
 - 2. Repair procedures for selective demolition operations.
- B. Related Sections include the following:
 - 1. Division 01 Section 01 11 00 "Summary" for use of the premises and phasing requirements.
 - 2. Division 01 Section 01 32 00 "Construction Progress Documentation" for preconstruction photographs taken before selective demolition.
 - 3. Division 01 Section 01 50 00 "Temporary Facilities and Controls" for temporary construction and environmental-protection measures for selective demolition operations.
 - 4. Division 01 Section 01 73 29 "Cutting and Patching" for cutting and patching procedures for selective demolition operations.

1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Detach items from existing construction and deliver them to Owner.
- C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

1.4 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.

1.5 SUBMITTALS

- A. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Proposed Dust-Control and Noise-Control Measures: Submit statement or drawing that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. Identify options if proposed measures are later determined to be inadequate.
- C. Schedule of Selective Demolition Activities - indicate the following:
 - 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity.
 - 2. Interruption of utility services.
 - 3. Coordination for shutoff, capping, and continuation of utility services.
 - 4. Use of elevator and stairs.
 - 5. Locations of temporary partitions and means of egress, including for other tenants affected by selective demolition operations.
 - 6. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- D. Inventory: After selective demolition is complete, submit a list of items that have been removed and salvaged.
- E. Predemolition Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including finish surfaces that might be misconstrued as damage caused by selective demolition operations. Submit before Work begins.

1.6 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent to that indicated for this Project.
- B. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- C. Standards: Comply with ANSI A10.6 and NFPA 241.

1.7 PROJECT CONDITIONS

- A. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
 - 1. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from authorities having jurisdiction.
- C. Owner assumes no responsibility for condition of areas to be selectively demolished.

1. Conditions existing at the time of inspection for bidding purpose will be maintained by Owner as far as practical.
 - D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
 1. Hazardous materials will be removed by Owner before start of the Work.
 2. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.
 - E. Storage or sale of removed items or materials on-site will not be permitted.
 - F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
- 1.8 WARRANTY
- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.
 1. If possible, retain original Installer or fabricator to patch the exposed Work listed below that is damaged during selective demolition. If it is impossible to engage original Installer or fabricator, engage another recognized experienced and specialized firm.

PART 2 - PRODUCTS

2.1 REPAIR MATERIALS

- A. Use repair materials identical to existing materials.
 1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 2. Use materials with an installed performance that equals or surpasses that of existing materials.
- B. Comply with material and installation requirements specified in individual Specification Sections.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
 1. This project requires the installation of new products through openings in existing exterior walls that extend from the first floor to the roof above. All cutting of existing walls to allow the installation of new services and products shall be by the Contractors.

Reinforcement of the wall by the construction of steel lintels above the new penetrations shall be provided by the Contractor.

- C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged.
- D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to the Architect.
- E. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations.
- F. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

3.2 UTILITY SERVICES

- A. Existing Utilities: Maintain services indicated to remain and protect them against damage during selective demolition operations.
- B. Utility Requirements: Locate, identify, disconnect, and seal or cap off indicated utilities serving areas to be selectively demolished.
 - 1. Arrange to shut off indicated utilities with utility companies.
 - 2. If utility services are required to be removed, relocated, or abandoned, before proceeding with selective demolition provide temporary utilities that bypass area of selective demolition and that maintain continuity of service to other parts of building.
 - 3. Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing.

3.3 PREPARATION

- A. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
 - 1. Do not close or obstruct streets, walks, walkways, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
 - 2. Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.
 - 3. Protect existing site improvements, appurtenances, and landscaping to remain.
 - 4. Erect a plainly visible fence around drip line of individual trees or around perimeter drip line of groups of trees to remain.
- B. Temporary Enclosures: Provide temporary enclosures for protection of existing building and construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.

1. Where heating or cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
- C. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
- D. Temporary Shoring: Provide and maintain shoring, bracing, or structural support to preserve stability and prevent movement, settlement, or collapse of construction to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
 1. Strengthen or add new supports when required during progress of selective demolition.

3.4 POLLUTION CONTROLS

- A. Dust Control: Use water mist, temporary enclosures, and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations.
 1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions, such as ice, flooding, and pollution.
 2. Wet mop floors to eliminate trackable dirt and wipe down walls and doors of demolition enclosure. Vacuum carpeted areas.
- B. Disposal: Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 1. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- C. Cleaning: Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

3.5 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
 1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
 2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.
 3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.

5. Maintain adequate ventilation when using cutting torches.
 6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
 7. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 8. Dispose of demolished items and materials promptly.
 9. Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.
- B. Existing Facilities: Comply with building manager's requirements for using and protecting elevators, stairs, walkways, loading docks, building entries, and other building facilities during selective demolition operations.
- C. Removed and Salvaged Items: Comply with the following:
1. Clean salvaged items.
 2. Pack or crate items after cleaning. Identify contents of containers.
 3. Store items in a secure area until delivery to Owner.
 4. Transport items to Owner's storage area designated by Owner.
 5. Protect items from damage during transport and storage.
- D. Removed and Reinstalled Items: Comply with the following:
1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
 2. Pack or crate items after cleaning and repairing. Identify contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.
- F. Concrete: Demolish in small sections. Cut concrete to a depth of at least 3/4 inch (19 mm) at junctures with construction to remain, using power-driven saw. Dislodge concrete from reinforcement at perimeter of areas being demolished, cut reinforcement, and then remove remainder of concrete indicated for selective demolition. Neatly trim openings to dimensions indicated.
- G. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals, using power-driven saw, then remove concrete between saw cuts.
- H. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, then remove masonry between saw cuts.
- I. Concrete Slabs-on-Grade: Saw-cut perimeter of area to be demolished, and then break up and remove.

- J. Resilient Floor Coverings: Remove floor coverings and adhesive according to recommendations in RFCI-WP and its Addendum.
 - 1. Remove residual adhesive and prepare substrate for new floor coverings by one of the methods recommended by RFCI.

3.6 PATCHING AND REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.
- B. Patching: Comply with Division 1 Section “Cutting and Patching.”
- C. Repairs: Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.
 - 1. Completely fill holes and depressions in existing masonry walls that are to remain with an approved masonry patching material applied according to manufacturer’s written recommendations.
- D. Finishes: Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.
- E. Floors and Walls: Where walls or partitions that are demolished extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - 1. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
 - 2. Where patching occurs in a painted surface, apply primer and intermediate paint coats over patch and apply final paint coat over entire unbroken surface containing patch. Provide additional coats until patch blends with adjacent surfaces.
 - 3. Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
- F. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials off Owner’s property and legally dispose of them.

END OF SECTION

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SECTION 09 51 23**ACOUSTICAL TILE CEILINGS****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Acoustical tiles.
 - 2. Suspension systems for ceilings.
 - 3. Trim.
- B. Related Sections include the following:
 - 1. Division 05 Section 05 50 00 "Metal Fabrications" for miscellaneous framing support of suspended acoustical ceiling systems.
 - 2. Division 07 Section 07 92 00 "Joint Sealants".
 - 3. Division 28 Section "Digital Addressable Fire Alarms System" for fire alarm components in ceiling system.
 - 4. Division 26 Section "Interior Lighting" for lighting fixtures within ceiling system.

1.3 DEFINITIONS

- A. AC: Articulation Class.
- B. CAC: Ceiling Attenuation Class.
- C. LR: Light-Reflectance coefficient.
- D. NRC: Noise Reduction Coefficient.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Coordination Drawings: Reflected ceiling plans, drawn to scale, on which the following items are shown and coordinated with each other, based on input from installers of the items involved:
 - 1. Ceiling suspension system members.

2. Method of attaching hangers to building structure.
 - a. Furnish layouts for cast-in-place anchors, clips, and other ceiling attachment devices whose installation is specified in other Sections.
 3. Size and location of initial access modules for acoustical tile.
 4. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.
 5. Minimum Drawing Scale: 1/4-inch = 1 foot.
- C. Samples for Initial Selection: For components with factory-applied color finishes.
- D. Samples for Verification: For each component indicated and for each exposed finish required, prepared on Samples of size indicated below.
1. Acoustical Tile: Set of full-size Samples of each type, color, pattern, and texture.
 2. Concealed Suspension System Members: 12-inch- long Sample of each type.
 3. Exposed Moldings and Trim: Set of 12-inch- long Samples of each type and color.
- E. Qualification Data: For testing agency.
- F. Field quality-control test reports.
- G. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each acoustical tile ceiling.
- H. Maintenance Data: For finishes to include in maintenance manuals.
- 1.5 QUALITY ASSURANCE
- A. Source Limitations:
1. Acoustical Ceiling Tile: Obtain each type through one source from a single manufacturer.
 2. Suspension System: Obtain each type through one source from a single manufacturer.
- B. Source Limitations: Obtain each type of acoustical ceiling tile and supporting suspension system through one source from a single manufacturer.
- C. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination. "
- 1.6 DELIVERY, STORAGE, AND HANDLING
- A. Deliver acoustical tiles, suspension system components, and accessories to Project site in original, unopened packages and store them in a fully enclosed, conditioned space where they will be protected against damage from moisture, humidity, temperature extremes, direct sunlight, surface contamination, and other causes.

- B. Before installing acoustical tiles, permit them to reach room temperature and stabilized moisture content.
- C. Handle acoustical tiles carefully to avoid chipping edges or damaging units in any way.

1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install acoustical tile ceilings until spaces are enclosed and weatherproof, wet work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

1.8 COORDINATION

- A. Coordinate layout and installation of acoustical tiles and suspension system with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system, and partition assemblies.

1.9 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Acoustical Ceiling Units: Full-size tiles equal to 2.0 percent of quantity installed.
 - 2. Suspension System Components: Quantity of each concealed grid and exposed component equal to 2.0 percent of quantity installed.
 - 3. Hold-Down Clips: Equal to 2.0 percent of amount installed.

PART 2 - PRODUCTS

2.1 ACOUSTICAL TILES, GENERAL

- A. Acoustical Tile Standard: Provide manufacturer's standard tiles of configuration indicated that comply with ASTM E 1264 classifications as designated by types, patterns, acoustical ratings, and light reflectances, unless otherwise indicated.
- B. Acoustical Tile Colors and Patterns: Match appearance characteristics for each product type.

2.2 MANUFACTURERS

- A. Acoustical Tile(s) / Suspension System(s):
 - 1. Basis-of-Design: The design for acoustical tile type(s) and acoustical ceiling suspension system(s) specified, are based on the named product by Armstrong World Industries,

Lancaster, PA. Subject to compliance with requirements, provide the named product or a comparable product by one of the following:

- a. USG Interiors, Inc., Chicago, IL
- b. BPB America, Tampa, FL

B. Other acoustical ceiling tile manufacturer's products comparable to these designs and specifications will be considered in accordance with the requirements of Division 01 and the following requirements:

1. Ceiling Attenuation Class (CAC): Shall not vary more than 5 points.
2. Noise Reduction Coefficient Range (NRC): Shall not vary more than .05 points.
3. Light Reflectance (LR): Shall not vary more than .05 points.

2.3 ACOUSTICAL TILES

A. Acoustical Tile (Type ACT-1): High Acoustics, Fine Fissured, #1729, ASTM E1264, Type III, Form 2, conforming to the following:

1. Surface Texture: Medium
2. Composition: Mineral Fiber
3. Color: As chosen by architect from manufacturers full range of color options.
4. Size: 48in by 24in by 5/8in and 24 feet by 24 feet or as indicated on Drawings.
5. Edge Profile: Square Lay-In for interface with Prelude ML 15/16" Exposed Tee.
6. Noise Reduction Coefficient (NRC): ASTM C 423; Classified with UL label on product carton, 0.55.
7. Ceiling Attenuation Class (CAC): ASTM C 1414; Classified with UL label on product carton, 35
8. Articulation Class (AC): ASTM E 1111; Classified with UL label on product carton N/A.
9. Flame Spread: ASTM E 1264; Class A (UL)
10. Light Reflectance (LR): ASTM E 1477; White Panel: Light Reflectance: 0.85.
11. Dimensional Stability: HumiGuard Plus - temperatures up to 120 degrees F and high humidity excluding only exterior use, use over standing water, and direct contact with moisture.
12. Mold/Mildew Inhibitor: The front and back of the product have been treated with BioBlock, a paint that contains a special biocide that inhibits or retards the growth of mold or mildew, ASTM D 3273.

B. Acoustical Tile (Type ACT-2): Ceramaguard (unperforated), Design #605 conforming to the following:

1. Surface Texture: Medium
2. Fire Hazard Classification: Fire-resistive.
3. Composition: Ceramic and mineral fiber composite.
4. Size: 24-inches by 48-inches by 5/8-inch or 2 feet by 2 feet as indicated on drawings.
5. Edge Profile: Square Lay-In for interface with Prelude ML 15/16-inch Exposed Tee.
6. Noise Reduction Coefficient (NRC): Minimum 0.10.
7. Ceiling Attenuation Class (CAC): Minimum 40
8. Light Reflectance (LR): Minimum 0.88.
9. Dimensional Stability: HumiGuard Max.

10. Surface Finish: Scrubbable factory-applied plastic finish.
11. Dimensional Stability: HumiGuard Plus - temperatures up to 120 degrees F and high humidity excluding only exterior use, use over standing water, and direct contact with moisture.
12. Mold/Mildew Inhibitor: The front and back of the product shall be treated with BioBlock, a paint that contains a special biocide that inhibits or retards the growth of mold or mildew, ASTM D 3273.

2.4 SUSPENSION SYSTEMS FOR THE FOLLOWING ACOUSTICAL TILE CEILINGS

A. ACT-1:

1. Product: Prelude ML 15/16-inch Exposed Tee.
 - a. Components: All main beams and cross tees shall be commercial quality hot-dipped galvanized steel as per ASTM A 653. Main beams and cross tees are double-web steel construction with type exposed flange design. Exposed surfaces chemically cleansed, capping pre-finished galvanized steel in baked polyester paint. Main beams and cross tees shall have rotary stitching.
 - b. Structural Classification: ASTM C 635 Intermediate Duty.
 - c. Color: Match the actual color of the selected ceiling tile, unless noted otherwise.
 - d. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung unless otherwise indicated.
 - e. Wire for Hangers and Ties: ASTM A 641, Class 1 zinc coating, soft temper, pre-stretched, with a yield stress load of at least three times design load, but not less than 12 gauge.
 - f. Edge Moldings and Trim: Metal or extruded aluminum of types and profiles indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations, including light fixtures, that fit type of edge detail and suspension system indicated. Provide moldings with exposed flange of the same width as exposed runner.
2. Hold Down Clips: Provide at all rooms in inmate areas. Provide one on each side of ceiling tile to prevent unauthorized access to above ceiling spaces. Owner will designate one tile that will be accessible.

B. ACT-2:

1. Product: AL Prelude Plus - All Aluminum
 - a. Components: All main beams and cross tees shall be commercial quality aluminum as per ASTM A 653. Main beams and cross tees are double-web construction with type exposed flange design. Exposed surfaces chemically cleansed, capping pre-finished aluminum in baked polyester paint.
 - b. High Humidity Finish: Comply with ASTM C 635 requirements for Coating Classification for Severe Environment Performance where high humidity finishes are indicated.
 - c. Structural Classification: ASTM C 635 duty class.
 - d. Color: White aluminum

- e. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung unless otherwise indicated.
 - f. Wire for Hangers and Ties: ASTM A 641, Class 1 zinc coating, soft temper, pre-stretched, with a yield stress load of at least three times design load, but not less than 12 gauge.
 - g. Edge Moldings and Trim: Extruded aluminum, manufacturer's standard moldings for edges and penetrations, including light fixtures that fit type of edge detail and suspension system indicated. Provide moldings with exposed flange of the same width as exposed runner.
2. Hold Down Clips: Provide at all rooms in inmate areas. Provide one on each side of ceiling tile to prevent unauthorized access to above ceiling spaces. Owner will designate one tile that will be accessible.

2.5 ACCESSORIES

- A. Accessories: Splices, furring clips, and stabilizer bars as required to complete ceiling system and supplied by suspension system manufacturer. Provide manufacturer hold-down clips for all lay-in units, to hold panels tight to grid system where air up-lift might occur, within 15 feet of exterior doors and entrances and where scheduled or indicated for entire room ceiling system.
- B. Hold Down Clips: Exterior hold down clip (EHDC).
- C. Rough Suspension:
 - 1. Hanger Wire: Minimum 12 gauge galvanized, soft-annealed, mild steel wire.
 - 2. Wire Ties: 18 gauge galvanized annealed steel wire.
 - 3. Carrying Channels: 16 gauge, 1-1/2-inch cold-rolled steel.
- D. Ceiling Expansion Joint Cover: Material: Flexible white vinyl filler.
- E. Touch-Up Paint: Type and color required to match acoustical units and grid system.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, including structural framing and substrates to which acoustical tile ceilings attach or abut, with Installer present, for compliance with requirements specified in this and other Sections that affect ceiling installation and anchorage and with requirements for installation tolerances and other conditions affecting performance of acoustical tile ceilings.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSPECTION/COORDINATION

- A. Coordinate the locations and installation of hangers with the work of other trades.

- B. Ensure the layout of hangers and carrying channels are located to accommodate fixtures and equipment that will be placed after the installation of ceiling grid system(s).
- C. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest adjacent hangers and related carrying channels as required to span the required distance.
- D. Coordinate mechanical and electrical fixtures/equipment to be incorporated into the suspended ceiling and grid system as indicated or as required. However, support of such items shall be by separate independent supports installed by the respective trades.

3.3 INSTALLATION - ACOUSTICAL UNITS

- A. Install in level plane in straight-line courses.
- B. Fit acoustic lay-in panels to bear all four sides on suspension members, free from damaged edges or other defects detrimental to appearance and function.
- C. Minimum width of border tiles: One-half unit dimension.
- D. Lay directionally patterned tile, as directed by Architect, with longest dimension of tile parallel to longest dimension of room, unless indicated otherwise on "Reflected Ceiling Plan(s)".
- E. Hold-down Clips:
 - 1. Install hold-down clips on all lay-in units, to hold panels tight to grid in all buildings except buildings A and B.
 - 2. Buildings A and B shall receive hold down clips at areas adjacent to exterior doors, and at all lay in units in a fire-rated ceiling system.
 - 3. Non-Rated System: Install to retain all panels, weighing less than 1 lb. per sq. ft., tight to grid system within 15 feet of exterior doors and entrances.

3.4 INSTALLATION - SUSPENSION SYSTEM

- A. Install fire rated ceiling system(s), when indicated, in accordance with applicable UL Design requirements.
- B. Install in accordance with ASTM C636 and manufacturer's recommendations to produce finished ceiling true to lines and levels and free from warped, soiled or damaged grid.
- C. Install ceiling system(s) in a manner capable of supporting all superimposed loads, with maximum permissible deflection of 1/360 of span and maximum surface deviation of 1/8-inch in 12 feet.
- D. In the absence of "Reflected Ceiling Plan(s)", lay out ceiling system(s) on room axis to a balanced grid design leaving equal border pieces no less than 50 percent of acoustical unit size.
- E. Rough Suspension:
 - 1. Hanger Clips on Inserts: Install as recommended by manufacturer.

2. Hanger Wire: Space 4 feet on centers, each direction.
3. Do not splay wires more than 5 inches in a 4-foot vertical drop.
4. Wrap wire a minimum of three times horizontally, turning ends upward.
5. Saddle tie carrying channels to main structure for indirect hung suspension system, as appropriate.

F. Main and Cross Runners:

1. Space main runners at 4 feet on centers, in direction of lighting pattern.
 - a. At right angle to carrying channel, wire clip to channels at intersections, if indirect suspension is required.
 - b. Level and square to adjacent walls.
2. Space cross runners at 2 feet on center.
3. Suspend grid system(s) independently of walls, columns, ducts, lighting fixtures, pipes and conduit.

G. Mechanical and Electrical Components: Where mechanical and electrical components are an integral part of the ceiling system, support such components by supplementary hangers attached to the grid system and located within 6 inches of each corner of such component. Extremely heavy components shall be supported independently of grid system.

H. Do not eccentrically load system, or produce rotation of runners.

I. Wall Molding:

1. Install wall molding at intersection of suspended ceiling and vertical surfaces.
2. Install inside and outside corner caps where wall moldings intersect, and preformed closers where bullnose corners occur matching edge molding.
3. Attach to vertical surface with mechanical fasteners using maximum lengths; straight, true to line and level.

3.5 INSTALLATION - SUSPENDED CEILING SOUND INSULATION

- A. Install sound attenuation insulation for a distance of 48 inches either side of acoustical partitions in accordance with manufacturer's instructions.
- B. Trim insulation neatly to fit spaces without gaps or voids. Do not compress insulation.

3.6 CLEANING

- A. Clean exposed surfaces of acoustical tile ceilings, including trim and edge moldings. Comply with manufacturer's written instructions for cleaning and touchup of minor finish damage. Remove and replace tiles and other ceiling components that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION

SECTION 23 02 00**GENERAL PROVISIONS – HVAC****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to work of this Section.
- B. This specification or drawing and the design features or resulting construction disclosed, are the property of Furlow Associates, Inc., and shall not be reproduced without written permission.
- C. All Mechanical Systems shall be part of and included in all of the following: 230200 thru 230950

1.2 WORK INCLUDED

- A. Provide labor, materials, equipment and supervision necessary to install complete operating HVAC Systems, including all work at the site and within the proposed construction areas to accomplish the required work.
- B. Wherever the term "provide" is used, it shall be understood to mean both "furnish" and "install".

1.3 REGULATIONS, CODES AND STANDARDS

- A. Work shall be performed in accordance with latest adopted codes, regulations and ordinances by authorities having jurisdiction. Observe all safety regulations.
- B. Obtain all permits and inspection certificates and pay all charges.
- C. Latest editions of any referenced standards shall govern.

1.4 RELATED WORK

- A. Refer to equipment shown or specified in sections of Division 1 thru 14 and 26 that will require Mechanical services and provide such service.
- B. Refer to work related to HVAC as shown on the following contract drawings:

Architectural & Structural

Electrical
- C. This Contractor shall coordinate with the work of Division 26 and the Fire Alarm System vendor for locations and mounting of all duct smoke detectors. These devices are shown on the Mechanical Drawings for reference only to show the intent of the work. All locations shall be determined based on approved shop drawings from the Fire Alarm System vendor and the Contractor for the work of Division 26, Electrical.

1.5 COORDINATION

- A. The Mechanical and Electrical Contractors are responsible to coordinate all manufacturer's recommended circuit breakers, starters, disconnects and fuse sizes for all equipment. Submission of a shop drawing will certify that this has been completed. Any necessary changes required will be included as part of this contract.
- B. Mechanical Contractor shall coordinate scheduling, submittals and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of independent work elements, with provisions to accommodate items that may be installed at a later time.
- C. Mechanical Contractor shall verify utility requirements and all characteristics of operating equipment are compatible with the building utilities. Coordinate the work of all sections related and required for installing, connection and placing in service of all equipment.
- D. Mechanical Contractor shall coordinate all space requirements, supports and installation of all mechanical, electrical, plumbing and fire protection work, which are indicated diagrammatically on the Drawings. Verify routing of all pipes, ducts, conduits and equipment connections. Maximize accessibility for other work, and service requirements for maintenance and repairs.
- E. Obtain written confirmation from all related trade Contractors and the Owner or his representative that requirements, conflicts and coordination issues have been discussed and resolved.
- F. Submit coordination drawings to verify access and clearances.

1.6 DEFINITIONS

- A. Finished Spaces: Spaces other than mechanical and electrical equipment rooms, furred spaces, pipe and duct shafts, unheated spaces immediately below roof, spaces above ceilings, unexcavated spaces, crawl spaces, and tunnels.
- B. Exposed, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and mechanical equipment rooms.
- C. Exposed, Exterior Installations: Exposed to view outdoors, or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations.
- D. Concealed, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in duct shafts.
- E. Concealed, Exterior Installations: Concealed from view and protected from weather conditions and physical contact by building occupants, but subject to outdoor ambient temperatures. Examples include installation within unheated shelters.

1.7 SUBMITTALS

- A. Shop Drawings:
 - 1. Shop drawings shall be submitted in accordance with Division 1 of these specifications except where herein modified.

2. Shop drawings comprising complete catalog cuts, performance test data for HVAC equipment as required by other sections of Division 23, shall be submitted for review checking. The Contractor shall review these shop drawings for conformance to contract documents prior to submission and affix contractor's signature to each submittal certifying that this review has been done. By approving and submitting shop drawings, product data, samples and similar materials, the Contractor represents that the Contractor has determined and verified materials, field measurements and field construction data that relates to the work, and has checked and coordinated this information with all of the requirements contained in the contract documents for the work of all trades.
 - a. The Contractor and equipment manufacturer shall clearly indentify in all submittals and shop drawings any and all applications standards which require additional work to accommodate this equipment and provide a complete and operational system as described in the contract documents.
 - b. The Contractor shall be completely responsible for any and all additional costs associated with the changes required by this and all other trades.
3. All shop drawing submittals shall have the following identification data, as applicable, contained therein or permanently adhered thereto.
 - a. Project name.
 - b. Project number.
 - c. Sub-contractor's, vendor's and/or manufacturer's name and address.
 - d. Product identification.
 - e. Identification of deviation from contract documents.
 - f. Applicable contract drawings and specification section number.
 - g. Shop drawing title, drawing number, revision number, and date of drawing and revision.
4. Resubmit revised or additional shop drawings as requested.
5. Wherever shop drawings or vendor's standard data sheets indicate work to be done "by others", it shall be the responsibility of the contractor making the submission to identify by name, the contractor who is to do this work. If the contractor named is other than the contractor making the submission, the shop drawing submission must be reviewed by the named contractor and bear his mark of approval, prior to submission to the Architect/Engineer.
6. Where equipment proposed differs from that shown on the drawings or specified, he shall submit for approval drawings showing the manner in which the layout is affected by the substitution.
7. The Contractor shall keep one copy of approved shop drawings at the job site,, filed in a suitable metal container. The shop drawings shall be cataloged and kept in good repair, and shall be available for use by the Owner, Architect and Engineer.
8. No equipment shall be ordered, fabricated, etc., before approval of shop drawings.

- B. Contractor is responsible for the shop drawing coordination and interface with the work of other contracts and adjacent work. The relationship of Contractor's work shall be verified as it relates to adjacent and critical features of the work of this and all contracts and materials.
- C. The Contractor shall submit a complete schedule of all shop drawings required for the scope of work covering all materials and equipment listed in all sections of Division 23, Mechanical, including all documents required for contract closeout, Owner instructions and training, and all turnover items at the completion of the work. This schedule shall be submitted for review and approval within thirty days of contract award and before any subsequent materials are provided for review.
- D. **The shop drawings provided by the Contractor will be reviewed only once and resubmittals will be reviewed only once. Any other submittals will be billed to the Contractor at the Engineer's standard rates.**

1.8 SITE INSPECTION

- A. The Contractor shall visit site, inspect, and become aware of all conditions which may effect the work during the estimation phase of his work prior to bid openings. Investigate utilities, protection requirements for adjacent facilities, storage locations, and access to the construction area.
- B. Submission of a bid will be deemed evidence of having complied with this requirement.

1.9 SUBSTITUTIONS

- A. Whenever a material, article, piece of equipment or system is identified in the following specification or indicated on the drawings by reference to manufacturers' or vendors' names, trade names, catalog numbers or the like, it is so identified for the purpose of establishing the basis of the Bid.
- B. Substitution approval must be obtained and included as an addendum item prior to the submission of the bid. An approved substitution shall not be considered as an approval for the Contractor or an equipment vendor to deviate from the written portion of the specifications unless so stated in the addendum.
- C. The drawings illustrate the space allocated for equipment and the Contractor shall install the equipment accordingly. If changes are required in the building or arrangement due to substitution of equipment, the Contractor making the substitution must pay for the necessary modifications.
- D. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not be limited to all: space requirements, code clearances, type-horsepower-capacities-number and size of services required from other trades including all auxiliary items provided by this Contractor and all other trades, and all manufacturer's specific equipment applications standards and requirements, for approved equipment including that which is basis of design or a substitution. The bidding related contractor and equipment manufacturers shall clearly identify in all submittals and shop drawings any and all applications standards which require additional work to accommodate this equipment and provide a complete and operational system as described in the contract documents. If the bidding contractor or manufacturer does not comply with these requirements then they shall be completely responsible for any and all additional costs associated with the changes required by this and all other trades.

1.10 LUBRICATION

- A. Provide and maintain all required lubrication of any equipment operated prior to acceptance by the Owner. Lubrication shall be as recommended by the equipment manufacturer.
- B. Provide one year's supply of lubricants to Owner at date of acceptance.
- C. Verify that required lubrication has taken place prior to any equipment start-up.

1.11 EQUIPMENT START-UP

- A. Verify proper installation by manufacturer or his representative.
- B. Advise General Contractor 2 days prior to actual start-up.
- C. Verify proper operation. Obtain signed statement by manufacturer or his representative that equipment is operating within warranty requirements. Submit statement to General Contractor.
- D. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.
- E. The Mechanical Contractor shall own as part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The Mechanical Contractor shall coordinate with Balancing Firm and equipment manufacturer for drive selection, including belts and pulleys.

1.12 OPERATION & MAINTENANCE INSTRUCTIONS

- A. Properly and fully instruct Owner's personnel in the operation and maintenance of all systems and equipment.
 - 1. Provide one (1) 4-hour sessions of training to School District Maintenance Staff.
- B. Insure that the Owner's personnel are familiar with all operations to carry on required activities.
- C. Such instruction shall be for each item of equipment and each system as a whole.
- D. Provide report that instruction has taken place. Include in the report the equipment and/or systems instructed, date, contractor, Owner's personnel, vendor, and that a complete operating and maintenance manual has been reviewed.
- E. Manual shall include all instructions on operation, maintenance, repair parts list, lubrication requirements, brochures, catalogue cuts, complete schedule of air filters for each unit type in Excel spreadsheet format, wiring diagrams, piping diagrams, control sequences, service requirements, names and addresses of vendors, suppliers and emergency contacts. Three manuals shall be provided.
- F. Submit manuals for review prior to operating instruction period. Manuals shall be 8-1/2 x 11" with hard cover, suitably bound.

- G. Provide to the Owner any special tools necessary for operation and routine maintenance of any of the equipment.
- H. Upon completion of the project, the Mechanical Contractor shall provide a complete set of legible as-built drawings for the Owner.

1.13 TOOLS

- A. All equipment furnished by the Mechanical Contractor which requires special tools or devices other than those normally available to the maintenance or operating staff shall be furnished in duplicate to the Owner, sufficiently marked, packed or boxed for staff usage. The tools provided shall be listed by the Mechanical Contractor identified as to their use or the equipment applicable in a written transmittal to the Owner.

1.14 CLEANING AND FINISHING

- A. After equipment start-up and all operating tests have been made and the system pronounced satisfactory, each respective Contractor shall go over the entire project, clean all equipment, etc., installed by him and leave in a clean and working condition. Any surfaces found marred after this final cleaning shall be refinished or replaced by each Contractor at no cost to the Owner.
- B. Provide for the safety and good condition of all materials and equipment until final acceptance by the Owner. Protect all materials and equipment from damage. Provide adequate and proper storage facilities during the progress of the work. Special care shall be taken to provide protection for bearings, open connections, coils, compressors and similar equipment.
- C. All fixtures, piping, finished surfaces and equipment shall have all grease, adhesive labels and foreign materials removed.
- D. Clean-up: Remove from the premises, all unused material and debris resulting from the performance of work under this section.

1.15 TEMPORARY USE OF EQUIPMENT

- A. The use of permanent equipment and terminal units during the construction period shall be done at the specific direction of the Construction Manager or the Owner's Representative, and as permitted by Local Code.
- B. Whenever equipment has been used as directed, the Mechanical Contractor shall change unit filters as required in other sections of Division 23, as well as vacuum clean the interior of all unit enclosures to a like-new condition, including cleaning of coils. Under no circumstances will energy recovery equipment be used for temporary purposes.
- C. Mechanical Contractor shall also vacuum clean the interior of all connecting ductwork, fittings, dampers, air outlets and inlets.
- D. Mechanical Contractor shall also provide the Owner with a full and complete warranty required in other sections of Division 23 and the General Conditions of the contract.

PART 2 – PRODUCTS

2.1 GENERAL

- A. All material and equipment shall be new and of present day manufacture, and shall conform to accepted standards of the trade where such a standard has been established for the particular type of equipment or material.
- B. Whenever equipment or material is referred to in the singular, such as "the fan", it shall be deemed to apply to as many such items as necessary to complete the work.

2.2 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. During loading, transporting and unloading exercise care to prevent damage to material.
- B. Store all materials in dry enclosures or under protective coverings out of way of work progress.
- C. Material shall not be allowed to be stored directly on ground.
- D. Deliver in manufacturer's original cartons or on skids.
- E. Handle and protect so as to prevent damage to product or any surrounding material.

2.3 CONCRETE

- A. Concrete shall be in accordance with ACI-613.

2.4 WARRANTY

- A. Wherever in the specification sections of this division, reference is made to a specific warranty period, this warranty shall be in addition to and not a limitation of other rights the Owner may have against the Mechanical Contractor under the contract documents.

PART 3 – EXECUTION

3.1 PROTECTION

- A. Plug or cap open ends of piping systems, conduit and ductwork.
- B. Stored materials shall be covered to prevent damage by inclement weather, sun, dust or moisture.
- C. Protect all installed work until accepted in place by the Owner.
- D. Plates, polished metal escutcheons, thermostats and other finished devices shall not be installed until masonry, tile, and painting operations are complete unless otherwise protected.
- E. Protect all work from operations which may cause damage such as hauling, welding, soldering, painting, insulating and covering.

3.2 WORKMANSHIP

- A. Install all work neat, trim and plumb with building lines.
- B. Install work in spaces allocated.
- C. Cutting and patching shall be performed by skilled tradesmen normally employed for the work involved.
- D. This Contractor shall provide a complete weathertight seal to all new systems in the building including the necessary caulking, weather-stripping and insulation.

3.3 EQUIPMENT SETTING

- A. Provide as a minimum, a 4 inch concrete pad beneath all grade-mounted equipment. Install anchor bolts in pour.
- B. Concrete shall be 3,000 psi, 28 day compressive strength in accordance with ACI-613. Reinforce with No. 4 rod 12" on centers both ways or as otherwise detailed.

3.4 FASTENERS, HANGERS AND SUPPORTS

- A. Provide all hangers and supports required to suspend, mount, or hang the work. Drilling into the roof deck is not permitted.
- B. Provide all miscellaneous steel angles, channels, beams, clips, brackets and anchors necessary to hang or support the work. Provide submissions for review.
- C. Install concrete inserts before concrete is poured.
- D. Drilled inserts shall not be loaded more than 1/4 rated capacity.
- E. Power-driven fasteners shall not be allowed for piping larger than 2 inch, or equipment. When used they shall not be loaded more than 1/8 rated capacity or 200 pounds.
- F. All hangers, miscellaneous steel, braces and supports shall be galvanized, cadmium plated, or primed steel. Copper tubing shall be supported with copper hangers.
- G. Any lintels required for openings for this work if not indicated on Architectural or Structural drawings shall be provided under this Section.

3.5 SLEEVES

- A. Provide each pipe, duct or conduit passing through a masonry or concrete wall, floor or partition with a sleeve made from standard weight steel pipe for pipe or conduit and No. 12 gauge galvanized steel for ducts, with smooth edges, securely and neatly cemented in place. Provide each pipe, duct or conduit passing through a frame or metal partition with a sleeve made from No. 22 gauge galvanized sheet metal, securely fastened in place.
- B. Be responsible for the proper location and alignment of all sleeves.

- C. Provide hydrostatic seals for sleeves passing through outside walls, either above or below grade.
- D. Install both piping and sleeve seals so as to maintain integrity of seals with expansion and contraction of piping.
- E. Extend wall and partition sleeves through and cut flush with each surface unless otherwise indicated or specified.
- F. Select sleeves two pipe sizes larger than any pipe or conduit that is to remain uncovered, unless otherwise required by the sealing method specified. Where pipes are to be covered, provide sleeves large enough to allow the covering to pass through the sleeves with sufficient clearance for sealing as specified hereinafter.
- G. Hydrostatic Sealing Method: Provide compressible synthetic rubber seals, equivalent to LINK SEAL, manufactured by the Thunderline Corporation, or THRUWALL manufactured by O.Z. Gedney. Install seals in accordance with the manufacturer's recommendations to provide air tightness aboveground and hydrostatic sealing belowgrade. Caulking or other type mastic is not acceptable.

3.6 PLATES

- A. Provide chrome plated plates wherever piping passes into finished area.
- B. Plates shall be securely fastened to piping or building construction.
- C. Floor plates shall cover 1 inch sleeve extension.

3.7 OFFSETS, TRANSITIONS, MODIFICATIONS

- A. Provide all offsets necessary to install the work and to provide clearance for other trades.
- B. Maintain adequate headroom and clearance.
- C. Incidental modifications necessary to the installation of the systems shall be made as necessary and as approved by the Architect.

3.8 RECESSES

- A. Furnish information to the General Contractor as to sizes and locations of recesses required to install panels, boxes, and other equipment or devices which are to be recessed in walls.
- B. Make offsets or modifications as required to suit final locations.

3.9 LABELING

- A. All HVAC equipment such as air handling units, and devices requiring identification for operating procedures shall be provided with permanent black laminated micarta white core labels with 3/8 inch letters.
- B. This shall also apply to all controllers, remote start/stop pushbuttons and equipment cabinets.
- C. This shall not apply to individual room thermostats.

3.10 FLASHING AND COUNTERFLASHING

- A. Roof curbs, etc., shall have counterflashing fittings. General Contractor shall provide flashing.
- B. Piping and conduit thru the roof shall be flashed by the General Contractor. Provide counterflashing.
- C. Provide curbs with base features required to match roof materials, finishes and configuration; e.g., flat, sloped, raised seam, etc.

3.11 ACCESS

- A. Locate all equipment, valves, devices and controllers which may need service in accessible places.
- B. Where access is not available, access panels shall be provided. Furnish access panels to the General Contractor for installation.
- C. Access panels shall be Nailor-Hart Industries, Karp Co., or Controlled Air Manufacturing Limited, with 16 gauge frames and 14 gauge steel door, prime painted.
- D. Maintain access clearances for tube or fan removal, coil pulls, and filter removal.

3.12 WIRING AND MOTOR CONTROLS

- A. Packaged equipment shall be furnished with disconnect switches, starters, overloads, factory furnished and wired by the unit manufacturer.
- B. Rooftop equipment shall be furnished with starters, disconnect switches, overloads, factory furnished and wired by unit manufacturer.
- C. This Contractor shall furnish all information and assistance required for the Electrical Contractor to purchase all motor starters that are not specified to be part of the mechanical equipment.
- D. Control wiring shall be provided under this Division of the work.
- E. All wiring shall be in accordance with the National Electrical Code and as recommended by the equipment manufacturer.

3.13 UTILITIES

- A. Do not interrupt any utility or service to the Owner without adequate previous notice and schedule.

3.14 PAINTING

- A. The General Contractor shall be responsible for painting.

3.15 GUARANTEE

- A. All work shall be guaranteed to be free from defects for a period of two years of operation from date of acceptance by the Owner.

- B. Guarantee shall be extended on an equal time basis for all non-operational periods due to failure within the guarantee period.
- C. All materials and equipment provided and/or installed under this section of the specifications shall be guaranteed for a period of two years from date of acceptance of the work by the Owner unless otherwise specified in Division 1. Should any trouble develop during this period due to defective materials or faulty workmanship, the Mechanical Contractor shall furnish necessary labor and materials to correct the trouble without any cost to the Owner. Any defective materials or inferior workmanship noticed at time of installation and/or during the guarantee period shall be corrected immediately to the entire satisfaction of the Owner.
- D. In the event of occupancy by the Owner prior to final acceptance of the project, the guarantee date for equipment placed in operation shall be mutually agreed to by the Mechanical Contractor and the Owner's representative.

3.16 DRAWINGS

- A. The Mechanical Systems are indicated on the Contract Drawings. Certain pertinent information and details required by the Mechanical Work appear on the Architectural, Structural and Electrical Drawings; become familiar with all drawings, and incorporate all pertinent requirements.
- B. Drawings are diagrammatic and indicate the general arrangement of systems and requirements of the work. Do not scale drawings. Exact locations of fixtures and equipment, not specifically shown, shall be obtained before starting work.

3.17 TESTING AND BALANCING OF MECHANICAL EQUIPMENT

- A. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.
- B. The Mechanical Contractor shall own as part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The Mechanical Contractor shall coordinate with Balancing Firm and equipment manufacturer for drive selection, including belts and pulleys.

END OF SECTION

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SECTION 23 02 10**BASIC MATERIALS AND METHODS – HVAC****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions.
- C. Refer to other sections in Division 23 for materials and methods not specified herein.

1.2 DESCRIPTION OF WORK

- A. Included in this Section are the following:

- 1. Copper Tubing & Fittings
- 2. Unions
- 3. Motors

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Install work to meet the requirements of the following:
 - 1. Kent County Dept. of License and Inspections
 - 2. International Mechanical Code
 - 3. NFPA
 - 4. OSHA
 - 5. ASHRAE
 - 6. Manufacturer's Standardization Society (MSS) of the valve and Fittings Industry, Inc.:
 - SP-58 Pipe Hangers and Supports Materials, Design and Manufacture.
 - SP-69 Pipe Hangers and Supports Selection and Application
- C. Appliances and materials governed by UL requirements shall meet such requirements and bear the label.

1.4 QUALITY ASSURANCE

- A. Provide adequate supervision of labor force to assure that all aspects of the specifications are being fulfilled.
- B. Verify that all work and equipment is installed in accordance with manufacturer's warranty requirements.

PART 2 – PRODUCTS

2.1 COPPER TUBING & FITTINGS

- A. Refrigeration Piping:
 - 1. Copper tubing: Type ACR, hard drawn temper.
 - 2. Fitting: Wrought-copper, solder joints, ASME B16.22 or ASME B16.26.
 - 3. Joints: Brazed, American Welding Society (AWS) Class BCUP-5 for brazing filler metal.
- B. Condensate Drain Piping:
 - 1. Pipe: Copper tubing Type DWV.
 - 2. Fittings: Wrought copper solder type drainage fittings, ASME B16.23 or B16.29.

2.3 UNIONS

- A. Up to and including 2-inch pipe size: Screwed pattern, bronze-to-bronze seat.
- B. Copper tubing unions shall have sweated type ends. Flanged unions on copper tubing may be soldered connections.
- C. Materials and pressure ratings shall be the same as specified for the respective pipe and fitting system unless otherwise specified.

2.4 MOTORS

- A. All single phase and polyphase motors shall be manufactured to incorporate the latest NEMA standards.
- B. All single phase and polyphase motors shall have steel frames with ball bearings and copper windings. All motors to have a Class "F" insulation system with a service factor of 1.15.
- C. All motors shall be 1725 RPM, 4 pole design, unless otherwise noted on the drawings, or in the equipment specifications.
- D. Motors installed indoors and not exposed to moisture shall be open, dripproof, Class B temperature rise based on 40 deg. C maximum ambient temperature.

- E. Motors installed outdoors and exposed to moisture shall be totally enclosed, fan cooled, Class B temperature rise based on 40 deg. C maximum ambient temperature.
- F. Based on NEMA Standards, motors shall comply with the following minimum nominal efficiencies at full load.

Nominal Efficiencies for “NEMA Premium™” Induction Motors Rated 600 Volts or Less (Random Wound)						
	Open Drip-Proof			Totally Enclosed Fan-Cooled		
HP	3500 RPM	1800 RPM	1200 RPM	3500 RPM	1800 RPM	1200 RPM
1	82.5	85.5	77.0	82.5	85.5	77.0
1.5	86.5	86.5	84.0	87.5	86.5	84.0
2	87.5	86.5	85.5	88.5	86.5	85.5
3	88.5	89.5	85.5	89.5	89.5	86.5
5	89.5	89.5	86.5	89.5	89.5	88.5
7.5	90.2	91.0	88.5	91.0	91.7	89.5
10	91.7	91.7	89.5	91.0	91.7	90.2

- G. Motor Characteristics: Refer to Equipment Schedules for specific data.

277/480 Volt System: Motors 1/2HP & Larger - 480V, 3 Phase, 3 Wire

Motors Less than 1/2HP-120/277V, 1 Phase, 2 Wire.

- H. All motors rated less than 1/2HP shall have thermal protection of the auto-reset type as an integral part of the motor.
- I. All motors rated 1/2HP and larger shall have thermal protection provided by an external device.
- J. Whenever a variable frequency PWM drive is installed to control an AC motor, a maintenance-free, circumferential, conductive micro fiber shaft grounding ring shall be installed on the AC motor drive end to discharge shaft currents to ground. Recommended part: AEGIS SGR™ Bearing Protection Ring, as made by Electro Static Technology. Install in accordance with the manufacturer’s written instructions.

PART 3 – EXECUTION

3.1 PIPING SYSTEMS

- A. Piping shall run square with building lines.
- B. Piping shall not be insulated or covered until tested.
- C. Necessary drains, off-sets, vents and drips shall be provided for coordination of the work as part of the contract.
- D. Running or close nipples are not permitted.

- E. Piping shall not be installed over electrical transformers, panels, switchgear, substations, and control panels.
- F. Exposed insulated piping risers in unfinished spaces shall be covered with 22 gauge galvanized steel sleeves from floor to ceiling. Refer to Section: Insulation & Covering – HVAC for additional requirements.
- G. Allow clearance for expansion and contraction.
- H. Install eccentric piping fittings where change in sizes occurs in piping systems.
- I. Install isolating fittings between sections of ferrous and non-ferrous pipe or connected equipment.
- J. Do not support piping from other piping, conduits or equipment.
- K. Support piping from building structure with expansion bolts, rods, steel angles, or channels installed to meet existing or new building conditions.
- L. Drilling into the roof deck is not permitted.
- M. Unions shall be provided adjacent to all valves, at equipment connections, and where necessary to facilitate dismantling of the piping system.
- N. Material Requirements for Systems:
 - 1. AC Condensate Drain (including pumped condensate):
 - a. Type DWV copper.
 - 2. Refrigerant Piping: Type ACR hard copper.

3.2 SOLDERING/BRAZING

- A. Connections between copper tubing and copper fittings shall be made with the appropriate filler metal. Flux shall be non-corrosive type as recommended by the manufacturer of the filler metal, and conforming to AWS A5.8.
- B. Tubing shall be cut square and then reamed and deburred. End of tubing and inside of fitting cup shall be cleaned with steel wool and the flux shall be applied to the clean surface before joining. After joining, the excess filler metal shall be wiped off while still plastic.
- C. Silver brazing alloy shall be equal to Easy-Flo by Handy and Harmon or Sta-Brite silver solder and shall be used for joints in:
 - 1. Air conditioning condensate drain piping
- D. Where the silver brazing is performed in a confined non-ventilated space, a non-toxic, cadmium-free brazing alloy such as braze 560 by Handy & Harman shall be used.
- E. Refrigerant piping shall be silver brazed using Harris Sil-Fos 15 or equivalent, with nitrogen purge.

- F. Bring joint to solder temperature or brazing temperature in as short a time as possible.
- G. Form continuous solder bead or brazing filler bead around entire circumference of joint.
- H. Wipe excess solder from joint area while solder is still plastic.

END OF SECTION

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SECTION 23 02 30

INSULATION & COVERING – HVAC

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. Included in this section are the following:
 - 1. Pipe Insulation Material
 - 2. Duct Insulation
 - 3. Acoustic Duct Liner
- B. This Section includes insulation and covering provided on the following piping and equipment:
 - 1. Condensate Drain Lines
 - 2. Refrigerant Piping.
 - 3. Exterior Piping
 - 4. Acoustic Duct Liner
- C. Insulation shall be installed on the following duct systems:
 - 1. All supply ductwork.
 - 2. All return ductwork.

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this section.
- B. Install insulation in accordance with manufacturer's recommendations.

- C. Provide adequate supervision of labor force to assure that all aspects of the specifications are being fulfilled.

1.5 SUBMITTALS

- A. Submit shop drawings, installation instructions, and manufacturer's literature of all materials specified in accordance with Section 230200.
- B. Submit fabrication instructions for pipe fitting and valve insulation.
- C. Submit manufacturer's joining recommendations for butt joints and longitudinal seams.

1.6 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements.

PART 2 – PRODUCTS

2.1 PIPE INSULATION MATERIAL

- A. Closed Cell:

- 1. Material: Black flexible elastomeric foamed closed cell structure insulation 25/50 rated with a flame spread rating of 25 or less and a smoke developed rating of 50 or less with both a moisture seal and a reinforced elastic foam lap seal closure system.
- 2. Flexible pipe insulation shall be a foamed elastomeric closed cell structure material, with a thermal conductivity of not more than 0.27 Btu/Hr./Sq. Ft./Inch at a mean temperature of 75 degrees F. The insulation shall have an average density of at least 2 pounds per cubic foot, shall be self-extinguishing, and shall have a water vapor transmission rating of not more than 0.1 perms. Between temperature limits of -40 degrees F and plus 220 degrees F, the insulation shall not indicate any deviation from its original state.

- 3. Specification Compliance:

ASTM-E-84

ASTM-C-534 Type I – Tubular, Type II – Sheet.

ASTM-D-1056, 2B1 – Tubular, Sheet.

MIL-C-3133B (MIL STD 670B) Grade SBE-3

MIL-P-15S280J, Form T, Form S.

- 4. Manufacturers: Armacell, Nomaco, K-Flex, Aeroflex USA, Inc.

- B. Covering of Pipe Insulation Outdoors:

- 1. Wrapping: Wrap insulation with embossed 0.016" aluminum jacket.

2. Fastenings: Cover shall be held in place with soft aluminum bands on 12" centers.
3. Valves and Fittings: Weatherproof all valves and fittings.

D. Manufacturers: Johns Manville Corp., Certain-Teed, Owens- Corning, Knauf.

2.2 DUCT INSULATION

- A. Concealed Supply and Return Air Ductwork: Fiberglass duct wrap bonded with resins, 3/4-pound density, aluminum foil facing reinforced with fiberglass scrim, laminated to Kraft, 2" thick.
1. Thermal Conductivity: 0.27 Btu/Hr./SF/Inch at 75 degrees F. Min. installed "R" value shall be 6.0 and have a min. 25% compression of 5.6.
 2. Duct wrap shall be cut to stretch-out dimensions as provided in manufacturer's instructions. Remove a 2" piece of insulation from the facing at the end of the piece of insulation to form an overlapping staple and tape flap. Install with facing outside so tape flap overlaps insulation and facing at other end. Insulation shall be tightly butted and not compressed excessively at duct corners. Seams shall be stapled 6" on center with outward clinching staples. All seams, tears, punctures and other penetrations of the insulation facing shall be sealed with foil tape or vapor proof mastic. Where rectangular ducts are 24" in width or greater, duct wrap shall be secured to the bottom of the duct with mechanical fasteners; i.e., stick pins spaced 18" on center.
- B. Exposed supply and return air ductwork shall be insulated in finished conditioned spaces and non-conditioned spaces with 2" thick rigid fiberglass board. Insulation shall be 6 P.C.F. density with a "K" value of 0.25 Btu/Hr./SF/Inch at 75 degrees F. mean temperature and shall be U.L. listed at 25 maximum for flame spread, and 50 maximum for smoke developed. Insulation shall be applied using Graham Pins or Stik-Clips and all seams, edges and breaks shall be sealed with 4" matching tape and sealed with Vicryl CP-10 to match ASJ jacket. Insulation shall be provided with all-service jacket facing.
- C. Manufacturers: Johns Manville Corp., Certain-Teed or Owens- Corning, Knauf.
- D. Outdoor Installation:
1. On all outdoor square and rectangular ductwork, provide a minimum 0.032 inch thick plain stucco embossed aluminum jacket over 2 inch thick rigid fiberglass board insulation as described in part B of this article.
 - a. 32-mil aluminum roll jacketing, ASTM B2089, with 2.5 mil poly/surlyn backing, plain or white acrylic coated, as made by Childers, RPR, or Pabco.
 2. Provide duct roof pitch-supports at all flanges, stiffeners, insulation joints along the top of the horizontal ducts with 24 inch maximum spacing, with 12 degree pitch and anti-sweat coating.
 3. Provide rolled metal jacketing with all seams overlapping 2 inches in a watershed fashion.
 4. Apply the roll metal jacketing from 48 inch wide roll stock lengthwise with the duct to minimize the number of seams for ducts that measure 44 inches and less on any side including insulation.

5. Machine break the metal jacketing for sharp corners; on large ducts, cross break the jacket to eliminate wrinkles.
6. Secure seams with stainless steel sheet metal screws 4 inches on center. On horizontal ducts, seal seams on duct horizontal surfaces and on vertical ducts seal the vertical seams with continuous bead of caulking sealant.
 - a. sealer made by Fosters Foamseal 30-45, Childers CP-70, Epolux Cadaseal 745.
7. Flash metal jacket with same material applied to the duct where insulation terminates at bolted flanges. Allow for bolt removal where access or disassembly is required.
8. Manufacturer: Fabrite as made by County Insulation Company, New Castle, Delaware.

OR

D. Outdoor Installation:

1. Pre-manufactured panel system consisting of four (4) piece interlocking panels.
2. The interlocking panels shall be constructed of Dow Thermax Polyisocyanurate insulation, ASTM D-1622, nominal 2 pcf; water vapor transmission as permeance less than 0.03, per ASTM E-96; water absorption less than 0.3% (24 hours), per ASTM C-209; flexure strength more than 40 psi, per ASTM C-203.
3. Operating temperature range of -100°F to +250°F.
4. Insulation shall be laminated in two (2) layers to provide R-16 at 2" thickness, per ASTM C-236/C-518.
5. The insulation shall be jacketed with 0.032" thick embossed aluminum and sealed with vapor barrier compound. All joints shall interlock to ensure a thermal seal.
6. Panels shall be secured with #10 self-tapping stainless screws with weather seal washers.
7. Manufacturers: Techna-Duc Insulation System as made by P.T.M. Manufacturing, L.L.C.,

2.3 ACOUSTIC DUCT LINER

- A. Duct liner shall be designed for use as an acoustical insulation to absorb air conditioning noise in sheet metal ducts and plenums operating at velocities up to 6000 fpm and temperatures up to 250 deg. F.
- B. Duct liner shall be a bonded mat of glass fibers coated with an EPA registered biocide and a black pigmented fire-resistant coating on the air stream side or flexible elastomeric closed cell foam made with an EPA approved anti-microbial.
- C. Duct liner shall comply with the requirements of NFPA 90A and 90B. Surface burning characteristics shall comply with UL Standard 723 for 25/50 flame and smoke development.

- D. Duct liner shall comply with the property requirements of ASTM Specification C1071 Type 1, or ASTM C1534. Material shall resist fungal and bacterial growth when subjected to ASTM G21 and G22 test methods.
- E. Material thickness, name of manufacturer and type shall be printed on the air stream side of the liner for ease of identification.
- F. Duct liner shall be 2" thick.
- G. Manufacturers: Owens Corning QuietR® AcousticR™ Duct Liner, Certainteed, Evonik Industries Solcoustic, Johns Manville Linacoustic® RC, Armacell.

PART 3 – EXECUTION

3.1 INSTALLATION – GENERAL

- A. Do not install until systems have been tested and meet requirements.
- B. Heavy work which may damage insulation shall have been completed in the vicinity of the insulation work.
- C. All installations shall be made by skilled craftsmen regularly engaged in this type of work.
- D. Insulation shall be continuous thru-wall, ceiling and floors.
- E. Pipe, ductwork and equipment shall be clean and dry prior to insulating.
- F. Install all insulation per manufacturer's instructions.
- G. Ductwork treated with internal acoustic duct liner does not require external insulation.
- H. Apply vapor proof mastic as recommended by the insulation manufacturer on all longitudinal and butt joints of sectional pipe insulation. Apply similar mastic to the end of every third length of sectional pipe insulation on all chilled water and dual temperature pipe insulation to prevent the migration of condensation that might occur.
- I. Provide insulation on all piping, equipment, and fixtures that are part of a factory assembly package not otherwise insulated by the manufacture of such packaged equipment. Insulation type and thickness shall comply with all of the requirements of this section.

3.2 PIPE INSULATION – TYPES & THICKNESSES

- A. Provide flexible closed cell insulation of thickness specified on:
 - 1. Refrigerant Piping: All Locations for suction lines (NOTE: Insulate liquid line if metering device is mounted at the condensing unit.)
 - a. Low Pressure Gas Line:
1/2" for piping less than 1"

b. High Pressure Gas Line (141°F to 200°F):

1-1/2" for piping less than 1-1/2"

2. 1/2" thickness for condensate drain lines.

3.3 EXTERIOR PIPE COVERING

- A. Wrapping: Wrap insulation with embossed 0.016" aluminum jacket, orient seam down.
- B. Fastenings: Cover shall be held in place with soft aluminum bands on 12" centers.
- C. Valves and Fittings:
 - 1. Weatherproof all valves and fittings.
 - 2. Finish: Apply two coats of vapor resistant mastic reinforced with glass fabric over wrapping.

3.4 ACOUSTIC DUCT LINER

- A. All portions of duct designated on the drawings to receive duct liner shall be completely covered with duct liner, adhered to the sheet metal with a 100% coverage of adhesive complying with ASTM C916.
- B. Transverse joints shall be neatly butted and there shall be no interruptions or gaps. All transverse joints and all exposed leading edges shall be coated. The black coated surface of the duct liner shall face the airstream.
- C. Duct liner shall be secured with mechanical fasteners which shall compress the duct liner sufficiently to hold it firmly in place.
- D. Duct liner shall be cut to assure overlapped and compressed longitudinal joints.
- E. After installation is complete, blow out the duct system prior to operation to remove any cutting scraps and foreign material remaining in the duct.

END OF SECTION

SECTION 23 04 50**REFRIGERATION EQUIPMENT – HVAC****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section includes labor, material, equipment and supervision to for the following:
 - 1. Condensing Unit (Heat Pump)
- B. Provide complete refrigeration system including chillers, cooling towers, underground pre-insulated pre-fabricated piping, aboveground piping and all required accessories.

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Comply with applicable provisions of:
 - 1. International Mechanical Code
 - 2. A.R.I. Capacity Ratings
 - 3. NFPA Pamphlets
 - 4. ASHRAE Standard 15
 - 5. ASHRAE Standard 90.1, Section 6, Table 6.8.1A thru J, minimum equipment efficiency.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.
- B. Whenever a variable frequency PWM drive is installed to control an AC motor, a maintenance-free, circumferential, conductive micro fiber shaft grounding ring shall be installed on the AC motor drive end to discharge shaft currents to ground. Recommended part: AEGIS SGR™ Bearing Protection Ring, as made by Electro Static Technology. Install in accordance with the manufacturer's written instructions.

1.5 SUBMITTALS

- A. Submit shop drawings and product data in accordance with Section 230200.
- B. Submit the following:
 - 1. Shop drawings and product data for all equipment in this section.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not be limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements. In addition, the following special guarantee applies:
 - 1. Manufacturer shall guarantee all refrigeration equipment including parts and labor, for five (5) years from start-up.

PART 2 – PRODUCTS

2.1 CONDENSING UNIT (Heat Pump)

- A. Air-Cooled Condensing Unit:
 - 1. Furnish an outdoor heat pump sized in accordance with the performance schedule shown on the plans.
 - 2. Install unit as shown on the plans in accordance with:
 - The manufacturer's recommendations
 - All applicable National and Local Codes.
 - 3. Each Unit shall be:
 - a. UL or CSA tested and listed for its intended application.
 - b. Certified in compliance with ARI Standards 240 and 270.
 - 4. Each unit enclosure shall be designed:
 - a. For outdoor installation.

- b. With 18-gauge pre-painted galvanized steel that complies with ASTM B117 salt spray test at a minimum 500 hours.
- c. With removable compressor access panel and electrical box cover for easy access during maintenance, service and adjustment with wide guards on condenser coil and fan discharge.
- d. With drainage holes in perimeter of base pan and rubber isolator grommets to allow for proper moisture removal.
- e. Each unit shall include:
 - (1) Defrost cycle with:
 - Demand defrost
 - 5-minute anti-recycle timer
 - Loss of charge protection
 - Compressor lockout
 - User selectable low temperature cutoff and balance point
 - System diagnostics and operation information storage
 - (2) A scroll compressor with internal pressure and temperature protection for compressor motor.
 - (3) High pressure cutout (400 lbs.)
 - (4) An outdoor coil constructed of 3/8" copper tubes mechanically expanded into aluminum fins.
 - (5) Brazed copper refrigerant tubing.
 - (6) Liquid line filter-drier.
 - (7) A suction line accumulator for liquid flood back protection.
 - (8) Locking Type, tamper resistance caps on all refrigerant access ports.
 - (9) A fan motor which shall be:
 - Directly connected to a propeller-type fan.
 - The permanent, split capacitor type.
 - Equipped with permanently lubricated bearings.
- f. Defrost Control: A solid state defrost control shall be furnished as standard equipment. It gives a defrost cycle (14 minutes) for every 30, 60 or 90 minutes (adj.) of compressor "ON"

time at outdoor temperature below 35 deg. F. A sensing element mounted on the outdoor coil determines when the defrost cycle is required and also when to terminate a cycle.

- g. Refrigerant Line Connections, Electrical Inlets and Device Valves: Vapor and liquid line connections shall be sweat connections inside the unit. Field wiring inlets shall be coated for ease of entry. Furnished and factory installed are a thermometer well, a schrader fitting in the vapor and discharge lines, shutoff valve with gauge ports on the vapor and liquid lines. In addition, a high capacity drier with internal check valve and a strainer are furnished and factory installed in the liquid line.
 - h. Suction Line Accumulator: Factory installed and piped accumulator shall be furnished.
 - i. Reversing Valve: 4-way interchange reversing valve effects a rapid change in direction of refrigerant flow resulting in quick changeover from cooling to heating and vice versa. Valve operation on pressure differential between outdoor unit and indoor unit of the system factory installed.
 - j. Expansion Valve: Sensing bulb shall be located on the suction line between reversing valve and compressor thus sensing suction temperature in any cycle. Factory installed and piped.
 - k. Manufacturer shall provide a programmable thermostat heating/cooling with sub-base.
- B. Manufacturer: Carrier, Lennox, Daikin McQuay, Trane, York/JCI.
- 1. Any listed equivalent manufacturer and the Mechanical Contractor shall be completely responsible to comply with all requirements on the contract documents. This shall include, but not be limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades.

PART 3 – EXECUTION

3.1 REFRIGERATION EQUIPMENT

- A. All equipment to be installed in accordance with manufacturer's recommendations.

3.2 FIELD QUALITY CONTROL

- A. Start-up all units in accordance with manufacturer's start-up instructions. Replace damaged or malfunctioning controls and equipment.

END OF SECTION

SECTION 23 06 00**AIR DISTRIBUTION & ACCESSORIES – HVAC****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.
- D. This Contractor shall coordinate with the work of Division 26 and the Fire Alarm System vendor for locations and mounting of all duct smoke detectors. These devices are shown on the Mechanical Drawings for reference only to show the intent of the work. All locations shall be determined based on approved shop drawings from the Fire Alarm System vendor and the Contractor for the work of Division 26, Electrical. Mount smoke detectors in the supply and return air stream at each unit in accordance with NFPA 72.

1.2 DESCRIPTION OF WORK

- A. This Section includes labor, material, equipment and supervision to provide a complete air distribution system as specified herein and as shown on drawings.
 - 1. Ductwork – Single Wall, Square and Rectangular
 - 2. Ductwork - Single Wall, Spiral Round
 - 3. Flexible Connections
 - 4. Dampers
 - 5. Air Diffusers, Registers and Grilles
 - 6. Prefabricated Roof Curbs and Equipment Supports
 - 7. Fabric Air Dispersion Ductwork

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Requirements established within the portions of the Project Manual titled Division 1, General Requirements, are collectively applicable to the work of this section.
- C. IMC (International Mechanical Code).

- D. SMACNA (Sheet Metal and Air Conditioning Contractors National Association, Inc.)
- E. American Society of Heating, Refrigerating and Air Conditioning Engineers' recommendations in ASHRAE Guide shall apply to this work.
- F. ARI Standard 885 - Standard for Estimating Occupied Sound Levels in the Applications of Air Terminals and Air Outlets.
- G. UL (Underwriter's Laboratories, Inc.)
- H. NFPA 90A shall apply to this work.
- I. State Fire Prevention Regulations.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.

1.5 SUBMITTALS

- A. Submit shop drawings and product data in accordance with Section 230200.
- B. Submit the following:
 - 1. Shop drawings of all sheet metal. Indicate all steel, piping, conduit, and Architectural/Structural features to demonstrate complete coordination. Scale shall not be less than 1/4".
 - a. Shop drawings shall indicate the sizes and lengths of each section of ductwork as well as all system components such as coils, access doors, dampers, diffusers and register locations. Also indicate the type of joints used and where internal acoustic lining or insulation, if required, will be utilized.
 - b. The location of the duct runs and the air outlets shall be closely coordinated with all other trades by the sheet metal contractor to avoid interference. The shop drawings shall show the contact surfaces adjacent to the ducts or air outlets and the space assigned for concealment. The drawings shall indicate principal items of equipment, adjacent piping and conduit, etc., the location of which shall be secured from the contractors of other trades.
 - c. Sheet Metal Contractor to include resubmissions of the shop drawings to the Engineer. The resubmissions are to include all corrections to previous submissions.
 - 2. Manufacturer's literature and performance data of all equipment and devices.
 - 3. Samples: Furnish color samples, etc., at request of the Architect.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall

include, but shall not be limited to space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, they shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements.

PART 2 – PRODUCTS

2.1 DUCTWORK (SINGLE WALL, SQUARE AND RECTANGULAR)

- A. All ductwork shall be fabricated in accordance with SMACNA "HVAC Duct Construction Standards - Metal and Flexible" latest Edition except as described below. The minimum thickness of metal ductwork is 26 gauge. Fabrication requirements shall be based on ductwork subjected to positive or negative pressures of 3" W.G. Ductwork systems shall be sealed to SMACNA "Seal Class "B" Standards. Alternatively, "Ductmate" System 45 can be used in accordance with manufacturer's specifications. Drive slip joints are not permitted.

Exception: For ductwork smaller than 12" x 8", Contractor may provide slip and drive joints with all joints sealed with Hardcast tape and mastic system.

- B. Rectangular ducts for 3" W.G. or less, positive or negative pressure shall be per SMACNA Table 1-6. Longitudinal seams shall be Pittsburgh Lock Type L-1 per SMACNA Figure 1-5. Transverse joints shall be standing seam type T -15 per Figure 1-4.

- 1. In the event that material size is not compatible with duct size and segmenting must be utilized to fabricate duct, use SMACNA Figure 1-5, seam L-4 (Standing Seam).

- C. Joints:

- 1. Per SMACNA Transverse Joint Reinforcement Table 1-12, only joints T -22, T -25a, T -25b and Proprietary slip on flanges will be acceptable.
 - 2. Joints T -25a and T -25b that have stress fractures from bending will not be accepted.
 - 3. All joints will have butyl gasket 3/16" thick by 5/8" wide installed per manufacturers installation instructions.

- D. Ductwork systems for this standard shall be galvanized sheet steel, commercial quality of lock - forming grade, conforming to ASTM coating standards A-525 or A-527 with coating of designation G-60.

- 1. Where the outer surface of the duct is exposed in finished spaces and is not scheduled for insulation, duct material shall be galvanized, suitable for field painting by the General Contractor.

- E. The size and configuration of each duct shall be indicated on design drawings. Where thicker sheets or different types of materials are required, they shall be specified on the design drawings or in the project specifications.

2.2 DUCTWORK (SINGLE WALL, SPIRAL ROUND)

- A. Design Pressure: 3"
- B. Leakage: All ductwork shall meet SMACNA Class "A" leak standards.
- C. Fabrication:
 - 1. Gauges, reinforcing angles, seams, joints, fabrication methods, installation methods and practices, duct reinforcement, and devices installed in duct system, fittings, etc., shall conform to the latest editions of SMACNA standards for construction in accordance with requirements indicated in these specifications.
 - 2. Minimum metal gauges shall be 26 gauge (.019). Follow SMACNA Table 3-2A for Positive pressure and Table 3-2B for Negative pressure.
 - 3. Where the outer surface of the duct is exposed in finished spaces and is not scheduled for insulation, duct material shall be galvanized, suitable for field painting by the General Contractor.
- D. Joints:
 - 1. Duct up to 36" diameter - Male/Female beaded slip joint similar to SMACNA Figure 3-2, joint RT-1 or RT-5, as long as it meets the criteria for the system design pressure. Fittings shall be undersized to fit into spiral duct. All joints shall be secured with a minimum of 4 screws on each duct section (equally spaced). Seal joint with an approved sealant compound, continuously applied prior to assembly of joint and after fastening, making certain that the majority of the sealant resides on the interior of the joint.
 - 2. In lieu of beaded slip connections or Vanstone angle ring connections (the above-mentioned joints), there are proprietary connections that may be used, as long as they meet the pressure criteria set forth in this specification.

2.3 FLEXIBLE CONNECTIONS

- A. Required between ductwork and suction and discharge connection of all air handlers, inline fans, and where shown on drawings.
- B. Material: Woven fiberglass with mounting hardware tested in accordance with UL Standard 181, listed and labeled as Class 0 or 1.
- C. Manufacturer: Ventfabrics, Inc., Durodyne, Dynair, Ductmate Pro Flex.

2.4 DAMPERS

- A. Provide where indicated and required to control flow of air and balance system.

- B. Round dampers shall be single blade, molded synthetic bearings at each end, 20 gauge galvanized steel, adjusting quadrant and locking device. Round dampers shall be Ruskin Model MDRS25.
- C. Rectangular and square dampers shall be opposed blade within 16 gauge galvanized steel channel frame with corner brace, 16 gauge galvanized steel blades; molded synthetic bearings and hex steel shafts, exposed or concealed linkage, adjustable quadrant and locking device. Damper 10" and below shall be single-blade. Dampers shall be Ruskin Model MD35.
- D. Approved Manufacturers: Ruskin, Arrow, Nailor-Hart, Pottorff, Lloyd Industries, Inc., Cesco Products, Louvers & Dampers, United Enertech.

2.5 AIR DIFFUSERS, REGISTERS AND GRILLES

- A. Air diffusing terminals shall be provided in duct runs on drawings. The diffusers shall properly and uniformly distribute the design air quantity with no objectionable drafts, while maintaining not more than 50 F. P. M. velocity in the occupied portion of the space.
- B. Registers & Grilles:
 - 1. Grilles shall be steel construction, fixed single deflection type, with clips and/or flange holes and screws (as required by Architectural finishes) to secure registers to ceiling construction. Face bars shall be inclined 30 degrees. Grilles shall be factory primed and painted with a baked-on white enamel finish.
 - 2. Aluminum Heavy-Duty Gym Return Grille
 - a. Description
 - (1) Furnish and install aluminum heavy-duty gym grilles of sizes designated by the plans.
 - b. Construction
 - (1) The grille blades and border shall be aluminum construction. The heavy-duty extruded aluminum blades shall be held by mandrel tubes with spacing no greater than 12 inches on center.
 - (2) The 14-gauge steel border shall have smooth contours.
 - (3) Grilles shall be fixed louver type, and shall have thirty (30) degree deflection, 1/2-inch on center blade spacing.
 - (4) The grille blade orientation shall be front blades parallel to short dimension.
 - (5) The grille shall be suitable for surface mounting with 1-1/4 inch flat border.
 - c. Paint Specifications
 - (1) Paint finish shall be:

- (a) All components shall have a baked-on powder coat finish and shall have a hardness of 2H.

d. Fastening

- (1) The grille shall be supplied with the following fastening method:

- (a) Countersunk screw holes complete with screws.

C. Manufacturers: Provide diffusers, registers and grilles of one of the following:

Krueger	Titus
Price	Tuttle & Bailey

2.6 PREFABRICATED EQUIPMENT SUPPORTS

A. Factory fabricated by the manufacturer of the respective roof-mounted equipment when available and capable of meeting the following requirements:

- 1. Thermally and acoustically insulated, rubber isolating pads.
- 2. Built to suit slope of roof and type of roofing; i.e. standing metal seam with integral cant strip and flashing extension.
- 3. 8" to 11" height unless otherwise indicated.
- 4. Support rails shall be aluminum, or sheet steel, with continuous wood nailer and removable counterflashing.

B. Manufacturers: Pate, Shipman, Custom Curb, Portals Plus, Lloyd Industries, Inc., PHP Systems/Design.

2.7 FABRIC AIR DISPERSION DUCTWORK

A. Product shall be constructed of a coated woven fire-retardant fabric complying with the following physical characteristics:

- 1. Type: V-Verona
- 2. Configuration: Standard: round
- 3. Fabric Construction: Plain polyester weave.
- 4. Coating: Porous
- 5. Weight: 5.2 oz. per square yard.
- 6. Permeability: 2 cfm per square foot @ 0.5" WC.
- 7. Color: Standard color as selected by the Architect

8. Warranty: 5 years on products for the fabric system.
9. Temperature Range: 0 degrees F to 180 degrees F
10. Fire Retardancy: Classified by Underwriters Laboratories in accordance with the 25/50 flame spread/smoke developed requirements of NFPA 90-A.

B. Systems Fabrication Requirements:

1. Air dispersion accomplished by round vent, and consist of open orifices rather than a mesh style vent to reduce maintenance requirements (common to mesh style).
2. Size of and location of vents shall be specified and approved by manufacturer.
3. Inlet connection to metal duct via fabric draw band with anchor patches supplied by manufacturer. Anchor patches shall be secured to metal duct via. zip screw fastener - supplied by contractor.
4. Inlet connection includes zipper for easy removal / maintenance.
5. Lengths to include required zippers as specified by manufacturer.
6. System to include Adjustable Flow Devices to balance turbulence, airflow and distribution as needed. Flow restriction device shall include ability to adjust the airflow resistance from 0.06 - 0.60 in w.g. static pressure.
7. End cap includes zipper for easy maintenance.
8. Fabric system shall include connectors to accommodate suspension system listed below.
9. Any deviation from a straight run shall be made using a gored elbow or an efficiency tee. Normal 90-degree elbows are 5 gores and the radius of the elbow is 1.5 times the diameter of the DuctSox.

C. Design Parameters:

1. Fabric air diffusers shall be designed from 0.25" water gage minimum to 3.1" maximum, with 0.5" as the standard.
2. Fabric air diffusers shall be limited to design temperatures between 0 degrees F and 180 degrees F.
3. Design CFM, static pressure and diffuser length shall be designed and approved by the manufacturer.
4. Do not use fabric diffusers in concealed locations.
5. Use fabric diffusers only for positive pressure air distribution components of the mechanical ventilation system.

D. Suspension Hardware:

1. Internal Hoop System: Provide a factory fabricated retention system consisting of an internal 360° hoop system spaced on maximum 5' centers. Each hoop shall be fabricated of lightweight aluminum ring and tubing with negligible effect on airflow static resistance. The rings located at the inlet and end of run shall include tensioning anchor clips to secure the fabric to the hoop system. Sizes shall include 8" to 36" diameter in 2" increments. The system shall be installed with a one row suspension system located 1.5" above top dead center of the fabric duct system. System attachment shall be either cables or u-track using gliders spaced 12" on center.

E. Manufacturer: Duct Sox by Fabric Air Dispersion Products, Fabric Air Inc., or KE Fibertec.

PART 3 – EXECUTION

3.1 DUCTWORK

- A. Dimensions on drawings are inside dimensions. Sheet metal dimensions shall be increased to suit thickness of acoustic duct lining, if applicable. Ductwork that is lined with acoustic lining is insulated.
- B. Ducts shall be concealed unless otherwise indicated.
- C. Changes in direction shall be made with radius bends or turning vanes.
- D. Supports shall be galvanized steel for steel ductwork.
- E. Locate ceiling air diffusers, registers, and grilles on "Reflected Ceiling Plans". Unless otherwise indicated, locate units in center of acoustical ceiling modules.
- F. Do not install ductwork directly above any electrical equipment.
- G. Ductwork shall be supported per SMACNA Standards except as follows:
 1. Rivet or screw to side of duct when using flat strap hangers. Rivet or screw to bottom of duct when using trapeze hangers.
 2. Extend hangers down the side of the duct at least 9"; pass hangers under ducts less than 9" deep.
 3. Space hangers not more than 8' on centers for ducts up to 18" wide and 4' on centers for ducts over 18" wide.
 4. Wire or cable hangers are not acceptable.
 5. Support ductwork from building structure with expansion bolts, rods, steel angles or channels installed to meet existing or new building conditions.
 6. Drilling into the roof deck is not permitted.
 7. Driving nails into anchors is not permitted.
- H. Air Flow Control:

1. Major take-offs: Install volume control dampers.
 2. Branches: Install volume control dampers in all branches and at tap in branch take-off connections.
 3. Elbows: Use unvaned elbows with throat radius equal to width of duct and full heel radius; provide turning vanes where full throat and heel radius are not possible.
 4. Transitions: Make transitions in ducts as required by structural or architectural interferences.
 - a. Proportion airways to compensate for any obstructions within duct.
 - b. Avoid dead ends and abrupt angles.
 - c. Do not exceed 15 degrees slope on sides of transitions.
- I. For all exterior single wall, square or rectangular ductwork, ensure that the top of all horizontal ductwork is crowned to minimize accumulation of weather on top of the finished insulation system jacket specified in Section 230230.
- J. Ductwork on the roof shall be supported by an engineered, prefabricated hanger system specifically designed for installation on the roof without roof penetrations, flashing or damage to the roofing material. The system shall consist of bases made of high density polypropylene plastic with additives for UV protection, hot dipped galvanized structural steel frames, hangers, fasteners, rods, etc. The system shall be completed and designed to fit the ductwork installed under actual conditions of service. The system shall be furnished as manufactured by PHP Systems & Design or Anvil International Haydon H-Block. (Designer Choice)
- 3.2 DUCT SYSTEM LEAK SEALING
- A. Joints in duct systems shall be sealed to prevent air leakage.
- B. All duct joints and seams in medium pressure and high-pressure duct systems shall be sealed to SMACNA Seal Class" A" Standards to prevent air leakage.
- C. In the event there is in excess of 5% air leakage indicated in low pressure duct systems, it shall be the Contractors responsibility to seal the duct system. The amount of sealing necessary shall be that required to obtain the design air quantity at each terminal.
- D. Duct sealing shall be by means of high velocity duct sealants such as Hardcast and/or Neoprene gaskets. Type of sealant and method of application shall conform to recommendations in SMACNA high velocity duct construction standards.
- 3.3 DUCTWORK TESTING
- A. The following duct systems shall be pressure leak tested:
1. Supply ductwork
 2. Return ductwork

- B. Pressure leak test the following:
 - 1. 50% of all ducts
 - 2. 100% of all major equipment (RTUs)
 - 3. 25% of all equipment (UVs)
- C. All tests shall be conducted in accordance with AABC National Standards.
- D. Ducts to be tested at 100% maximum of static pressure before any duct is insulated externally and concealed in accordance with SMACNA Standards.
- E. Calculate the allowable leakage using leakage factor of 5% of Design Air Flow.
- F. Select a limited section of duct for which the estimated leakage will not exceed capacity of the test apparatus.
- G. Connect the blower and flow meter to the duct section and provide temporary seals at all openings of the ductwork.
- H. Start the blower motor with the inlet damper closed. Increase pressure until the required level is reached.
- I. Read the flow meter and compare the leakage in cfm. Reading should be 5% or less of design flow for the duct segment being tested.
- J. If reading is more than 5% of design flow, depressurize duct, repair all leaks and retest until 5% or less of design flow is obtained.
- K. Complete test reports and obtain Owner's witness signature.
- L. Remove all temporary blanks and seals.
- M. Warning: Do not overpressure duct.

3.4 EQUIPMENT

- A. Test apparatus shall consist of an airflow measuring device, flow producing unit, pressure indicating devices and accessories necessary to connect the metering system to the test specimen.
- B. The Contractor conducting tests shall arrange for or provide all temporary services, all test apparatus, all temporary seals and all qualified personnel necessary to conduct the specified testing.
- C. Test apparatus shall be accurate within plus or minus 7.5% at the indicated flow rate and test pressure and shall have calibration data or a certificate signifying manufacture of the meter in conformance with the ASME Requirements for Fluid Meters. Verification of above, to be supplied to Owner upon request.

- D. Pressure differential sensing instruments shall be readable to 0.05" scale division for flow rates below 10 cfm or below 0.5" w.g. differential. For flows greater than 10 cfm scale divisions of 0.1" are appropriate. U-tube manometers should not be used for reading less than 1" of water.
- E. Liquid for manometers shall have a specific gravity of 1 (as water) unless the scale is calibrated to read in inches of water contingent on use of a liquid of another specific gravity, in which case the associated gauge fluid must be used.
- F. Instruments must be adjusted to zero reading before pressure is applied.

3.5 TEST REPORT

- A. Log the project and system identification data.
- B. Enter the fan CFM, the test pressure, and the leakage class specified by the designer.
- C. Enter an identification for each duct segment to be tested.
- D. Calculate the allowable leakage factor. Enter this number on the report for each test segment.
- E. Conduct and record the field tests. If the sum of the CFM measured is less than or equal to the sum of the allowable leakage, the test is passed. Record the date(s), presence of witnesses and flow meter characteristics.
- F. Maintain a mechanical duct plan of all tested duct segments. Plan to include duct segment identification and dates tested.
- G. Test reports shall be submitted as required by the project documents.

END OF SECTION

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SECTION 23 07 30**TERMINAL HEATING AND COOLING EQUIPMENT****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section includes work necessary and/or required and materials and equipment for construction of a complete system. Such work includes, but is not limited to the following:
 - 1. Unit Ventilators (Heating & Cooling)

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Media type air filters shall comply with U.L. Standard 900.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.

1.5 SUBMITTALS

- A. Submit shop drawings in accordance with Section 230200.
- B. Submit shop drawings and descriptive data for all equipment specified in this section.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items provided by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements. In addition, the following special guarantee applies:

1. Each compressor unit shall be provided with manufacturer's five (5) year warranty.

PART 2 – PRODUCTS

2.1 UNIT VENTILATORS (HEATING & COOLING)

A. General

1. The vertical unit ventilator is a floor-mounted exposed unit. Units shall be tested and certified with AHRI 840. The units shall comply with NFPA 90A and listed by a NRTL (Nationally Recognized Testing Laboratory) to U.S. and Canadian safety standards and will carry the listing mark of the NRTL.

B. Equipment Construction

1. Exterior cabinetry will be constructed of heavy-gauge metal for strength and durability. All exposed edges will be rounded to safeguard against injury. All interior sheet metal will be of galvanized steel to restrain against deterioration.
2. The front plane of the unit will consist of a three-panel design, removable through allen head wrench. The control compartment will be accessible without removing the entire front panel.
3. All draw-thru equipment will require a mesh screen to catch foreign items that could be launched from a blowing fan wheel. Blow-thru equipment has protection inherent to the design.
4. Access for inspection and cleaning of the unit drain pan, coils, and fan section will be provided.
5. Piping and control end pockets will be a minimum of 12" wide to facilitate piping, auxiliary drain pan, and service access. If standard end pocket is less than 12" wide, an extended cabinet will be required.
6. Final finish will be cleaned, phosphatized and painted with an electrostatic powder spray system, with a minimum thickness of 1.5 mil to avoid visible runs and resist abrasion.

C. Outdoor Air/Return Air Damper

1. Each unit ventilator shall contain a single blade, linkage free damper construction.

D. Preheat

1. The heating coil will be in the preheat location.

E. Refrigerant Coils

1. Direct expansion coils shall contain copper tubes mechanically expanded into evenly spaced aluminum fins. All coils are to be proof and leak tested before leaving the manufacturer. The coils shall be proof-tested to 715 psig and leak-tested to 650 psig air pressure under water or equivalent tracer gas leak test. In addition, the tubes are to be completely evacuated of air to check for leaks in the vacuum.

The refrigerant coil distributor assemblies shall be Venturi or orifice style with round copper distributor tubes. Distributors shall be sized consistently with capacity of coil. Suction headers shall be fabricated from round copper pipe.

A thermostatic expansion valve (TXV) shall be factory installed for a wide-range of control to maintain optimum control of superheat.

F. Electric Heat Coil

1. Units shall have an electric heating element design inserted in an extended surface fin-tube bundle. Units with electric heat shall include (as standard) a high temperature cut out with a continuous sensing element. A contactor shall also be included to ensure positive disconnect of electrical power whenever the fan motor power is interrupted. All electric heat units shall have a power wiring console to facilitate field wiring of the unit.

G. Electronically Commutated Motors (ECM)

1. All motors are brushless DC (BLDC) electronically commutated motors (ECM) factory programmed and run tested in assembled units. The motor controller is mounted in a control box with a built-in integrated user interface and LED tachometer. Motors can be operated at three speeds or at variable speed with factory supplied or field supplied controllers. All motors have integral overload protection with a maximum ambient operating temperature of 104.0F and use permanently sealed ball bearings. Motors can operate at plus or minus 10 percent of rated voltage on all speed settings.

H. Customer Supplied Terminal Interface (CSTI)

1. The customer supplied terminal interface (CSTI) is a pre-wired control offering of selected control components. This option is intended to be used with a field supplied low voltage thermostat or controller and field supplied temperature sensors. The control box contains a relay board which includes a line voltage to 24-volt transformer. Selected components are wired to a low voltage terminal block and are run tested, so only a power connection and thermostat/controller connection is needed to commission the unit.

I. Unit Fans

1. The fans will contain a double width/double inlet forward curved centrifugal design. The wheels will be galvanized metal to resist corrosion. The dynamically balanced fan and motor will be of direct drive style.

J. Auxiliary Drain Pan

1. An auxiliary drain pan to be factory-installed under the main/cooling piping package inside the end pocket for condensate collection and disposal.

K. Filter

1. Each unit ventilator to contain factory-installed MERV 13 throw-away filters.

L. Wall Boxes with Vertical Louvers

1. Wall boxes to be constructed of extremely heavy gauge material. Internal parts will be interlocked in addition to being held securely in place by the frame-within-a-frame design. Wall boxes to contain a ½" square mesh galvanized screen on the inside of the louver.

M. Manufacturers: Airedale, Carrier, Magic Air, Daikin McQuay, Trane.

1. Any listed equivalent manufacturer and the Mechanical Contractor shall be completely responsible to comply with all requirements on the contract documents. This shall include, but not be limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Examine areas and conditions under which equipment is to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in manner acceptable to Installer.
- B. Install in accordance with manufacturer's recommendations. Unit and all component sections shall be properly supported and vibration isolated.
- C. When unit has been used during the construction period, the following shall be done prior to balancing and adjusting of system:
 1. Throwaway type filters shall be replaced with new. The Mechanical Contractor is responsible to provide and install new throwaway filters upon project's substantial completion. The Mechanical Contractor shall notify Owner's maintenance personnel prior to installation.

3.2 INSTALLATION

- A. Verify that coils, filters, motors, drives and other components are matched with the proper unit.
- B. Assemble unit components following manufacturer's instructions for handling, testing and operating. Repair damaged galvanized areas, and paint in accordance with manufacturer's written recommendations.
- C. Vacuum clean interior of units prior to operation.
- D. Repair air leaks from or into casing that can be heard or felt during normal operation.
- E. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.
- F. The Mechanical Contractor shall own as a part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The Mechanical Contractor shall coordinate with Balancing Contractor and equipment manufacturer for drive selection, including belts and pulleys.

END OF SECTION

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SECTION 23 07 32**TERMINAL HEAT PUMPS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section includes work necessary and/or required and materials and equipment for construction of a complete system. Such work includes, but is not limited to the following:
 - 1. Rooftop Heat Pump

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Media type air filters shall comply with U.L. Standard 900.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this section.

1.5 SUBMITTALS

- A. Submit shop drawings in accordance with Section 230200.
- B. Submit shop drawings and descriptive data for all equipment specified in this section.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements. In addition, the following special guarantee applies:

1. Each compressor unit shall be provided with manufacturer's five (5) year warranty.

PART 2 – PRODUCTS

2.1 ROOFTOP HEAT PUMP

- A. Unit shall be factory assembled, piped, internally wired and fully charged with R-410A refrigerant. Unit shall be factory run-tested to check cooling and heating operation, defrost initiation and termination fan and blower rotation and control sequence. Unit shall be designed to operate at ambient temperatures between 115 degrees F and 0 degrees F on cooling mode and 70 degrees F and -20 degrees F on heating mode. Cooling and heating capacities are rated in accordance with ARI standards.
- B. Unit Casing:
1. Panels are of 20-gauge steel, cleaned, phosphatized and coated with resin primer and baked enamel finish.
 2. Access doors provide access to unit controls, filters, indoor coils, supply air fans and economizer supply/return air dampers. Inside air section is completely insulated with fireproof, permanent, odorless, glass fiber material. All removable panels and access doors have neoprene gaskets to prevent leakage. The unit base pan insulated with polyurethane foam insulation.
 3. Knockouts are provided for utility and control connections. Drain connections to accommodate indoor coil water runoff.
 4. Heavy duty coil guards on condenser coil and fan discharge.
- C. Compressor: Direct drive, hermetic, scroll type with centrifugal type oil pumps. Compressors are equipped with over temperature, over current and high-pressure controls. 5-year compressor parts and labor warranty.
- D. Refrigerant Circuit: Unit shall have expansion devices to provide proper refrigerant flow control in both heating and cooling. Heavy duty, high-capacity solenoid type reversing (four-way) valve provide automatic refrigerant cycle changeover.
- E. Indoor Coil: Indoor coils are 5/16" OD seamless copper tubing mechanically bonded to aluminum fins and are factory pressure and leak tested at 650 PSIG.
- F. Indoor Fan: Variable speed direct drive motor. All motors shall be thermally protected.
- G. Filters: 2" throwaway, MERV 13.
- H. Roof Mounting Curb: Curb shall be provided by manufacturer, constructed of 16-gauge zinc clad steel.

- I. Electric Supplemental Heaters: Slide-in heater module mounted in unit discharge air passage. Elements are constructed of heavy-duty nickel chromium internally delta connected on three-phase.
- J. Accessories: Phase monitor, economizer, roof curb, powered exhaust and programmable zone temperature sensor.
- K. Manufacturers: Carrier, Daikin McQuay, Trane, York/Johnson Controls.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Examine areas and conditions under which equipment is to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in manner acceptable to Installer.
- B. Install in accordance with manufacturer's recommendations. Unit and all component sections shall be properly supported and vibration isolated.
- C. When unit has been used during the construction period, the following shall be done prior to balancing and adjusting of system:
 - 1. Throwaway type filters shall be replaced with new. The Mechanical Contractor is responsible to provide and install new throwaway filters upon project's substantial completion. The Mechanical Contractor shall notify Owner's maintenance personnel prior to installation.

3.2 INSTALLATION

- A. Verify that coils, filters, motors, drives and other components are matched with the proper unit.
- B. Assemble unit components following manufacturer's instructions for handling, testing and operating. Repair damaged galvanized areas, and paint in accordance with manufacturer's written recommendations.
- C. Vacuum clean interior of units prior to operation.
- D. Repair air leaks from or into casing that can be heard or felt during normal operation.
- E. Install rooftop units in accordance with manufacturer's installation instructions. Install units plumb and level, firmly anchored in locations indicated, and maintain manufacturer's recommended clearances.
- F. Support: Install and secure roof curb to roof structure, in accordance with National Roofing Contractor's Association (NRCA) installation recommendations and shop drawings. Install and secure rooftop units on curbs and coordinate roof penetrations and flashing.
- G. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.
- H. The Mechanical Contractor shall own as a part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The

Mechanical Contractor shall coordinate with Balancing Firm and equipment manufacturer for drive selection, including belts and pulleys.

END OF SECTION

SECTION 23 08 61**AIR PURIFICATION SYSTEM****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions.
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section describes the design, performance and installation of an air purification system intended for use as part of another manufacturer's air handling unit as shown on the plans, details and equipment schedules.
- B. This Section includes work necessary and/or required and materials and equipment for construction of a complete system.

1.3 REFERENCED STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. The following codes and standards are referenced through out. The edition to be used is that currently enforced by the authority having jurisdiction (AHJ) or in absence of such direction that referenced by the current enforceable IBC code or as indicated by the contract documents, except where specifically referenced by this section of the specifications.
 - 1. ASHRAE Standards 62 & 52
 - 2. National Electric Code NFPA 70
 - 3. UL 867-2016 including ozone chamber test
 - 4. UL 2998 Environment – No Ozone Certification
 - 5. The cold plasma equipment and power supply shall be UL listed.
 - 6. The technology shall have been tested to DO-160 by an independent lab and successfully passed all requirements for shock, vibration, EMF and line noise. Manufacturers not tested to DO-160 shall not be acceptable. DO-160 is normally used to test devices in aviation applications, but this standard is applicable to confirm EMF and line noise in HVAC applications.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.
- B. Basis of design is Global Plasma Solutions. The Air Purification System shall be a product of an established manufacturer within the USA. Direct Current (DC) Ion modules manufactured outside the USA and assembled in the USA on mounting plates or formed channels shall not be acceptable.
- C. A qualified representative from the manufacturer shall be available to inspect the installation of the air purification system to ensure installation in accordance with manufacturer's recommendation.
- D. Technologies that do not address gas disassociation such as UV Lights, Powered Particulate Filters and/or polarized media filters shall not be considered. Uni-polar ion generators shall not be acceptable. "Plasma" particulate filters shall not be acceptable. Any system containing titanium dioxide (TiO₂), which has been listed by the CDC as a known carcinogen, shall not be acceptable.
- E. Projects designed using ASHRAE Standard 62, IAQ Procedure shall require the manufacturer to provide Indoor Air Quality calculations using the formulas within ASHRAE Standard 62.1-2007 to validate acceptable indoor air quality at the quantity of outside air scheduled with the technology submitted. The manufacturer shall provide independent test data on a previous installation performed within the last two years and in a similar application, that proves compliance to ASHRAE 62 and the accuracy of the calculations. The data shall be based on the manufacturer's use of the same make and model number as the equipment submitted on this project.
- F. The Air Purification Technology shall have been tested by UL to prove conformance to UL 867-2016 including the ozone chamber testing and peak ozone test for electronic devices. Manufacturers that achieved UL 867 prior to December 21, 2007 and have not been tested in accordance with the newest UL 867 standard with the ozone amendment shall not be acceptable. All manufacturers requesting prior approval shall submit their independent UL 867 test data with ozone results to the engineer for preliminary review and during the submittal process. All manufacturers shall submit a copy with their quotation. Contractors shall not accept any proposal without the proper ozone testing documentation.
- G. The maximum allowable ozone concentration per the UL 867-2016 chamber test shall be 0.001 PPM. The maximum peak ozone concentration per the UL 867-2016 peak test as measured 2 inches away from the electronic air cleaner's output shall be no more than 0.001 PPM. Manufacturers with ozone output exceeding these ozone values shall not be acceptable.
- H. All manufacturers shall have their product tested to UL 2998 Environmental Standard for confirmation of no ozone with certificate available. The final report shall indicate the ozone levels and high voltage output the device's electrode(s) were operating during the test. Reports that do not include high voltage output during the UL 2998 testing shall not be acceptable.

1.5 SUBMITTALS

- A. Submit shop drawings in accordance with Section 230200.

B. Product Data: Submit manufacturer's technical product data for ion generators including:

1. Schedule of plasma generators indicating unit designation, number of each type required for each unit/application.
2. Data sheet for each type of plasma generator, and accessory furnished; indicating construction, sizes, and mounting details.
3. Performance data for each type of plasma device furnished.
4. Indoor Air Quality calculations using the formulas within ASHRAE Standard 62.1-2007 to validate acceptable indoor air quality at the quantity of outside air Scheduled (when projects are designed with outside air reduction).
5. Product drawings detailing all physical, electrical and control requirements.
6. Copy of UL 867 independent ozone test.
7. Copy of UL 2998 conformance certificate.
8. Statement on the manufacturer's letterhead stating that the technology contains no titanium dioxide (TiO₂).
9. Job-specific, factory wiring diagrams and instructions for field installation of all components.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items provided by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Divisions 1, General Requirements.

PART 2 – PRODUCTS

2.1 AIR PURIFICATION SYSTEM

- A. GENERAL: The air purification system(s) shall be of the size, type, arrangement and capacity indicated and required by the unit furnished and shall be of the manufacturer specified.
- B. Each air handling unit, so designated on the drawings, details, equipment schedules and/or specifications shall contain a Plasma Generator with Bi-polar Ionization output as described herein.

- C. The Bi-polar Ionization system shall be capable of:
1. Effectively killing microorganisms downstream of the bi-polar ionization equipment (mold, bacteria, virus, etc.).
 2. Controlling gas phase contaminants generated from human occupants, building structure, furnishings and outside air contaminants.
 3. Capable of reducing static space charges.
 4. Effectively reducing space particle counts.
 5. All manufacturers shall provide documentation by an independent NELEC accredited laboratory that proves the product has minimum kill rates for the following pathogens given the allotted time and in a space condition:
 - a. MRSA - >96% in 30 minutes or less
 - b. E.coli - > 99% in 15 minutes or less
 - c. TB - > 69% in 60 minutes or less
 - d. C. diff - >86% in 30 minutes or less
 - e. Noro Virus -> 93.5% in 30 minutes or less
 - f. Legionella -> 99.7% in 30 minutes or less

Manufacturers not providing the equivalent space kill rates shall not be acceptable. All manufactures requesting prior approval shall provide to the engineer independent test data from a NELAC accredited independent lab confirming kill rates and time meeting the minimum requirements stated. Products tested only on Petri dishes to prove kill rates shall not be acceptable. Products being sold under different trade names than those tested shall not be acceptable.

6. Capable of modular field assembly in 6-inch sections.
- D. The bi-polar ionization system shall operate in a manner such that equal amounts of positive and negative ions are produced. Uni-polar ion devices shall not be acceptable. Ionizers with positive and negative output (DC type) shall not be acceptable. All ionizers provided shall be AC type ionizers with one electrode pulsing between positive and negative.
1. Air exchange rates may vary through the full operating range of a constant volume or VAV system. The quantity of air exchange shall not be increased due to requirements of the air purification system.
 2. Velocity Profile: The air purification device shall not have maximum velocity profile.
- E. Humidity: Plasma Generators shall not require preheat protection when the relative humidity of the entering air exceeds 85%. Relative humidity from 0 - 100%, condensing, shall not cause damage, deterioration or dangerous conditions within the air purification system. Air purification

system shall be capable of wash down duty.

F. Equipment Requirements:

1. Electrode Specifications (Bi-polar Ionization):

- a. Each alternating current (AC) Ionization Bar with Bi-polar Ionization output shall include a minimum of eighteen carbon fiber cluster ion needles per foot of coil face width shall be provided. The entire cooling coil width shall have equal distribution of ionization across the face. Systems without ion needles at least 0.50" apart shall not be acceptable. The plasma electrode shall require no more than 1.0" in the direction of airflow for mounting. All hardware required for mounting shall be provided by the air purification manufacturer except self-tapping screws for the power supply. Bi-polar ionization tubes manufactured of glass and steel mesh shall not be acceptable due to replacement requirements, maintenance, and performance output reduction over time, ozone production and corrosion.
- b. Electrodes shall be provided in 6-inch increments, epoxy filled for an IP55 rating and utilizing brass connection hardware that is recessed into the connection joint once fully engaged and assembled.
- c. Electrodes shall be energized when the main unit disconnect is turned on.
- d. The ionization output shall be a minimum of 60 million ions/cc per inch of cooling coil width as measured 1 inch from the cold plasma needles.
- e. Ionization bars shall be provided with magnet mounting kits to prevent penetration into cooling coils.
- f. Ionization bars shall be constructed of UL 94VO and UL746C composite material.

G. Air Handler Mounted Units: Where so indicated on the plans and/or schedules. Mount the Plasma Generator and wire it to the remote mount power supply using the cables provided by the air purification manufacturer. A 24VAC, 115VAC or 208-230VAC circuit shall be provided to the plasma generator power supply panel. No more than 15 watts shall be required per power supply. Each power supply shall be capable of powering up to 6 ionization bars or a total of 100 linear feet of bar. Each plasma generator shall be designed with powder coated metal casing, liquid tight flexible conduit and a high voltage quick connector.

H. Plasma Requirements: Plasma Generators with Bi-polar ionization output shall be capable of controlling gas phase contaminants and shall be provided for all equipment listed above.

1. The Bi-polar ionization system shall consist of Bi-Polar Plasma Generator and power supply. The Bi-polar system shall be installed where indicated on the plans or specified to be installed. The device shall be capable of being powered by 24VAC, 115VAC or 208-230VAC without the use of an external transformer. Ionization systems requiring isolation transformers shall not be acceptable.
2. Ionization Output: The ionization output shall be controlled such that an equal number of positive and negative ions are produced (AC Ionizers only are acceptable). Imbalanced levels shall not be acceptable.

3. Ionization output from each bar shall be a minimum of 60 million ions/cc per inch of bar when tested at 1" from the ionization bar. Bars with needles spaced further apart than 0.5" shall not be acceptable.
 4. Each plasma electrode shall be made from an all composite, UL 94V0 and UL 746C rated material for prevention of corrosion and electrical insulation.
 5. Ozone Generation: The operation of the electrodes or Bi-polar ionization units shall conform to UL 2998 as tested by UL proving no ozone output.
- I. Electrical Requirements:
1. Wiring, conduit and junction boxes shall be installed within housing plenums in accordance with NEC NFPA 70. Plasma Generator shall accept an electrical service of 24VAC or 115 VAC, 1 phase, 60 Hz. Coordinate all electrical requirements with air purification manufacturer's submittals.
- J. Control Requirements:
1. All Plasma Generators shall have internal short circuit protection, overload protection, and automatic fault reset. Systems requiring fuses shall not be acceptable.
 2. The Plasma Generator power supply shall have internal circuitry to sense the ionization output and provide dry contact alarm status to the BMS as well as a local "Plasma On" indication light.
 3. The ionization system shall be provided with a stand-alone, independent ion sensor designed for plenum mounting to the ionization bar to monitor the ion output and report to the BAS system that the ion device is working properly. Ion systems provided without an independent ion sensor, shall not be permitted. The control voltage to power the ion sensor shall be 24VAC to 260VAC and draw no more than 150mA of current. The sensor shall provide at minimum, dry contact status to the BAS and optionally a BacNet or Lonworks interface as specified on the control drawings. Manufacturers not providing a stand-alone ion sensor shall not be acceptable.
 4. Mount and wire the Plasma device within the air handling unit specified or as shown on the drawings. The contractor shall follow all manufacturer IOM instructions during installation.
 5. A fiberglass NEMA 4X panel with Plasma On/Off Indicator Light (interfaced with stand-alone ionization detector), Ionization Output On/Off Indicator Light and an On/Off Illuminated Switch shall be provided to house the power supply, as noted on the schedule.
- K. Manufacturers: Global Plasma Solutions, American Ion, Active Air Solutions, Bio Climatic, Plasma Aire.
1. Any listed equivalent manufacturer and the Mechanical Contractor shall be completely responsible to comply with all requirements on the contract documents. This shall include, but not be limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades.

PART 3 – EXECUTION

3.1 GENERAL

- A. The Contractor shall be responsible for maintaining all air systems until the owner accepts the building.

3.2 ASSEMBLY: PLASMA GENERATOR

- A. All equipment shall be assembled and installed in a workmanlike manner to the satisfaction of the manufacturer's authorized representative.
- B. Any material damaged by handling, water or moisture shall be replaced, at no cost to the owner.
- C. All equipment shall be protected from dust and damage on a daily basis throughout construction.

3.3 TESTING

- A. Provide the manufacturers recommended electrical tests.

3.4 START-UP & TRAINING

- A. A manufacturer's local authorized representative shall provide installation, start-up supervision, and training of owner's personnel in the proper operation and maintenance of all equipment.

END OF SECTION

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SECTION 23 09 50**TESTING & BALANCING OF MECHANICAL SYSTEMS****PART 1 – GENERAL****1.1 JOB CONDITIONS**

- A. Systems shall be completely installed and in continuous operation as required to accomplish the tests.
- B. Heating, ventilating and air conditioning equipment shall be completely installed and in continuous operation as required to accomplish the balance work specified.
- C. Adjust and balance shall be performed when outside conditions approximate design conditions indicated for heating and cooling functions.
- D. Make at least two inspections of the mechanical systems during construction to verify that balancing procedures may be accomplished. Report findings to the Architect/Engineer/Construction Manager.
- E. Balancing firm shall balance Mechanical System two (2) times. The first time shall be considered a rough balance. Any discrepancy in air flow shall be addressed to the Architect/Engineer/Construction Manager. The final balancing will be accomplished after review of rough balance reports.
- F. The final balancing reports shall be submitted and approved prior to project's being considered complete; i.e., commencement of warranties.

1.2 ENGINEER QUALIFICATIONS

- A. The firm shall be an independent organization having no affiliation with construction contractors, equipment sales or design engineering.
- B. The firm shall specialize in balancing heating, ventilating and air conditioning systems.
- C. The firm shall show proof of having balanced and tested at least five projects of similar size and scope.
- D. All field work shall be under the direct supervision of a registered Professional Engineer who is a full-time employee of the balancing firm.
- E. The firm shall be certified by and a member of the AABC (Associated Air Balance Council), or NEBB (National Environmental Balancing Bureau).

1.3 REPORT

- A. Data Sheets:
 - 1. Submit data sheets on each item of testing equipment required.
 - 2. Include name of device, manufacturer's name, model number, latest date of calibration and correction factors.

B. Report Forms:

1. Submit specimen copies of report forms.
2. Forms shall be 8-1/2 x 11 inch paper for loose-leaf binding, with blanks for listing of the required test ratings and for certification of report.
3. Reports shall be on standard forms published by AABC or NEBB.

PART 2 – PRODUCTS

2.1 AIR BALANCE INSTRUMENTS

- A. Alnor Velometer with probes and alnor pitot tube.
- B. Rotating Vane Anemometer: 4 inch size.
- C. ASHRAE Standard Pitot Tubes, stainless steel 5/16 inch outside diameter, lengths 18 inches and 36 inches.
- D. Magnehelic Differential Air Pressure Gauges, 0 to 0.5 inches, 0 to 1.0 inch and 0 to 5.0 inches water pressure ranges, each arranged as a portable unit for use with a standard Pitot tube.
- E. Combination Inclined-Vertical Portable Manometer, range 0 to 5.0 inches water.

2.2 SYSTEM PERFORMANCE MEASURING INSTRUMENTS

- A. Insertion Thermometers, with graduation at 0.5 degrees F for air and 0.1 degrees F for water.
- B. Sling Psychrometer.

PART 3 – EXECUTION

3.1 GENERAL REQUIREMENTS

- A. Arrange and pay for all tests.
- B. Notify Architect/Engineer/Construction Manager at least three working days in advance of test and conduct in presence of Architect/Engineer/Construction Manager.
- C. Tests to be performed prior to insulation, covering or concealment.
- D. Provide signed report of completion of test with signature of witnesses. Report shall indicate:
 1. System Tested
 2. Date
 3. Specified test requirements and actual testing results
- E. The balancing firm shall report to and review the work required with the Architect/Engineer before

beginning field balance work. The balancing firm shall make at least two inspections of the air systems during construction and shall report his findings in writing to the Architect/Engineer.

- F. The balancing firm shall cooperate with the Architect/Engineer/Construction Manager and the Mechanical Contractor to effect smooth coordination of the balancing work with the job schedule.
- G. The balancing firm shall be responsible for getting the various systems into proper operation. They shall enlist the aid of the equipment suppliers and Mechanical Contractor as may be required to effect proper operation consistent with the contract plans and specifications.
- H. When the balancing firm cannot balance a belt-driven piece of equipment with the supplied belts and sheaves, inform the Mechanical Contractor that the Mechanical Contractor shall provide additional sheaves as spelled out in other Division 23 Sections.

3.2 DUCTWORK TESTING

- A. Witness testing conducted by the Mechanical Contractor per Section 230600, PART 3: EXECUTION.

3.3 BALANCING PROCEDURE

- A. Air System Balance:

- 1. With the fan supply system set to handle normal minimum outdoor air, the balancing firm shall perform the following tests and compile the following information:

Air Handling Equipment

- a. Design Conditions:

- (1) CFM Supply Air
 - (2) Static Pressure
 - (3) CFM Fresh Air
 - (4) Fan RPM

- b. Installed Equipment:

- (1) Manufacturer
 - (2) Size/Model Number
 - (3) Motor HP, Voltage, Phase, Full Load Amperes

- c. Field Test:

- (1) Fan Speed
 - (2) No Load Operating Amperes

- (3) Fan Motor Operating Amperes
 - (4) Calculated BHP
 - d. Test for Total Air:
 - (1) Size of discharge, return air and outside air ducts.
 - (2) Number and locations of Velocity Readings taken.
 - (3) Duct Average Velocity
 - (4) Total CFM
 - (5) Outside Air CFM
 - (6) Return Air CFM
 - e. Individual Outlets (Diffusers, Registers and/or Grilles):
 - (1) Identify each outlet or inlet as to location and area and fan system
 - (2) Outlet, manufacture and type
 - (3) Outlet size
 - (4) Outlet free area, core area, or neck area
 - (5) Required FPM and test velocity found for each outlet.
 - (6) Required CFM and test results for each outlet
- 2. After completion of tests, adjustment and balancing under minimum fresh air conditions, set the system for 100% fresh air. Repeat the total CFM tests to check field versus design conditions. The results under 100% fresh air cycle shall agree with conditions found under "minimum fresh air operation" before the system is considered to be in balance. Adjustments of the proper dampers shall be made to achieve balance.
- 3. Testing and adjusting of individual outlets shall be performed under procedures recommended by the manufacturers of the outlets. All outlets shall be set for air pattern required and all main supply air and return air dampers to be adjusted and set for design CFM indicated. Any required changes in air patterns, settings, etc., necessary for achieving correct air balance, shall be provided by this Contractor. Total CFM of all outlets shall agree with total CFM of all branches and the grand total shall agree with the air volume for the fan(s).
- B. In addition to the above work, the Balancing Firm shall check the operation of all automatic temperature control equipment; verify all thermostat, aquastat, etc., set-points and operations; and enlist the aid of the Mechanical Contractor and the Control Subcontractor to make necessary adjustments where required.

END OF SECTION

SECTION 26 00 00**GENERAL PROVISIONS – ELECTRICAL****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other conditions, if any) and Division 1 as appropriate, apply to the work of this Section.
- B. The specification or drawing and the design features or resulting construction disclosed, are the property of Furlow Associates, Inc., and shall not be reproduced without written permission.

1.2 DESCRIPTION OF WORK

- A. Provide all materials, equipment, labor, services and all appurtenances required to completely install and satisfactorily operate the various systems. The items listed below are for general guidance only and do not necessarily include the entire requirements for the project.
 - 1. Coordination with other trades
 - 2. Lighting branch wiring
 - 3. Power wiring
 - 4. Wiring devices
 - 5. Connections for electrically operated equipment
 - 6. Fire alarm and detection system
 - 7. Related work as herein described or otherwise defined under the heading "Related Work".
- B. Wherever the term "provide" is used, it shall be understood to mean both "furnish" and "install".

1.3 RELATED WORK

- A. Equipment specified in sections of Divisions 1 thru 23 that require electric power supply.
- B. Work related to this trade as defined on the following contract drawings:

Architectural/Structural

HVAC

Plumbing

1.4 SITE CONDITIONS

- A. Attention of all bidders is called to the necessity for a careful inspection of the site, its present condition and encumbrances, the extent of the work, the protection to be afforded to adjacent properties or structure, availability of utilities, the extent and nature of the material required to be excavated and the amount of fill and removal. He shall also determine local or site limitations which will affect construction.

1.5 PERMITS, INSPECTIONS AND ORDINANCES

- A. All work shall be executed and inspected in accordance with local and state ordinances, rules and regulations and the requirements of public utilities having jurisdiction. The contractor shall secure and pay for all permits, inspections and connections required.
- B. The Electrical Contractor shall furnish a certificate of inspection to the Owner at the time of completion.
- C. Requirements of the following organization shall be considered minimum:
 - 1. National Electrical Code
 - 2. National Electrical Safety Code
 - 3. OSHA
 - 4. Local City and County Codes
- D. Reference to technical societies, trade organizations and governmental agencies are in accordance with the following:
 - 1. ANSI - American National Standards Institute
 - 2. ASTM - American Society for Testing Materials
 - 3. IEEE - Institute of Electrical and Electronics Engineers, Inc.
 - 4. NEC - National Electrical Code
 - 5. NEMA - National Electrical Manufacturer's Association
 - 6. NFPA - National Fire Protection Association
 - 7. MSS - Manufacturer's Standardization Society
 - 8. IES - Illuminating Engineers Society
 - 9. ETL - Engineering Testing Laboratories
 - 10. EIA - Electronic Industries Association
 - 11. OSHA - Occupational Safety and Health Administration

12. Federal Specifications

13. UL - Underwriters Laboratories, Inc.

1.6 QUALITY ASSURANCE

- A. Provide adequate supervision of labor force to assure that all aspects of the contract documents are fulfilled.
- B. Testing:
 - 1. After completion of the work, the entire wiring system shall test entirely free from grounds, short circuits, opens, overloads and improper voltage.
 - 2. The grounding system shall be tested for a resistance of 25 ohms or less.
 - 3. Perform testing as follows: Arrange and pay for all tests, provide all equipment, materials and labor to perform test. Notify Engineer and Owner three (3) working days before tests are to be made. Conduct tests in the presence of the Engineer or authorized representative. Repeat tests after defects are corrected.
- C. Special Engineering Services: In the instance of complex specialized electrical power and signaling systems, and other similar systems, the installation and final connections of these systems shall be made by and/or under the supervision of a competent installation and service engineer who shall be a representative of the respective equipment manufacturer. Any and all expenses of these installation and service engineers shall be borne by this Contractor.

1.7 COORDINATION

- A. As a requirement of this project, the Electrical Contractor shall furnish coordination for his equipment and layouts with other subcontractors furnishing equipment and services for Divisions 1 thru 23. Any and all contractors who install their equipment or furnish services prior to coordination, any contractor who changes their equipment or services after coordination has occurred, without notifying associated subcontractors, shall be held responsible for making all required changes with no additional cost to the Owner. Or delay in construction time. This coordination will include conduit layout to allow access to equipment for maintenance.
- B. The Mechanical, Plumbing and Electrical Contractors are responsible to coordinate all manufacturer's recommended circuit breakers, starters, disconnects and fuse sizes for all equipment. Submission of a shop drawing will certify that this has been completed.
- C. The drawings and specifications reflect the type, number and size of services required for the equipment the design is based upon. Should the supplying subcontractor elect to furnish an alternate piece of equipment requiring difference services and/or space conditions, he shall inform the subcontractor furnishing those services and be held responsible to pay for all required changes as part of this contract.

1.8 SUBMITTALS

- A. Shop Drawings:

1. Shop drawings shall be submitted in accordance with Division 1 of these specifications except where herein modified.

NOTE: Submittals will only be reviewed once and resubmittals will be reviewed once. Any other submittals will be billed to the Contractor at the Engineer's standard rates.

2. Shop drawings comprising complete catalog cuts, performance test data for electrical equipment as required by other sections of Division 26 shall be submitted for review checking. The Contractor shall review these shop drawings for conformance to contract documents prior to submission and affix contractor's signature to each submittal certifying that this review has been done. By approving and submitting shop drawings, product data, wiring diagrams and similar materials, the Electrical Contractor represents that he and/or his subcontractor has determined and verified materials, field measurements and field construction data that relates to the work, and has checked and coordinated this information with all of the Divisions 1 thru 23 subcontractors.
3. All shop drawing submittals shall have the following identification data, as applicable, contained therein or permanently adhered thereto:
 - a. Project name
 - b. Project number
 - c. Sub-Contractor's, Vendor's and/or manufacturer's name and address.
 - d. Product identification.
 - e. Identification of deviation from the contract documents.
 - f. Applicable contract drawings and specification section number.
 - g. Shop drawing title, drawing number, revision number, and date of drawing and revision.
 - h. Resubmit revised or additional shop drawings as requested.
 - i. Wherever shop drawings or vendor's standard data sheets indicate work to be done "by others", it shall be the responsibility of the Contractor making the submission to identify by name, the Contractor who is to do this work. If the Contractor named is other than the Contractor making the submission, the shop drawing submission must be reviewed by the named Contractor and bear his mark of approval, prior to submission to the Architect/Engineer.
 - j. Where equipment proposed differs from that shown on the drawings or specified, he shall submit for approval drawings showing the manner in which the layout is affected by the substitution.
 - k. The Contractor shall keep one copy of approved shop drawings at the job site, filed in a suitable metal container. The shop drawings shall be cataloged and kept in good repair, and shall be available for use by the Owner, Architect and Engineer.
 - l. No equipment shall be ordered, fabricated, etc., before approval of shop drawings.

1.9 SUBSTITUTIONS

- A. Whenever a material, article, piece of equipment or system is identified in the following specification or indicated on the drawings by reference to manufacturers' or vendors' names, trade names, catalog numbers or the like, it is so identified for the purpose of establishing the basis of the Bid.
- B. Substitution approval must be obtained and included as an addendum item prior to the submission of the bid. An approved substitution shall not be considered as an approval for the contractor or an equipment vendor to deviate from the written portion of the specifications unless so stated in the addendum.
- C. The drawings illustrate the space allocated for equipment and the Contractor shall install the equipment accordingly. If changes are required in the building or arrangement due to substitution of equipment, the Contractor making the substitution must pay for the necessary modifications.
- D. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but shall not be limited to space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, then they shall be responsible for any and all additional costs associated with the changes required by other trades.

1.10 LUBRICATION

- A. Furnish, install and maintain all required lubrication of any equipment operated prior to acceptance by the Owner. Lubrication shall be as recommended by the equipment manufacturer.
- B. Provide one year's supply of lubricants to Owner at date of acceptance.
- C. Verify that required lubrication has taken place prior to any equipment start-up.

1.11 ADJUSTMENT & CLEANING

- A. Adjust and clean equipment to be placed in proper operation condition.

1.12 EQUIPMENT START-UP

- A. Verify proper installation by manufacturer or his representative.
- B. Advise General Contractor 2 days prior to actual start-up.
- C. Verify proper operation. Obtain signed statement by manufacturer or his representative that equipment is operating within warranty requirements. Submit statement to General Contractor.

1.13 OPERATION AND MAINTENANCE INSTRUCTIONS

- A. Properly and fully instruct Owner's personnel in the operation and maintenance of all systems and equipment.
- B. Insure that the Owner's personnel are familiar with all operations to carry on required activities.

- C. Such instruction shall be for each item of equipment and each system as a whole.
- D. Provide report that instruction has taken place. Include in the report the equipment and/or systems instructed, date, contractor, Owner's personnel, vendor, and that a complete operating and maintenance manual has been reviewed.
- E. Manual shall include all instructions on operation, maintenance, repair parts list, lubrication requirements, brochures, catalogue cuts, wiring diagrams, piping diagrams, control sequences, service requirements, names and addresses of vendors, suppliers and emergency contacts. Three manuals shall be provided.
- F. Submit manuals for review prior to operating instruction period. Manuals shall be 8-1/2 x 11" with hard cover, suitably bound.
- G. Training
 - 1. Electrical Contractor shall be responsible for coordination of Owner training. Factory employed technician(s) shall provide training, including demonstration and education on the system capabilities, operation and maintenance. Training sessions shall be minimum 4 hours (maximum 8 hours), and shall be provided for each shift of workers. Scheduled training shall be coordinated at least two (2) weeks in advance with the Owner and the Commissioning Agent.

1.14 TOOLS

- A. All equipment furnished by the Contractor which requires special tools or devices other than those normally available to the maintenance or operating staff shall be furnished in duplicate to the Owner, sufficiently marked, packed or boxed for staff usage. The tools provided shall be listed by the Contractor identified as to their use or the equipment applicable in a written transmittal to the Owner.

1.15 CLEANING AND FINISHING

- A. After equipment start-up and all operating tests have been made and the system pronounced satisfactory, each respective Contractor shall go over the entire project, clean all equipment, etc., installed by him and leave in a clean and working condition. Any surfaces found marred after this final cleaning shall be refinished or replaced by each Contractor at no cost to the Owner.

1.16 OPERATING AND MAINTENANCE MANUALS

- A. Three complete sets of instructions containing the manufacturer's operating and maintenance instructions for each piece of equipment shall be furnished to the Architect. Each set shall be furnished before the contract is completed. The following identification shall be inscribed on the covers: the words "OPERATING AND MAINTENANCE INSTRUCTIONS", the name and location of the building, the name of the Contractor and the name of the Architect and Engineer. Flysheet shall be placed before instructions covering each subject. The instruction sheets shall be approximately 8-1/2 by 11 inches, with large sheets of drawings folded in. The instructions shall include, but shall not be limited to, the following:

Approved wiring and control diagrams, with data to explain the detailed operation and control of each component.

A control sequence describing start-up, operation and shutdown.

Operating and maintenance instructions for each piece of equipment, including lubrication instructions.

Manufacturer's bulletins, cuts and descriptive data.

Parts lists and recommended spare parts.

1.17 SERVICE INTERRUPTION

- A. All service interruptions to the electric or related systems, whether during regular working hours or at any other time, must be coordinated with the Owner. All such interruptions shall be so scheduled and planned as to require a minimum of time and shall occur only during a mutually satisfactory period.

1.18 INTERPRETATION OF SYSTEMS

- A. The interpretation of the Architect will be final in the event there is a lack of understanding of the full scope or requirements of the systems under this contract.

1.19 LAYOUTS

- A. On small scale drawings, i.e., 1/8" - 1'-0", the approximate location of the electrical branch circuit items such as receptacle, telephone, grounding and equipment outlets are shown to indicate their existence. The exact location of these items and their related raceways are governed by structural conditions, coordination with the work of other trades and the Architect's final decision. By accepting a contract, the Contractor agrees to install the work in accordance with the above statement and within the contract price.

PART 2 – PRODUCTS

2.1 MATERIAL

- A. All material shall be new and of good quality. Material shall conform to all accepted trade standards, codes, ordinances, regulations, or requirements governing same, and shall be approved before being installed.
- B. The Architect reserves the right to require the Contractors to submit samples of any or all articles or materials to be used on the project.
- C. Where any device or equipment is herein referred to in the singular number, such as "the panel", this reference shall be deemed to apply to as many such devices or equipment as are required to complete the installation as shown on the drawings or specified.
- D. All materials and equipment used in the work shall comply with the standards of recognized authorities such as UL, NEMA, IEEE, ETL, IES and EIA in every instance where such standards have been established for the particular type of materials to be installed.
- E. All similar pieces of equipment or materials of the same type or classification used for the same purpose shall be of the same manufacturer.
- F. All manufactured equipment shall have factory applied finishes.

2.2 WARRANTY

- A. Wherever in the specification sections of this division, reference is made to a specific warranty period, this warranty shall be in addition to and not a limitation of other rights the Owner may have against the Contractor under the contract documents.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Prior to performing the work, examine areas and conditions; check and verify all dimensions, under which the work is to be installed and notify the Architect in writing of conditions and dimensions detrimental to the proper and timely completion of the work. Do not proceed until authorization is given by the Architect.

3.2 LAYING OUT WORK

- A. The Contractor is responsible for the accuracy of all lines, elevations, and measurements, grading and utilities and must exercise proper precaution to verify figures shown on drawings before laying out work and will be held responsible for any error resulting from his failure to exercise such precaution.

3.3 WORKMANSHIP

- A. Install all work neat, trim, parallel and plumb with building lines in accordance with standard trade practice acceptable to the Architect.

3.4 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Protect all equipment and materials from damage during transportation, storage and installation.

3.5 PROTECTION

- A. Protect all work, equipment and materials during construction up to the time of acceptance by the Owner.

Arrange and design the protection to prevent damage from infiltration or dust, debris, moisture, chemicals and water. Cap or plug electrical raceways.

- B. Protect all surfaces against damage from welding, cutting, burning, or similar construction functions. This protection shall be accomplished by care in operations, covering and shielding. Special care is directed to exposed finished masonry, metal or wood surfaces and painted surfaces. Corrective measures required shall be accomplished by the trade which made the original installation when and as directed by the Architect at the expense of the Contractor.
- C. Cover and protect all lighting fixtures as may be necessary until completion of the work. Replace damaged fixtures or damaged fixture parts as directed by the Architect at no cost to the Owner.
- D. Do not install devices, polished metal fittings or parts until adjoining tile or masonry work is completed.

- E. Maintain and replace protective covering when so directed by the Architect until the work is ready for acceptance.

3.6 CUTTING & PATCHING

- A. Furnish information to the General Contractor as to sizes and locations of recesses required to install panel boxes and other equipment or devices. If the information is late or incorrect, this Contractor shall, at his own expense, have the trade which originally installed the work do the required cutting and patching.
- B. Perform all cutting of concrete or other material for passage of raceways as required to install the work.
- C. Close all such openings around raceways with material as specified under the heading "SEALING".
- D. Install concealed work in place for the mason to wall-in as he carries up the walls; otherwise, this Contractor will be responsible as stated in the first paragraph.

3.7 SEALING

- A. Where raceways pass through fire-rated walls and floors, seal opening with RTV foam.
- B. Seal raceways entering the building to conform to the requirements of the NEC.

3.8 OFFSETS AND MODIFICATIONS

- A. Furnish and install all offsets necessary to install the work and to provide clearance for the work of other trades.
- B. Maintain adequate clearance as directed by the Architect/Engineer.
- C. Incidental modifications necessary to the installation shall be made as necessary and at the direction and/or approval of the Architect.

3.9 SLEEVES

- A. Furnish and install sleeves for all raceways passing through floors and walls. Sleeves shall be Schedule 40 galvanized steel pipe and shall extend 1" above finished floor surface. Where sleeves are set in interior walls, they shall finish flush with the wall.
- B. Furnish and install watertight sleeves for all raceways extending through foundation walls into crawl spaces, mechanical rooms or basement areas from building exterior or from unexcavated areas to building interior. Sleeve shall consist of extra heavy pipe sleeve with anchor flange. Space between raceway and the sleeve shall be sealed with modular wall and casing seal similar to Thunderline Corporation "Link-Seal", Metraseal or approved substitute. Install seal in strict accordance with the manufacturer's recommendations.

3.10 ROOF FLASHINGS

- A. All conduit extending through roofs shall be provided with watertight flashing and counterflashing as hereinafter described.

- B. Furnish and install standard counterflashing fittings on the conduit or properly designed clamped counterflashing with caulking as directed by the Architect/Engineer.

3.11 PAINTING

- A. Refinish all factory applied finishes that have been damaged to match the original finish as directed by the Architect.
- B. Prime coat all steel furnished under this Division with material and methods as described in another Section under the heading "PAINTING".

3.12 EQUIPMENT CONNECTIONS

- A. Provide required wiring, raceways and final connections for all equipment provided by this Division and Divisions 1 thru 23.
- B. Make final connections in accordance with wiring diagrams obtained from equipment manufacturer.
- C. Rough-in in accordance with approved shop drawings from the manufacturer or supplier of the equipment. Rough-in prior to shop drawing approval will be subject to change without adjustment to contract cost.

3.13 BALANCING

- A. The system of feeder and branch circuits for power and lighting shall be connected to panel busses in such a manner as to electrically balance the connected load as close as is practicable. Should the Owner disclose any unfavorable conditions reacting on the service, this Contractor shall make such changes as may be suggested to balance the load.

3.14 GUARANTEE

- A. All work shall be guaranteed to be free from defects for a period of one year of operation from date of acceptance by the Owner unless otherwise specified in Division 1.
- B. Guarantee shall be extended on an equal time basis for all non- operational periods due to failure within the guarantee period.
- C. Contractor to include an 11 month "walk-thru" of the building system with representatives of the School District, Architect, Engineer and the Construction Manager. The purpose is to establish a list of corrective work that relates to operational issues, material/installation deficiencies.

END OF SECTION

SECTION 26 00 55**ELECTRICAL IDENTIFICATION****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. This section is a Division 26 Basic Materials and Methods Section, and is part of each Division 26 Section making reference to electrical identification specified herein.

1.2 DESCRIPTION OF WORK

- A. Types of electrical identification specified in this section include the following:

Cable conductor identification.

Operational instructions and warnings.

Equipment/system identification signs.

PART 2 – PRODUCTS**2.1 MANUFACTURERS**

- A. Subject to compliance with requirements, provide products of one of the following (for each type of marker):

W. H. Brady Co.

Ideal Industries, Inc.

Seton Name Plate Co.

3M Electrical Products

2.2 ELECTRICAL IDENTIFICATION MATERIALS

- A. Provide manufacturer's standard products of categories and types required for each application. Where more than single type is specified for an application, selection is Installer's option, but provide single selection for each application.

2.3 COLOR-CODED PLASTIC TAPE

- A. Provide manufacturer's standard vinyl tape not less than 7 mils thick by 3/4" wide.
- B. Colors: Unless otherwise indicated or required by governing regulations, provide tape color as indicated in Paragraph 3.2.B.
- C. Tape shall be of Type 3M Scotch 35 for color coding, Scotch Super 33+ for splices and Tem Flex 1700 for general use.

2.4 CABLE/CONDUCTOR IDENTIFICATION BANDS

- A. Provide manufacturer's standard vinyl cloth, self-adhesive cable/conductor markers of wrap-around type; either pre-numbered, plastic-coated type, or write-on type with clear plastic, self-adhesive cover flap; numbered to show circuit identification.

2.5 ENGRAVED PLASTIC-LAMINATE SIGNS

- A. Provide engraved stock melamine plastic laminate, in sizes and thicknesses indicated, engraved with engraver's standard letter style of sizes and wording indicated, punched for mechanical fastening except where adhesive mounting is necessary because of substrate.
- B. Thickness: 1/16" for units up to 20 sq. in. or 8" length; 1/8" for larger units.
- C. Fasteners: Self-tapping stainless steel screws, except contact-type permanent adhesive where screws cannot or should not penetrate substrate.

2.6 LETTERING AND GRAPHICS

- A. Coordinate names, abbreviations and other designations used in electrical identification work, with corresponding designations shown, specified or scheduled. Provide numbers, lettering and wording as indicated or, if not otherwise indicated, as recommended by manufacturers or as required for proper identification and operation/maintenance of electrical systems and equipment.

PART 3 – EXECUTION

3.1 APPLICATION AND INSTALLATION

- A. Coordination: Where identification is to be applied to surfaces which require finish, install identification after completion of painting.
- B. Regulations: Comply with governing regulations and requests of governing authorities for identification of electrical work.

3.2 CABLE/CONDUCTOR IDENTIFICATION

- A. Apply cable/conductor identification on each cable and conductor in each box/enclosure/cabinet where wires of more than one circuit or communication/signal system are present. Match identification with marking system used in panelboards, shop drawings, contract documents, and similar previously established identification for project electrical work.
- B. Conductor Color Coding:
 - 1. All conductors used in all systems shall have insulation that is inherently colored. All conductors of a system performing the same function shall be colored alike throughout the project.
 - 2. Equipment Grounding Conductors:
 - a. Standard and/or general feeders or circuits shall be green.
 - b. Isolated feeders or circuits shall be green with yellow stripe.

3. On larger conductors, where colored insulation is not available, colored tape adhesive vinyl bands 3/4" width may be installed 6" maximum from the end of the conductors. Where passing through pull boxes without splice, each conductor shall be banded.
4. Power system conductor colors shall be as follows:
 - a. 120/208 Volt System
 - Phase A - Black
 - Phase B - Red
 - Phase C - Blue
 - Neutral - White or Gray
 - b. 277/480 Volt System
 - Phase A - Brown
 - Phase B - Orange
 - Phase C - Yellow
 - Neutral - White or Gray

3.3 EQUIPMENT/SYSTEM IDENTIFICATION

- A. Install engraved, plastic laminate sign on each major unit of electrical equipment in building, including central or master unit of each electrical system including communication/signal systems, unless unit is specified with its own self-explanatory identification or signal system. Except as otherwise indicated, provide single line of text, 1/2" high lettering on 1-1/2" high sign (2" high where 2 lines are required), white lettering in black field. Provide text matching terminology and numbering of the contract documents and shop drawing. Provide signs for each unit of the following categories of electrical work:
 1. Panelboards, electrical cabinets and enclosures.
 2. Access panel/doors to electrical facilities.
 3. Feeder circuit breakers and/or disconnects.
- B. Install signs at locations for best convenience of viewing without interference with operation and maintenance of equipment. Secure to substrate with fasteners, except use adhesive where fasteners should not or cannot penetrate the substrate.

3.4 JUNCTION AND PULL BOX IDENTIFICATION

- A. Emergency Systems: Each junction and pull box cover shall be painted orange. Use black indelible liquid marker to label "EMERG." in 3/8" letters minimum.

- B. Feeders Shown on Single Line Diagram: Each junction and pull box shall be marked with black indelible liquid marker with the assigned feeder number "FDR #38" in 3/8" letters minimum.

END OF SECTION

SECTION 26 01 10**RACEWAYS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other conditions, if any) and Division 1 as appropriate, apply to the Work specified in this Section.
- B. Refer to Section 260000 for General Provisions - Electrical.

1.2 DESCRIPTION OF WORK

- A. Types of raceways in this section include the following:

Rigid metal conduit

Intermediate metal conduit

Electrical metallic tubing.

Polyvinyl chloride conduit (Exterior Underground Only)

Flexible metal conduit.

Liquid-tight flexible metal conduit.

1.3 REFERENCE STANDARDS

- A. Refer to Section 260000 for a general description of requirements applying to this Section.

1.4 QUALITY ASSURANCE

- A. Refer to Section 260000 for a general description of requirements applying to this Section.

1.5 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, GENERAL REQUIREMENTS.

1.6 COORDINATION

- A. The drawings and details there upon are scheme and/or diagrammatic in nature, and indicate the need and intent of the design. These are to be used for general guidance only. It shall be the responsibility of the Electrical Contractor to coordinate, with other Division Subcontractors, the installation of all raceways, raceway supports, junction boxes and required fittings. This coordination will include conduit layout to allow access to equipment for maintenance.

- B. This coordination shall be carried out prior to actual installation; this shall be done to eliminate the possibility of conflicts between trades on items such as access, clearances and maintenance issues that may arise after completion of construction.
- C. Should the coordination not be carried out prior to installation, and a conflict exists, the installing contractor shall remove and reinstall the equipment as required to clear the conflict at no additional cost to the Owner and no delay in project completion.

PART 2 – PRODUCTS

2.1 MATERIALS AND EQUIPMENT

A. Rigid Metal Conduit:

- 1. Raceway: Full weight, heavy wall rigid steel with zinc coating conforming to ANSI-C80.1.
- 2. Fittings: Cast malleable iron fittings with threaded hubs, insulated throat and zinc protective coating.
- 3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube and Conduit Corporation

LTV Steel Tubular Products Co.

Wheatland Tube

B. Intermediate Metal Conduit:

- 1. Raceway: Light weight, rigid steel, hot dipped galvanized manufactured in accordance with UL1242.
- 2. Fittings: Cast malleable iron fittings with threaded hubs, insulated throat and zinc protective coating.
- 3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube and Conduit Corporation

LTV Steel Tubular Products Co.

Wheatland Tube

C. Electrical Metallic Tubing:

- 1. Raceway: Light weight, thin wall, rigid steel, hot dipped galvanized manufactured in accordance with ANSI C80.3.
- 2. Fittings: Raintight, insulated throat, compression type with zinc protective coating.
- 3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube and Conduit Corp.

LTV Steel Tubular Products Co.

Wheatland Tube Co.

D. Polyvinyl Chloride Conduit:

1. Raceway: Heavy wall, rigid non-metallic, schedule 40 with bell type end, designed for above ground exposed applications, direct earth burial, and concrete encasement.
2. Fittings: Polyvinyl chloride, heavy duty, glue type, designed for Schedule 40 application.
3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube & Conduit

Carlson

Queen City Plastics, Inc.

Scepter Electric Systems

E. Flexible Metal Conduit:

1. Raceway: Construct of single strip, flexible, continuous, interlocked, and double-wrapped steel, galvanized inside and outside.
2. Fittings: Steel, insulated throat, with zinc protective coating.
3. Subject to compliance with requirements, provide products of one of the following:

AFC

Alflex Corp.

Electri-Flex Company

F. Liquid-Tight Flexible Metal Conduit:

1. Raceway: Construct of single strip, flexible, continuous, interlocked, and double-wrapped, galvanized inside and outside, coat with liquid-tight jacket of flexible polyvinyl chloride.
2. Fittings: Steel, water and oiltight, insulated throat, with zinc protective coating.
3. Subject to compliance with requirements, provide products of one of the following:

AFC

Alflex Corp.

Electri-Flex Company

PART 3 – EXECUTION

3.1 INSTALLATION OF ELECTRICAL RACEWAYS

- A. Install electrical raceways in accordance with manufacturer's written instructions, applicable requirements of NEC and NECA "Standard of Installation", and complying with recognized industry practices.
- B. Coordinate with other work as necessary to interface installation of electrical raceways, wireways and required components.
- C. Raceways used for distribution, feeders, or branch circuits shall be a minimum size of 3/4" or equal equivalent cross-sectional area. Raceways used for control and signal shall be a minimum size of 1/2" or equal equivalent cross-sectional area.
- D. All raceways installed in ceiling cavities and exposed within mechanical spaces shall be run parallel with building lines and installed level and square at the proper elevation/height.
- E. Complete the installation of electrical raceways before starting the installation of cables/wires within the raceway.
- F. Furnish and install one (1) nylon or fiberglass pull cord in each empty raceway. Each empty raceway shall be cleaned, capped, and tagged as to its termination location.
- G. Install liquid-tight flexible metal conduit for connections to motors and for other electrical equipment when subject to movement and vibration, and also where subjected to one or more of the following conditions:
 - 1. Exterior locations.
 - 2. Moist or humid atmosphere when condensation can be expected to accumulate.
 - 3. Corrosive atmosphere.
 - 4. Subjected to water spray.
 - 5. Subjected to dripping oil, grease or water.
- H. Install Electrical Metallic Tubing for building interior electrical work except:
 - 1. Underground
 - 2. In gravel, cinder, concrete or other sub-base floor construction.
 - 3. Horizontal runs in concrete floor slabs.
 - 4. Where exposed to the elements.
 - 5. In masonry construction below finished grade.

6. Vertically in poured concrete walls.

- I. Refer to Section 260000 for excavation, shoring and pumping, concrete and backfilling requirements.
- J. Where and whenever possible, install horizontal electrical raceways as tight to building construction as possible and above water, drain and steam piping. A separation of at least six (6) inches shall be maintained between electrical conduits and hot water and steam piping.
- K. In accordance with NEC requirements, install Rigid or Intermediate Metal Conduit where Electrical Metallic Tubing is not permitted.

3.2 CLEANING

- A. Upon completion of installation of raceways, inspect interiors of raceways; remove burrs, dirt and construction debris.

END OF SECTION

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SECTION 26 01 20
WIRES AND CABLES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. This section is a Division 26 Basic Materials and Methods section and is part of each Division 26 Section making reference to wires and cables specified herein.

1.2 DESCRIPTION OF WORK

- A. Electrical wire and electrical cable work is indicated by drawings and specifications.
- B. Types of wire, cable and connectors in this section include, but not limited to the following:
 - Copper conductors.
 - Tap type connectors.
 - Split-bolt connectors.
- C. Refer to other sections of Division 26 for, but not limited to, raceways, connections used in conjunction with wire and cable work.
- D. Applications for wire, cable and connectors required for project are as follows unless otherwise indicated:
 - 1. Power Distribution Circuitry.
 - 2. Appliance and Equipment Circuitry.
 - 3. Motor Branch Circuitry.
 - 4. Control Circuitry.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Wire and Cable
 - Anaconda Wire and Cable Co.
 - Advance Wire and Cable, Inc.
 - American
 - Cerro Wire and Cable Co.

Electrical Conductors, Inc.

General Cable Corp.

Rome Cable Corp.

Southwire Company

Triangle PWC,, Inc.

General Electric Co.

Connectors

Burndy Corp.

Eagle Electric Mfg. Co., Inc.

Gould, Inc.

Ideal Industries, Inc

Joslyn Mfg. and Supply Co.

O-Z/Gedney Co.

Pyle National Co.

Thomas and Betts Co.

2.2 WIRE, CABLE AND CONNECTIONS

- A. Except as otherwise indicated, provide wire, cable and connectors of manufacturer's standard materials, as indicated by published product information; designed and constructed as recommended by manufacturer, and as required for the installation. Minimum wire and cable size is #12 AWG for power and branch circuits and #14 AWG for control and signal/communication circuits unless otherwise indicated.
- B. Wire: Provide factory fabricated wire of sizes, ratings, materials and types indicated for each service. Where not indicated, provide proper selection as determined by Installer to comply with project's installation requirements and NEC standards. Select from the following types, materials, conductor configurations, insulation and coverings:

UL Type: THHN

UL Type: TW

UL Type: THW

UL Type: THWN

UL Type: TF

UL Type: XHHW

UL Type: AC (Armor Clad)

UL Type: MC (Metal Clad)

Material: Copper

Conductors: Solid (AWG 14 to AWG 10 only).

Conductors: Concentric-lay-stranded (standard flexibility)

Outer Covering: Nylon

Outer Covering: Thermoplastic

- C. Connectors: Provide factory fabricated metal connectors of sizes, ratings, materials, types and classes as required for each service. Where not indicated, provide proper selection as determined by Installer to comply with installation requirements and NEC standards. Select from the following types, classes, kinds and styles.

Type: Pressure

Type: Crimp

Type: Threaded

Class: Insulated

Class: Non-insulated

Kind: Copper (for CU to Cu connection).

Style: Butt connection

Style: Elbow connection

Style: Combined "T" and straight connection

Style: "T" connection.

Style: Split-bolt parallel connection

Style: Tap connection

Style: Pigtail connection

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Install electrical cables, wires and connectors, in compliance with manufacturer's written instructions, applicable requirements of NEC and NECA's "Standard of Installation", and in accordance with recognized industry practices.
- B. Coordinate cable and wire installation work with electrical raceway and equipment installation work, as necessary for proper interface. Pull conductors together where more than one is being installed in a raceway. Use pulling compound or lubricate, where necessary; compound must not deteriorate conductor or insulation. Use pulling means including fish tape, cable or rope which cannot damage raceway. Rope must be used as pulling means when pulling wires or cables into plastic conduit and duct. Keep conductor splices to a minimum and install in junction boxes only. No splices shall be permitted within conduit. Install splices and tapes which have mechanical strength and insulation rating equivalent or better than conductor. Use splice and tape connectors which are compatible with conductor material.

3.2 FIELD QUALITY CONTROL

- A. Prior to energization, test cable and wire for continuity of circuitry and also for short circuits. Correct malfunctions when detected.
- B. Subsequent to wire and cable hook-ups, energize circuitry and demonstrate functioning in accordance with requirements.

END OF SECTION

SECTION 26 01 35**ELECTRICAL BOXES & FITTINGS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. This section is a Division 26 Basic Materials and Methods section, and is a part of each Division 26 section making reference to electrical wiring boxes and fittings specified herein.

1.2 DESCRIPTION OF WORK

- A. Types of electrical boxes and fittings in this section include the following:

Outlet boxes.

Junction boxes.

Pull boxes.

Conduit bodies.

Bushings.

Locknuts.

Knockout closures.

PART 2 – PRODUCTS**2.1 INTERIOR METALLIC OUTLET BOXES**

- A. Provide galvanized flat rolled sheet steel interior outlet non-gangable wiring boxes, of types, shapes and sizes, including box depths, to suit each respective location and installation; construct with stamped knockouts in back and sides and with threaded screw holes with corrosion-resistant screws for securing box covers and wiring devices.
- B. Provide outlet box accessories as required for each installation, including mounting brackets, wallboard hangers, extension rings, fixture studs, cable clamps and metal straps for supporting outlet boxes, which are compatible with outlet boxes being used and fulfilling requirements of individual wiring situations. Choice of accessories is Installer's option.
- C. Manufacturer: Subject to compliance with requirements, provide interior outlet boxes of one of the following:

Appleton Electric Co.

Bell Electric/Square D Co.

Pass and Seymour, Inc.

RACO, Inc.

Steel City/Midland-Ross Corp.

2.2 WEATHERPROOF OUTLET BOXES

- A. Provide corrosion resistant cast-metal weatherproof outlet wiring boxes, of types, shapes and sizes, including depth of boxes, with threaded conduit ends, cast-metal face plates with spring-hinged waterproof caps suitably configured for each application, including face plate gaskets and corrosion-resistant fasteners.

- B. Manufacturer: Subject to compliance with requirements, provide weatherproof outlet boxes of one of the following:

Arrow-Hart Div., Crouse-Hinds Co.

Bell Electric/Square D Co.

Harvey Hubbell, Inc.

O-Z/Gedney Co.

Slater Electric Co.

- C. Refer to Section 260140 – WIRING DEVICES for exterior receptacle outlet boxes.

2.3 JUNCTION PULL BOXES

- A. Provide galvanized code-gauge sheet steel junction and pull boxes, with screw-on covers; of types, shapes and sizes, to suit each respective location and installation; with welded seams and equipped with stainless steel nuts, bolts, screws and washers.

- B. Manufacturers: Subject to compliance with requirements, provide junction and pull boxes of one of the following:

Adalet-PLM Div., Scott and Fetzer Co.

Appleton Electric Co.

Arrow-Hart Div., Crouse-Hinds Co.

Bell Electric/Square D Co.

GTE Corporation

Keystone Columbia, Inc.

O-Z/Gedney Co.

Slater Electric Co.

Spring City Elect. Mfg. Co.

2.4 CONDUIT BODIES

- A. Provide galvanized cast-metal conduit bodies, of types, shapes, and sizes, to suit respective locations and installation, construct with threaded-conduit-entrance ends, removable covers, and corrosion-resistant screws.
- B. Manufacturers: Subject to compliance with requirements, provide conduit bodies of one of the following:

Appleton Electric Co.

Crouse-Hinds Co.

Gould, Inc.

Killark Electric Mfg. Co.

O-Z/Gedney Co.

Spring City Electrical Mfg. Co.

2.5 BUSHINGS, KNOCKOUT CLOSURES AND LOCKNUTS

- A. Provide corrosion-resistant punched-steel box knockout closures, conduit locknuts and insulated malleable iron conduit bushings, offset connectors, of types and sizes to suit respective uses and installation.
- B. Manufacturers: Subject to compliance with requirements, provide bushings, knockout closures, locknuts and connectors of one of the following:

Appleton Electric Co.

Burndy Corp.

Crouse-Hinds Co.

Gould, Inc.

O-Z/Gedney Co.

RACO, Inc.

Steel City/Midland-Ross Corp.

Thomas and Betts Co., Inc.

PART 3 – EXECUTION

3.1 INSTALLATION OF ELECTRICAL BOXES AND FITTINGS

- A. Install electrical boxes and fittings, complying with manufacturer's written instructions, applicable requirements of NEC and NECA's "Standard of Installation", and in compliance with recognized industry practices to ensure that products fulfill requirements.
- B. Coordinate installation of electrical boxes and fittings with wire/cable and raceway installation work.
- C. Provide weatherproof outlets for interior and exterior locations exposed to weather or moisture.
- D. Provide knockout closures to cap unused knockout holes where blanks have been removed.
- E. Install boxes and conduit bodies in those locations to ensure ready accessibility of electrical wiring.
- F. Avoid using round boxes where conduit must enter box through side of box, which would result in difficult and insecure connections when fastened with locknut or bushing on rounded surface.
- G. Fasten boxes rigidly to substrates or structural surfaces to which attached, or solidly embed electrical boxes in concrete or masonry.
- H. Provide electrical connections for installed boxes.
- I. Pull boxes and junction boxes shall be furnished and installed in all conduit runs at intervals not exceeding 100 feet maximum.
- J. Identify each circuit in all pull boxes and junction boxes whether the box contains one or more circuits.

END OF SECTION

SECTION 26 01 40

WIRING DEVICES

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. The extent of wiring device work is indicated by drawings, schedules and specifications. Wiring devices are defined as single discrete units of the electrical distribution system which are intended to carry but not utilize electric energy.
- B. Types of electrical wiring devices in this section include the following:
 - Receptacles.
 - Device plates.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on electrical wiring devices.

PART 2 – PRODUCTS

2.1 ACCEPTABLE MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products of one of the following (for each type of wiring device):
 - Legrand Co.
 - Hubbell, Inc.
 - Leviton Mfg. Co.
 - Lutron Electronics Co., Inc.
 - Cooper Wiring Devices
 - Square D Co.
 - Eaton Corp.
 - Siemens

2.2 FABRICATED WIRING DEVICES

- A. Provide factory fabricated wiring devices, in types, styles, colors, and electrical ratings for applications indicated and complying with NEMA Standards Pub. No. WD 1. Where types and grades are not indicated, provide proper selection as determined by Installer to fulfill wiring requirements, and complying with NEC and NEMA Standards for wiring devices. Color selection to

be verified by Contractor with Architect/Engineer.

2.3 RECEPTACLES

- A. Special Purpose Receptacles: Provide polarized grounding type special purpose receptacles of the required amperage and voltage ratings, extra heavy duty. Device shall include a green hexagonal equipment ground screw.
- B. All ground fault receptacles shall be extra heavy duty duplex, tamper resistant, 20 amperes, 125 volts, 2 pole, 3 wire grounding type with green hexagonal equipment ground screw, integral ground fault circuit interrupter, UL rated Class A, Group 1, with metal plaster ears, side wiring, NEMA Configuration 5-20R, self-testing with red and green LED indicator lights. Device shall include solid state ground-fault sensing and signalling, with a 5 milliampere ground fault trip level, plus or minus 1 milliampere. Hubbell Cat. #GFR5362SG, or approved substitute.
 - 1. Whether indicated or not on the floor plans, the Electrical Contractor shall furnish and install GFI protected devices in kitchen areas on countertops near sinks, water coolers, refrigerators, on rooftop equipment, on exterior walls; and as indicated by the N.E.C., it shall be the discretion of the Electrical Contractor to provide GFI receptacles or GFI circuit breaker. Receptacles protected by GFI circuit breakers shall be permanently labeled on the faceplate as GFCI.

2.4 DEVICE PLATES

- A. Weatherproof device plates shall have spring-hinged waterproof cap suitably configured for each application, including face plate gaskets and corrosion-resistant fasteners. Boxes and devices shall be recessed, weatherproof with smoke gray opaque in-use covers. Intermatic Cat. #WP1000(H)GRC.
- B. Existing mechanical spaces where concealed work is impractical, such as masonry or block walls, Provide 4" square boxes, surface mounted, with ½" deep surface mounted device plates consisting of same material for devices indicated on plans, whether single or double gang. Use of plaster flange and standard cover plate will not be acceptable.

PART 3 – EXECUTION

3.1 INSTALLATION OF WIRING DEVICES

- A. Install wiring devices as indicated, in compliance with manufacturer's written instructions, applicable requirements of NEC and NECA's "Standard of Installation", and in accordance with recognized industry practices to fulfill project requirements.
- B. Coordinate with other work, including painting, electrical box and wiring work, as necessary to interface installation of wiring devices with other work.
- C. Install wiring devices only in electrical boxes which are clean, free from building materials, dirt and debris.
- D. Provide electrical connections for wiring devices.
- E. Delay installation of all wiring devices until wiring work is completed.

- F. Isolated Ground Receptacle Devices shall be connected to the system ground by way of an insulated ground conductor color coded green with a yellow stripe.

3.2 PROTECTION OF WALL PLATES AND RECEPTACLES

- A. At time of Substantial Completion, replace those items which have been damaged, including those burned and scorched by faulty plugs.

3.3 GROUNDING

- A. Provide electrically continuous, tight grounding connections for wiring devices.

3.4 TESTING AND COMMISSIONING

- A. Prior to energizing circuitry, test wiring devices for electrical continuity and proper polarity connections. After energizing circuitry, test wiring devices to demonstrate compliance with requirements.

END OF SECTION

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SECTION 26 01 55**MOTOR STARTERS****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Extent of motor starter work is indicated by drawings, schedules and specifications.
- B. Refer to sections of other divisions of these specifications for driven equipment specified without motor starters. Motor starters for such equipment are the work of this section.
- C. Types of motor starters in this section include the following:
 - Manual.
 - Magnetic Full Voltage, Non-Reversing.
 - Combination Disconnect Switch and Magnetic Starter.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on motor starters and accessories.

1.3 COORDINATION

- A. The drawings and details there upon are scheme and/or diagrammatic in nature, and indicate the need and intent of the design. These are to be used for general guidance only. It shall be the responsibility of the Electrical Contractor to coordinate with other Division subcontractors, the installation of all motor starters, the need for control devices including the wiring and conduit, to and from the device.
- B. This coordination shall be carried out prior to actual installation. This shall be done to eliminate the possibility of conflicts between trades on items such as access, clearances and maintenance issues that may arise after completion of coordination.
- C. During the coordination phase of the project, the Electrical Contractor shall consult with Division 1 thru 23 subcontractors with regard to base design equipment characteristics. Any differences from the electrical plans and specifications shall be considered a change. The trade's contractor making the change at no additional cost to the Owner or delay in project completion shall handle these additional costs.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturers: Subject to compliance with requirements, provide products of one of the following (for each type and rating of motor starter):
 - Allen-Bradley Co.

Cutler Hammer Products

Furnas Electric Co.

Square D Co.

Siemens

2.2 MOTOR STARTERS

- A. Provide motor starters and ancillary components; of types, sizes, ratings and electrical characteristics indicated which comply with manufacturer's standard materials, design and construction in accordance with published product information, and as required for complete installations.
- B. Fractional HP Manual Motor Starters: Provide manual, single phase, fractional HP motor starters for each motor rated less than 1/2 HP, of types, ratings and electrical characteristics indicated. Equip unit with thermal overload relay for protection of 120 volt AC motors. Provide starters with quick-make, quick-break, trip free toggle mechanisms, selector switches for hand-off-automatic control; mount starter in NEMA Type 1 or Type 4 enclosure as indicated or required by the NEC.
- C. Magnetic Motor Starter: Provide magnetic full voltage, non-reversing starters for each motor rated 1/2 HP and more of types, ratings and electrical characteristics indicated; equip with solid state overload relays, control transformers with 120V secondary, with one secondary fuse and one grounded secondary lead, two normally open and two normally closed auxiliary contacts, hand-off-automatic selector switch, red and green pilot lights wired and mounted through front of the enclosure. Mount starter in NEMA Type 1 or Type 4 enclosure as required by the NEC.
- D. Combination Disconnect Switch Magnetic Starter: Provide full-voltage, non-reversing, combination non-fused disconnect switch and magnetic starter for each motor rated 1/2 horsepower and more, of types, ratings and electrical characteristics indicated; equip with solid state overload relays, control transformer with 120 volt secondary, one secondary fuse and one grounded secondary lead, two normally open and two normally closed auxiliary contacts, hand-off- automatic switch, red and green pilot lights wired and mounted through the front of the enclosure. Mount starter in NEMA Type 1 or Type 4 enclosure as required by the National Electrical Code (NEC).
- E. Three (3) phase, full voltage, non-reversing magnetic motor starters, horsepower rating with minimum NEMA size #0 shall be as follows:

NEMA Size	Continuous Rating	Maximum Horsepower	
		208 Volt	480 Volt
0	18 AMPs	3HP	5HP
1	27 AMPs	7-1/2HP	10HP
2	45 AMPs	10HP	25HP
3	90 AMPs	25HP	50HP
4	135 AMPs	40HP	100HP

5	270 AMPs	75HP	200HP
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Motor full-load current shall not exceed continuous ampere rating of starter.

PART 3 – EXECUTION

3.1 INSTALLATION OF MOTOR STARTERS

- A. Install motor starters in accordance with manufacture's written instructions, applicable requirements of NEC, NEMA Standards, and NECA's "Standard of Installation", and in compliance with recognized industry practices to ensure that products fulfill requirements.
- B. The Electrical Contractor shall consult and cooperate with the Control Contractor in assisting him in making control connections to the automatic position of the selector switch and to the auxiliary contacts.
- C. Motor Data: Before installing wiring for motors and starters, the Electrical Contractor shall consult the respective parties furnishing the equipment and obtain from them all data necessary to properly connect the apparatus, and for selection of thermal overload relays in accordance with motor nameplate. Any variance in loads or electrical characteristics from the contract drawings should be reported to the Engineer before proceeding with the work.
- D. When packaged equipment is furnished, all unit starters shall be furnished, mounted and wired by the installing contractor. The Electrical Contractor shall furnish and install a disconnect switch, as specified in Section 260170, and wire between unit's main terminal block and the disconnect switch.
- E. When packaged rooftop equipment is furnished, the unit disconnect switch and all starters shall be furnished, mounted and wired by the installing contractor. The Electrical Contractor shall wire between the line side of the disconnect switch and the building system.
- F. Provide connections for motor starters.

3.2 ADJUST AND CLEAN

- A. Inspect operating mechanisms for malfunctioning and where necessary adjust units for free mechanical movement.
- B. Touch-up scratched or marred surfaces to match original finish.

3.3 FIELD QUALITY CONTROL

- A. Subsequent to wire/cable hookup, energize motor starters and demonstrate functioning of equipment in accordance with requirements.

END OF SECTION

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SECTION 26 01 70**MOTOR AND CIRCUIT DISCONNECTS****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Extent of motor and circuit disconnect switch work is indicated by drawings and schedules.
- B. Types of motor and circuit disconnect switches in this section include the following:
 - Equipment disconnects.
 - Appliance disconnects.
 - Motor-circuit disconnects.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data including specifications, installation instructions and general recommendations, for each type of motor and circuit disconnect switch required.

1.3 COORDINATION

- A. The drawings are scheme and/or diagrammatic in nature, and indicate the need and intent of the design. These are to be used for general guidance only. It shall be the responsibility of the Electrical Contractor to coordinate, with other Division Subcontractors, the installation of all motor and circuit disconnect switches, supporting hardware, including wiring and conduit, to and from the equipment. This coordination will include conduit layout to allow access to equipment for maintenance.
- B. This coordination shall be carried out prior to actual installation; this shall be done to eliminate the possibility of conflicts between trades on items such as access, clearances and maintenance issues that may arise after completion of construction.
- C. Should the coordination not be carried out prior to installation, and a conflict exists, the installing contractor shall remove and reinstall the equipment as required to clear the conflict at no additional cost to the Owner and no delay in project completion.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturer: Subject to compliance with requirements, provide products of one of the following (for each type of switch):
 - Cutler-Hammer, Inc. (Eaton)
 - Square D Company
 - Siemens

2.2 FABRICATED SWITCHES

- A. Safety Switches: Safety switches shall be of sizes noted on the drawings, fusible or non-fusible and contained in a general-purpose enclosure. All switches shall be type HD and have quick-make, quick-break operation. All switches shall be of proper horsepower rating as applicable and have dual interlocks designed to interlock the switch box door with the switch operating mechanism. Unit shall be provided with a suitable means of interlock release. An arrangement shall be provided for locking the operating handle in the "ON" or "OFF" position. Safety switches shall have the proper type metal enclosure, i.e., standard, weatherproof, etc., to suit their specific location as required by the National Electrical Code.
- B. Fuses: Provide fuses for safety switches, as recommended by switch manufacturer, of classes, types and ratings needed to fulfill electrical requirements for service indicated.
- C. When packaged rooftop equipment is furnished, the unit disconnect switch shall be furnished, mounted and wired by the installing contractor.
- D. When rooftop exhaust fans rated less than 1/2 HP at 120 volts, single phase, are furnished, except utility sets, the unit disconnect switch shall be furnished, mounted and wired by the installing contractor.

PART 3 – EXECUTION

3.1 INSTALLATION OF MOTOR AND CIRCUIT DISCONNECT SWITCHES

- A. Install motor and circuit disconnect switches where indicated, complying with manufacturer's written instructions, applicable requirements of NEC, NEMA, and NECA's "Standard of Installation", and in accordance with recognized industry practices to ensure that products fulfill requirements.
- B. Install disconnect switches used with motor-driven appliances, and motors and controllers within sight of controller position unless otherwise indicated.
- C. Provide electrical connections for motor and circuit disconnect switches.

END OF SECTION 26 01 70

SECTION 26 01 80**OVERCURRENT PROTECTIVE DEVICES****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Extent of overcurrent protective device work is indicated by drawing schedules and specifications.
- B. Types of overcurrent protective devices in this section include the following:
 - 1. Molded case circuit breaker.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on overcurrent protective devices, including: voltages and current ratings, interrupting ratings, current limitations, internal inductive and non-inductive loads, time-current trip characteristic curves, and mounting requirements.
- B. Shop Drawings: Submit layout drawings of overcurrent protective devices, showing spatial relationships of units to associated electrical equipment, and connections to electrical power supplies.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include the following:
 - 1. Circuit-Breakers
 - Cutler-Hammer, Inc. (Eaton)
 - Square D Co.
 - Siemens

2.2 CIRCUIT BREAKERS

- A. Except as otherwise indicated, provide circuit breakers and ancillary components, of types, sizes, ratings and electrical characteristics indicated, which comply with manufacturer's standard design, materials, components, and construction in accordance with published product information, as required for a complete installation.
- B. Molded-Case Circuit Breakers: Provide factory assembled, molded-cased circuit breakers of frame size indicated; 120/208 volts, and 277/480 volts 60 Hertz, one, two, or three poles with a short circuit symmetrical ampere interrupting rating as indicated by the panel schedule and/or as

shown by the single line riser diagram. Provide circuit breakers with permanent thermal instantaneous magnetic trips in each pole with ampere ratings as indicated. Construct with overcenter, trip-free, toggle type operating mechanisms with quick-make, quick-break action and positive handle trip indication. Construct devices for mounting and operating in any physical position and operating in an ambient temperature of 40 degrees C. Provide circuit breakers with mechanical screw type connector lugs, AL/CU rated.

PART 3 – EXECUTION

3.1 INSTALLATION OF OVERCURRENT PROTECTIVE DEVICES

- A. Install overcurrent protective devices as indicated in contract documents, in accordance with the manufacturer's written instructions and with recognized industry practices to ensure that protective devices comply with requirements. Comply with NEC Standards for Installation of overcurrent protective devices.
- B. Coordinate with other work, including electrical wiring work, as necessary to interface installation of overcurrent protective devices with other work.
- C. Fasten circuit breakers without causing mechanical stresses, twisting or misalignment being exerted by clamps, supports, or cabling.

3.2 ADJUST AND CLEAN

- A. Inspect circuit-breaker operating mechanisms for malfunctioning and, where necessary, adjust units for free mechanical movement.

3.3 FIELD QUALITY CONTROL

- A. Prior to energization of overcurrent protective devices, test devices for continuity of circuitry and for short-circuits. Correct malfunctioning units, and then demonstrate compliance with requirements.

END OF SECTION

SECTION 26 01 90
SUPPORTING DEVICES

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. Types of supports, anchors, sleeves and seals specified in this section include the following:

Hangers.

Riser Clamps.

C-clamps

I-beam clamps.

One-hole conduit straps.

Two-hole conduit straps.

Round steel rods.

Lead expansion anchors.

Toggle bolts.

U-Channel Strut Systems.

PART 2 – PRODUCTS

2.1 MANUFACTURED SUPPORTING DEVICES

- A. Provide supporting devices, complying with manufacturer's standard materials, design and construct in accordance with published product information, and as required for a complete installation, and as herein specified.

- B. Supports: Provide supporting devices of types, sizes and materials having the following construction features:

Hangers: For supporting EMT conduit, electro-galvanized steel, with 1/4" minimum diameter hole for round steel rod; approximately MSS types 5, 7, 9 or spring steel conduit clips.

Reducing Couplings: Steel rod reducing coupling, 1/4" minimum black steel.

C-Clamps: Black malleable iron, 1/4" minimum rod size.

I-Beam Clamps: Black steel, 1-1/4" x 3/16" stock; 3/8" cross bolt; flange width 2"; approx. 52 pounds per 100 units.

One-Hole Conduit Straps: For supporting EMT conduit, electro- galvanized steel.

Two-Hole Conduit Straps: For supporting EMT conduit, electro-galvanized steel; 3/4" strap width; and 2-1/8" between center of screw holes.

Hexagon Nuts: For 1/4" rod size; galvanized steel.

Round Steel Rod: Black steel; 1/4" min. dia.

Offset Conduit Clamps: For supporting rigid metal conduit; black steel.

- C. Anchors: Provide anchors of types, sizes and materials indicated; and having the following construction features:

Lead Expansion Anchors: 1/4" - 20 Minimum.

Toggle Bolts: Springhead; 3/16 x 4".

- D. Manufacturer: Subject to compliance with requirements, provide anchors of the following:

Ackerman Johnson Fastening Systems, Inc.

Elcen Metal Products Co.

Ideal Industries, Inc.

Rawlplug Co., Inc.

Star Expansion Co.

U.S. Expansion Bolt Co.

Erico Products, Inc. (Caddy)

Hilti, Inc.

- E. U-Channel Strut Systems: Provide U-channel strut system for supporting electrical equipment, 16-gauge hot dip galvanized steel, construct with 9/16" dia. holes, 8" o.c. on top surface, with standard hot dip galvanized finish, and with the following fittings which mate and match with U-channel.

Beam clamps.

Thinwall conduit clamps.

Conduit hangers.

U-bolts.

- F. Manufacturers: Subject to compliance with requirements, provide channel systems of one of the following:

B-Line Systems, Inc.

Elcen Metal Products Co.

Power-Strut Div.; Van Huffel Tube Corp.

Unistrut Div.; GTE Products Corp.

Hilti, Inc.

PART 3 – EXECUTION

3.1 INSTALLATION OF SUPPORTING DEVICES

- A. Install hangers and anchors in accordance with manufacturer's written instructions and with recognized industry practices to insure supporting devices comply with requirements. Comply with requirements of NECA, NEC and ANSI/NEMA for installation of supporting devices.
- B. Install hangers, supports, clamps and attachments to support piping properly from building structure. Arrange for grouping of parallel runs of horizontal conduits to be supported together on trapeze type hangers where possible. Install supports with maximum spacings.

END OF SECTION

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SECTION 26 04 71

FEEDER CIRCUITS

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. Feeder circuit work is indicated by drawings and schedules.
- B. The feeder circuits shall include furnishing and installing a complete wire and conduit system between distribution panelboards and major 3 phase loads, between power panels and 3 phase motor loads.
- C. Types of equipment to be furnished and installed in this section include the following:

Rigid Metal Conduit

Electrical Metallic Tubing (EMT)

Intermediate Metal Conduit (IMC)

Wires and Cables

Junction Boxes

Pull Boxes

Conduit Bodies

Bushings

Locknuts

Supporting Devices

PART 2 – PRODUCTS

2.1 FEEDER CIRCUITS

- A. Furnish and install each feeder circuit with assembly of materials, including but not necessarily limited to, conduit, wire, pull boxes, junction boxes and other items and accessories needed for a complete installation. Where materials or components are not otherwise indicated, comply with NEC, NEMA and established industry standards for applications indicated.

PART 3 – EXECUTION

3.1 INSTALLATION OF FEEDER CIRCUITS

- A. Install feeder circuits, complying with equipment manufacturer's written instructions, applicable requirements of NEC, NEMA and NECA's "Standard of Installation", and in accordance with recognized industry practices.
- B. Multiple circuits within a single raceway shall not be permitted under this section.

END OF SECTION

SECTION 26 04 72**BRANCH CIRCUITS****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Branch circuit work is indicated by drawings.
- B. The branch circuits shall include furnishing and installing a complete wire and conduit or cable system between panelboards and lighting fixtures, receptacles, fractional horsepower motors, and small single phase loads.
- C. Types of equipment to be furnished and installed in this section include the following:

Rigid Raceways – See Section 260110

Electrical Metallic Tubing (EMT)

MC (Metal Clad) (Concealed Work only)

Wires and Cables

Junction Boxes

Pull Boxes

Conduit Bodies

Bushings

Locknuts

Supporting Devices

PART 2 – PRODUCTS**2.1 BRANCH CIRCUITS**

- A. Furnish each branch circuit with an assembly of materials, including but not necessarily limited to, conduit, wire, cable, pull boxes, junction boxes and other items and accessories needed for a complete installation. Where materials or components are not otherwise indicated, comply with NEC, NEMA and established industry standards for applications indicated.

2.2 CONVENIENCE BRANCH CIRCUITS

- A. Intent:
 - 1. The intent of this portion of the specifications is to describe the requirements of a convenience circuit as it applies to 120-volt receptacles.

2. All convenience branch circuits may consist of more than one 120 volt receptacle.
- B. Convenience Circuit - General: A circuit consisting of a phase and neutral conductor, which may share its neutral with other phase conductors provided that the neutral conductor does not become overloaded due to circuit phase relationship. This type of circuit shall also include an equipment grounding conductor as described under the grounding section of the specifications.
- C. Convenience Circuit - Dedicated: A circuit consisting of a phase and neutral conductor which DOES NOT share conductors with any other circuits. This type of circuit shall also include an equipment grounding conductor as described under the grounding section of the specifications.

PART 3 – EXECUTION

3.1 INSTALLATION OF BRANCH CIRCUITS

- A. Install branch circuits, complying with equipment manufacturer's written instructions, applicable requirements of NEC, NEMA, and NECA's "Standard of Installation", and in accordance with recognized industry practices.
- B. Multiple circuits within a single raceway or cable shall be permitted under this section. It shall be the responsibility of the Electrical Contractor to assure that the neutral conductors do not become overloaded due to circuit phase relationship, and isolated grounds not become voided or compromised due to miswiring or wrong connections.
- C. The Electrical Contractor may elect to use metal clad cable in lieu of electrical metallic tubing (EMT) in wall cavities, and/or above tile or dry wall ceilings. In all areas of exposed construction, electrical metallic tubing (EMT) shall be installed.

END OF SECTION

SECTION 26 05 10**BUILDING LIGHTING****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Lighting fixture work is indicated by specifications, drawings and schedules.
- B. Types of lighting fixtures in this section include the following:
 - 1. LED
- C. Applications of lighting fixtures required for the project include the following:
 - 1. General Lighting.
 - 2. Supplementary Lighting.
 - 3. Emergency Lighting.
 - 4. Support of fixtures shall be as specified in applicable Division 26 Supporting Devices.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on building lighting fixtures.
- B. Shop Drawings: Submit dimensioned drawings of lighting fixture installations, including but not necessarily limited to, layout, relation to associated panelboards, and connections to panelboards. Submit fixture shop drawings in booklet form with separate sheet for each fixture, assembled in luminaire "type" alphabetical order, with proposed fixture and accessories clearly indicated on each sheet.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Each lighting fixture type specified represents a specific style and quality of fixture acceptable for this project.
- B. The Engineer reserves the right to reject any shop drawing and to request a resubmission should the contractor submit a shop drawing of an equivalent manufacturer which is viewed as being of an incompatible style or inferior quality.
- C. No fixture shop drawing shall be submitted, nor will any be accepted, for any manufacturer which is not specifically listed for that fixture type. When a fixture manufacturer is listed for a specific fixture type, this does not provide him with the right to submit for fixtures he is not listed under. A bidding Contractor may elect to bid using non listed fixtures for the listed Lighting Representatives. The Engineer and the Architect shall make the final decision on whether the submitted fixture meets the project's requirements during shop drawing review.

- D. Should the Contractor be unable to obtain approval of the resubmitted manufacturer, then he should submit the basis of design specified manufacturer/fixture.

2.2 LIGHTING FIXTURES

- A. Provide lighting fixtures of the size, type and rating indicated complete with, but not necessarily limited to, housings, lamp holders, reflectors, ballast, lamps, mounting frames, pendants and wiring; wired and connected in place, complete, tested and left in satisfactory operating condition.
- B. LED Drivers
 - 1. All LED fixtures shall be provided with integral drivers (unless noted otherwise) and must operate at line voltage as indicated on drawings (unless noted otherwise).
 - 2. LED drivers shall have operating temperature of 50°F - 140°F unless noted otherwise.
 - 3. LED drivers shall carry a 5-year warranty.
- C. Fixture Lamps: For the type, number and color of the fixture lamps, refer to the Lighting Fixture Schedule on the drawings.

PART 3 – EXECUTION

3.1 INSTALLATION OF LIGHTING FIXTURES

- A. Install lighting fixtures at locations and heights as indicated, in accordance with fixture manufacturer's written instructions, applicable requirements of NEC, NECA's "Standard of Installation", NEMA Standards and with recognized industry practices to ensure that lighting fixtures fulfill requirements of the project.
- B. Install lighting fixtures in removable tile ceilings using 3/8" flexible metal conduit with 3 # 12 awg. conductor. Maximum length of flexible lead shall not exceed 60". Flexible lead shall extend from the fixture to the junction box. The junction box shall be securely fastened to the building structure above the removable tile ceiling and shall not serve more than two (2) lighting fixtures, nor shall the junction box support any of the lighting fixtures.

3.2 LIGHTING FIXTURE MOUNTING

- A. 2' x 2' and 2' x 4' fixtures installed in a removable tile ceiling shall be installed using T-Bar grid safety clips as provided by the fixture manufacturer and as required by the NEC.
- B. 2'x 2' and 2' x 4' fixtures installed in a removable tile ceiling shall be installed using support wires at two corners of the fixture. The support wires shall be carried up to the building structure and securely anchored using screwed or bolted hardware. Pressure type clips will not be acceptable. The Electrical Contractor shall be responsible for installing or having installed these two (2) support wires.

3.3 ADJUST and CLEAN

- A. Clean lens, reflectors and interiors of all lighting fixtures of dirt and construction debris upon completion of installation.
- B. Protect installed lighting fixtures from damage during the remainder of the construction period.

3.4 FIELD QUALITY CONTROL

- A. Upon completion of the installation of the lighting fixtures, and after the building circuitry has been energized, apply electrical energy to demonstrate capability and compliance with project requirements. Where possible, correct malfunctioning units at the site, then retest to demonstrate compliance; otherwise, remove and replace with new units, and proceed with retesting.
- B. At the time of Substantial Completion, replace lamps in lighting fixtures which are observed to be noticeably dimmed after Contractor's use and testing, as judged by the Architect/Engineer. Furnish stock or replacement lamps amounting to 15% (but not less than one (1) lamp in each case) of each type and size used in each type of fixture. Deliver the replacement stock as directed to the Owner's storage area.
 - 1. Refer to Division 1 sections for the replacement/restoration of lamps in lighting fixtures, where used for temporary lighting prior to the time of Substantial Completion.
- C. Replace defective and burned-out lamps for a period of one (1) year following the time of Substantial Completion.

3.5 GROUNDING

- A. Provide tight equipment grounding connections for each lighting fixture installation, in accordance with fixture manufacturer's recommendations and the NEC's requirements.

END OF SECTION

SECTION 23 06 00**AIR DISTRIBUTION & ACCESSORIES – HVAC****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.
- D. This Contractor shall coordinate with the work of Division 26 and the Fire Alarm System vendor for locations and mounting of all duct smoke detectors. These devices are shown on the Mechanical Drawings for reference only to show the intent of the work. All locations shall be determined based on approved shop drawings from the Fire Alarm System vendor and the Contractor for the work of Division 26, Electrical. Mount smoke detectors in the supply and return air stream at each unit in accordance with NFPA 72.

1.2 DESCRIPTION OF WORK

- A. This Section includes labor, material, equipment and supervision to provide a complete air distribution system as specified herein and as shown on drawings.
 - 1. Ductwork – Single Wall, Square and Rectangular
 - 2. Ductwork - Single Wall, Spiral Round
 - 3. Flexible Connections
 - 4. Dampers
 - 5. Air Diffusers, Registers and Grilles
 - 6. Prefabricated Roof Curbs and Equipment Supports
 - 7. Fabric Air Dispersion Ductwork

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Requirements established within the portions of the Project Manual titled Division 1, General Requirements, are collectively applicable to the work of this section.
- C. IMC (International Mechanical Code).

- D. SMACNA (Sheet Metal and Air Conditioning Contractors National Association, Inc.)
- E. American Society of Heating, Refrigerating and Air Conditioning Engineers' recommendations in ASHRAE Guide shall apply to this work.
- F. ARI Standard 885 - Standard for Estimating Occupied Sound Levels in the Applications of Air Terminals and Air Outlets.
- G. UL (Underwriter's Laboratories, Inc.)
- H. NFPA 90A shall apply to this work.
- I. State Fire Prevention Regulations.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.

1.5 SUBMITTALS

- A. Submit shop drawings and product data in accordance with Section 230200.
- B. Submit the following:
 - 1. Shop drawings of all sheet metal. Indicate all steel, piping, conduit, and Architectural/Structural features to demonstrate complete coordination. Scale shall not be less than 1/4".
 - a. Shop drawings shall indicate the sizes and lengths of each section of ductwork as well as all system components such as coils, access doors, dampers, diffusers and register locations. Also indicate the type of joints used and where internal acoustic lining or insulation, if required, will be utilized.
 - b. The location of the duct runs and the air outlets shall be closely coordinated with all other trades by the sheet metal contractor to avoid interference. The shop drawings shall show the contact surfaces adjacent to the ducts or air outlets and the space assigned for concealment. The drawings shall indicate principal items of equipment, adjacent piping and conduit, etc., the location of which shall be secured from the contractors of other trades.
 - c. Sheet Metal Contractor to include resubmissions of the shop drawings to the Engineer. The resubmissions are to include all corrections to previous submissions.
 - 2. Manufacturer's literature and performance data of all equipment and devices.
 - 3. Samples: Furnish color samples, etc., at request of the Architect.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall

include, but shall not be limited to space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, they shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements.

PART 2 – PRODUCTS

2.1 DUCTWORK (SINGLE WALL, SQUARE AND RECTANGULAR)

- A. All ductwork shall be fabricated in accordance with SMACNA "HVAC Duct Construction Standards - Metal and Flexible" latest Edition except as described below. The minimum thickness of metal ductwork is 26 gauge. Fabrication requirements shall be based on ductwork subjected to positive or negative pressures of 3" W.G. Ductwork systems shall be sealed to SMACNA "Seal Class "B" Standards. Alternatively, "Ductmate" System 45 can be used in accordance with manufacturer's specifications. Drive slip joints are not permitted.

Exception: For ductwork smaller than 12" x 8", Contractor may provide slip and drive joints with all joints sealed with Hardcast tape and mastic system.

- B. Rectangular ducts for 3" W.G. or less, positive or negative pressure shall be per SMACNA Table 1-6. Longitudinal seams shall be Pittsburgh Lock Type L-1 per SMACNA Figure 1-5. Transverse joints shall be standing seam type T -15 per Figure 1-4.

- 1. In the event that material size is not compatible with duct size and segmenting must be utilized to fabricate duct, use SMACNA Figure 1-5, seam L-4 (Standing Seam).

- C. Joints:

- 1. Per SMACNA Transverse Joint Reinforcement Table 1-12, only joints T -22, T -25a, T -25b and Proprietary slip on flanges will be acceptable.
 - 2. Joints T -25a and T -25b that have stress fractures from bending will not be accepted.
 - 3. All joints will have butyl gasket 3/16" thick by 5/8" wide installed per manufacturers installation instructions.

- D. Ductwork systems for this standard shall be galvanized sheet steel, commercial quality of lock - forming grade, conforming to ASTM coating standards A-525 or A-527 with coating of designation G-60.

- 1. Where the outer surface of the duct is exposed in finished spaces and is not scheduled for insulation, duct material shall be galvanized, suitable for field painting by the General Contractor.

- E. The size and configuration of each duct shall be indicated on design drawings. Where thicker sheets or different types of materials are required, they shall be specified on the design drawings or in the project specifications.

2.2 DUCTWORK (SINGLE WALL, SPIRAL ROUND)

- A. Design Pressure: 3"
- B. Leakage: All ductwork shall meet SMACNA Class "A" leak standards.
- C. Fabrication:
 - 1. Gauges, reinforcing angles, seams, joints, fabrication methods, installation methods and practices, duct reinforcement, and devices installed in duct system, fittings, etc., shall conform to the latest editions of SMACNA standards for construction in accordance with requirements indicated in these specifications.
 - 2. Minimum metal gauges shall be 26 gauge (.019). Follow SMACNA Table 3-2A for Positive pressure and Table 3-2B for Negative pressure.
 - 3. Where the outer surface of the duct is exposed in finished spaces and is not scheduled for insulation, duct material shall be galvanized, suitable for field painting by the General Contractor.
- D. Joints:
 - 1. Duct up to 36" diameter - Male/Female beaded slip joint similar to SMACNA Figure 3-2, joint RT-1 or RT-5, as long as it meets the criteria for the system design pressure. Fittings shall be undersized to fit into spiral duct. All joints shall be secured with a minimum of 4 screws on each duct section (equally spaced). Seal joint with an approved sealant compound, continuously applied prior to assembly of joint and after fastening, making certain that the majority of the sealant resides on the interior of the joint.
 - 2. In lieu of beaded slip connections or Vanstone angle ring connections (the above-mentioned joints), there are proprietary connections that may be used, as long as they meet the pressure criteria set forth in this specification.

2.3 FLEXIBLE CONNECTIONS

- A. Required between ductwork and suction and discharge connection of all air handlers, inline fans, and where shown on drawings.
- B. Material: Woven fiberglass with mounting hardware tested in accordance with UL Standard 181, listed and labeled as Class 0 or 1.
- C. Manufacturer: Ventfabrics, Inc., Durodyne, Dynair, Ductmate Pro Flex.

2.4 DAMPERS

- A. Provide where indicated and required to control flow of air and balance system.

- B. Round dampers shall be single blade, molded synthetic bearings at each end, 20 gauge galvanized steel, adjusting quadrant and locking device. Round dampers shall be Ruskin Model MDRS25.
- C. Rectangular and square dampers shall be opposed blade within 16 gauge galvanized steel channel frame with corner brace, 16 gauge galvanized steel blades; molded synthetic bearings and hex steel shafts, exposed or concealed linkage, adjustable quadrant and locking device. Damper 10" and below shall be single-blade. Dampers shall be Ruskin Model MD35.
- D. Approved Manufacturers: Ruskin, Arrow, Nailor-Hart, Pottorff, Lloyd Industries, Inc., Cesco Products, Louvers & Dampers, United Enertech.

2.5 AIR DIFFUSERS, REGISTERS AND GRILLES

- A. Air diffusing terminals shall be provided in duct runs on drawings. The diffusers shall properly and uniformly distribute the design air quantity with no objectionable drafts, while maintaining not more than 50 F. P. M. velocity in the occupied portion of the space.
- B. Registers & Grilles:
 - 1. Grilles shall be steel construction, fixed single deflection type, with clips and/or flange holes and screws (as required by Architectural finishes) to secure registers to ceiling construction. Face bars shall be inclined 30 degrees. Grilles shall be factory primed and painted with a baked-on white enamel finish.
 - 2. Aluminum Heavy-Duty Gym Return Grille
 - a. Description
 - (1) Furnish and install aluminum heavy-duty gym grilles of sizes designated by the plans.
 - b. Construction
 - (1) The grille blades and border shall be aluminum construction. The heavy-duty extruded aluminum blades shall be held by mandrel tubes with spacing no greater than 12 inches on center.
 - (2) The 14-gauge steel border shall have smooth contours.
 - (3) Grilles shall be fixed louver type, and shall have thirty (30) degree deflection, 1/2-inch on center blade spacing.
 - (4) The grille blade orientation shall be front blades parallel to short dimension.
 - (5) The grille shall be suitable for surface mounting with 1-1/4 inch flat border.
 - c. Paint Specifications
 - (1) Paint finish shall be:

- (a) All components shall have a baked-on powder coat finish and shall have a hardness of 2H.

d. Fastening

- (1) The grille shall be supplied with the following fastening method:

- (a) Countersunk screw holes complete with screws.

C. Manufacturers: Provide diffusers, registers and grilles of one of the following:

Krueger	Titus
Price	Tuttle & Bailey

2.6 PREFABRICATED EQUIPMENT SUPPORTS

A. Factory fabricated by the manufacturer of the respective roof-mounted equipment when available and capable of meeting the following requirements:

- 1. Thermally and acoustically insulated, rubber isolating pads.
- 2. Built to suit slope of roof and type of roofing; i.e. standing metal seam with integral cant strip and flashing extension.
- 3. 8" to 11" height unless otherwise indicated.
- 4. Support rails shall be aluminum, or sheet steel, with continuous wood nailer and removable counterflashing.

B. Manufacturers: Pate, Shipman, Custom Curb, Portals Plus, Lloyd Industries, Inc., PHP Systems/Design.

2.7 FABRIC AIR DISPERSION DUCTWORK

A. Product shall be constructed of a coated woven fire-retardant fabric complying with the following physical characteristics:

- 1. Type: V-Verona
- 2. Configuration: Standard: round
- 3. Fabric Construction: Plain polyester weave.
- 4. Coating: Porous
- 5. Weight: 5.2 oz. per square yard.
- 6. Permeability: 2 cfm per square foot @ 0.5" WC.
- 7. Color: Standard color as selected by the Architect

8. Warranty: 5 years on products for the fabric system.
9. Temperature Range: 0 degrees F to 180 degrees F
10. Fire Retardancy: Classified by Underwriters Laboratories in accordance with the 25/50 flame spread/smoke developed requirements of NFPA 90-A.

B. Systems Fabrication Requirements:

1. Air dispersion accomplished by round vent, and consist of open orifices rather than a mesh style vent to reduce maintenance requirements (common to mesh style).
2. Size of and location of vents shall be specified and approved by manufacturer.
3. Inlet connection to metal duct via fabric draw band with anchor patches supplied by manufacturer. Anchor patches shall be secured to metal duct via. zip screw fastener - supplied by contractor.
4. Inlet connection includes zipper for easy removal / maintenance.
5. Lengths to include required zippers as specified by manufacturer.
6. System to include Adjustable Flow Devices to balance turbulence, airflow and distribution as needed. Flow restriction device shall include ability to adjust the airflow resistance from 0.06 - 0.60 in w.g. static pressure.
7. End cap includes zipper for easy maintenance.
8. Fabric system shall include connectors to accommodate suspension system listed below.
9. Any deviation from a straight run shall be made using a gored elbow or an efficiency tee. Normal 90-degree elbows are 5 gores and the radius of the elbow is 1.5 times the diameter of the DuctSox.

C. Design Parameters:

1. Fabric air diffusers shall be designed from 0.25" water gage minimum to 3.1" maximum, with 0.5" as the standard.
2. Fabric air diffusers shall be limited to design temperatures between 0 degrees F and 180 degrees F.
3. Design CFM, static pressure and diffuser length shall be designed and approved by the manufacturer.
4. Do not use fabric diffusers in concealed locations.
5. Use fabric diffusers only for positive pressure air distribution components of the mechanical ventilation system.

D. Suspension Hardware:

1. Internal Hoop System: Provide a factory fabricated retention system consisting of an internal 360° hoop system spaced on maximum 5' centers. Each hoop shall be fabricated of lightweight aluminum ring and tubing with negligible effect on airflow static resistance. The rings located at the inlet and end of run shall include tensioning anchor clips to secure the fabric to the hoop system. Sizes shall include 8" to 36" diameter in 2" increments. The system shall be installed with a one row suspension system located 1.5" above top dead center of the fabric duct system. System attachment shall be either cables or u-track using gliders spaced 12" on center.

E. Manufacturer: Duct Sox by Fabric Air Dispersion Products, Fabric Air Inc., or KE Fibertec.

PART 3 – EXECUTION

3.1 DUCTWORK

- A. Dimensions on drawings are inside dimensions. Sheet metal dimensions shall be increased to suit thickness of acoustic duct lining, if applicable. Ductwork that is lined with acoustic lining is insulated.
- B. Ducts shall be concealed unless otherwise indicated.
- C. Changes in direction shall be made with radius bends or turning vanes.
- D. Supports shall be galvanized steel for steel ductwork.
- E. Locate ceiling air diffusers, registers, and grilles on "Reflected Ceiling Plans". Unless otherwise indicated, locate units in center of acoustical ceiling modules.
- F. Do not install ductwork directly above any electrical equipment.
- G. Ductwork shall be supported per SMACNA Standards except as follows:
 1. Rivet or screw to side of duct when using flat strap hangers. Rivet or screw to bottom of duct when using trapeze hangers.
 2. Extend hangers down the side of the duct at least 9"; pass hangers under ducts less than 9" deep.
 3. Space hangers not more than 8' on centers for ducts up to 18" wide and 4' on centers for ducts over 18" wide.
 4. Wire or cable hangers are not acceptable.
 5. Support ductwork from building structure with expansion bolts, rods, steel angles or channels installed to meet existing or new building conditions.
 6. Drilling into the roof deck is not permitted.
 7. Driving nails into anchors is not permitted.
- H. Air Flow Control:

1. Major take-offs: Install volume control dampers.
 2. Branches: Install volume control dampers in all branches and at tap in branch take-off connections.
 3. Elbows: Use unvaned elbows with throat radius equal to width of duct and full heel radius; provide turning vanes where full throat and heel radius are not possible.
 4. Transitions: Make transitions in ducts as required by structural or architectural interferences.
 - a. Proportion airways to compensate for any obstructions within duct.
 - b. Avoid dead ends and abrupt angles.
 - c. Do not exceed 15 degrees slope on sides of transitions.
- I. For all exterior single wall, square or rectangular ductwork, ensure that the top of all horizontal ductwork is crowned to minimize accumulation of weather on top of the finished insulation system jacket specified in Section 230230.
- J. Ductwork on the roof shall be supported by an engineered, prefabricated hanger system specifically designed for installation on the roof without roof penetrations, flashing or damage to the roofing material. The system shall consist of bases made of high density polypropylene plastic with additives for UV protection, hot dipped galvanized structural steel frames, hangers, fasteners, rods, etc. The system shall be completed and designed to fit the ductwork installed under actual conditions of service. The system shall be furnished as manufactured by PHP Systems & Design or Anvil International Haydon H-Block. (Designer Choice)
- 3.2 DUCT SYSTEM LEAK SEALING
- A. Joints in duct systems shall be sealed to prevent air leakage.
- B. All duct joints and seams in medium pressure and high-pressure duct systems shall be sealed to SMACNA Seal Class" A" Standards to prevent air leakage.
- C. In the event there is in excess of 5% air leakage indicated in low pressure duct systems, it shall be the Contractors responsibility to seal the duct system. The amount of sealing necessary shall be that required to obtain the design air quantity at each terminal.
- D. Duct sealing shall be by means of high velocity duct sealants such as Hardcast and/or Neoprene gaskets. Type of sealant and method of application shall conform to recommendations in SMACNA high velocity duct construction standards.
- 3.3 DUCTWORK TESTING
- A. The following duct systems shall be pressure leak tested:
1. Supply ductwork
 2. Return ductwork

- B. Pressure leak test the following:
 - 1. 50% of all ducts
 - 2. 100% of all major equipment (RTUs)
 - 3. 25% of all equipment (UVs)
- C. All tests shall be conducted in accordance with AABC National Standards.
- D. Ducts to be tested at 100% maximum of static pressure before any duct is insulated externally and concealed in accordance with SMACNA Standards.
- E. Calculate the allowable leakage using leakage factor of 5% of Design Air Flow.
- F. Select a limited section of duct for which the estimated leakage will not exceed capacity of the test apparatus.
- G. Connect the blower and flow meter to the duct section and provide temporary seals at all openings of the ductwork.
- H. Start the blower motor with the inlet damper closed. Increase pressure until the required level is reached.
- I. Read the flow meter and compare the leakage in cfm. Reading should be 5% or less of design flow for the duct segment being tested.
- J. If reading is more than 5% of design flow, depressurize duct, repair all leaks and retest until 5% or less of design flow is obtained.
- K. Complete test reports and obtain Owner's witness signature.
- L. Remove all temporary blanks and seals.
- M. Warning: Do not overpressure duct.

3.4 EQUIPMENT

- A. Test apparatus shall consist of an airflow measuring device, flow producing unit, pressure indicating devices and accessories necessary to connect the metering system to the test specimen.
- B. The Contractor conducting tests shall arrange for or provide all temporary services, all test apparatus, all temporary seals and all qualified personnel necessary to conduct the specified testing.
- C. Test apparatus shall be accurate within plus or minus 7.5% at the indicated flow rate and test pressure and shall have calibration data or a certificate signifying manufacture of the meter in conformance with the ASME Requirements for Fluid Meters. Verification of above, to be supplied to Owner upon request.

- D. Pressure differential sensing instruments shall be readable to 0.05" scale division for flow rates below 10 cfm or below 0.5" w.g. differential. For flows greater than 10 cfm scale divisions of 0.1" are appropriate. U-tube manometers should not be used for reading less than 1" of water.
- E. Liquid for manometers shall have a specific gravity of 1 (as water) unless the scale is calibrated to read in inches of water contingent on use of a liquid of another specific gravity, in which case the associated gauge fluid must be used.
- F. Instruments must be adjusted to zero reading before pressure is applied.

3.5 TEST REPORT

- A. Log the project and system identification data.
- B. Enter the fan CFM, the test pressure, and the leakage class specified by the designer.
- C. Enter an identification for each duct segment to be tested.
- D. Calculate the allowable leakage factor. Enter this number on the report for each test segment.
- E. Conduct and record the field tests. If the sum of the CFM measured is less than or equal to the sum of the allowable leakage, the test is passed. Record the date(s), presence of witnesses and flow meter characteristics.
- F. Maintain a mechanical duct plan of all tested duct segments. Plan to include duct segment identification and dates tested.
- G. Test reports shall be submitted as required by the project documents.

END OF SECTION

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SECTION 23 07 30**TERMINAL HEATING AND COOLING EQUIPMENT****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section includes work necessary and/or required and materials and equipment for construction of a complete system. Such work includes, but is not limited to the following:
 - 1. Unit Ventilators (Heating & Cooling)

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Media type air filters shall comply with U.L. Standard 900.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.

1.5 SUBMITTALS

- A. Submit shop drawings in accordance with Section 230200.
- B. Submit shop drawings and descriptive data for all equipment specified in this section.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items provided by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements. In addition, the following special guarantee applies:

1. Each compressor unit shall be provided with manufacturer's five (5) year warranty.

PART 2 – PRODUCTS

2.1 UNIT VENTILATORS (HEATING & COOLING)

A. General

1. The vertical unit ventilator is a floor-mounted exposed unit. Units shall be tested and certified with AHRI 840. The units shall comply with NFPA 90A and listed by a NRTL (Nationally Recognized Testing Laboratory) to U.S. and Canadian safety standards and will carry the listing mark of the NRTL.

B. Equipment Construction

1. Exterior cabinetry will be constructed of heavy-gauge metal for strength and durability. All exposed edges will be rounded to safeguard against injury. All interior sheet metal will be of galvanized steel to restrain against deterioration.
2. The front plane of the unit will consist of a three-panel design, removable through allen head wrench. The control compartment will be accessible without removing the entire front panel.
3. All draw-thru equipment will require a mesh screen to catch foreign items that could be launched from a blowing fan wheel. Blow-thru equipment has protection inherent to the design.
4. Access for inspection and cleaning of the unit drain pan, coils, and fan section will be provided.
5. Piping and control end pockets will be a minimum of 12" wide to facilitate piping, auxiliary drain pan, and service access. If standard end pocket is less than 12" wide, an extended cabinet will be required.
6. Final finish will be cleaned, phosphatized and painted with an electrostatic powder spray system, with a minimum thickness of 1.5 mil to avoid visible runs and resist abrasion.

C. Outdoor Air/Return Air Damper

1. Each unit ventilator shall contain a single blade, linkage free damper construction.

D. Preheat

1. The heating coil will be in the preheat location.

E. Refrigerant Coils

1. Direct expansion coils shall contain copper tubes mechanically expanded into evenly spaced aluminum fins. All coils are to be proof and leak tested before leaving the manufacturer. The coils shall be proof-tested to 715 psig and leak-tested to 650 psig air pressure under water or equivalent tracer gas leak test. In addition, the tubes are to be completely evacuated of air to check for leaks in the vacuum.

The refrigerant coil distributor assemblies shall be Venturi or orifice style with round copper distributor tubes. Distributors shall be sized consistently with capacity of coil. Suction headers shall be fabricated from round copper pipe.

A thermostatic expansion valve (TXV) shall be factory installed for a wide-range of control to maintain optimum control of superheat.

F. Electric Heat Coil

1. Units shall have an electric heating element design inserted in an extended surface fin-tube bundle. Units with electric heat shall include (as standard) a high temperature cut out with a continuous sensing element. A contactor shall also be included to ensure positive disconnect of electrical power whenever the fan motor power is interrupted. All electric heat units shall have a power wiring console to facilitate field wiring of the unit.

G. Electronically Commutated Motors (ECM)

1. All motors are brushless DC (BLDC) electronically commutated motors (ECM) factory programmed and run tested in assembled units. The motor controller is mounted in a control box with a built-in integrated user interface and LED tachometer. Motors can be operated at three speeds or at variable speed with factory supplied or field supplied controllers. All motors have integral overload protection with a maximum ambient operating temperature of 104.0F and use permanently sealed ball bearings. Motors can operate at plus or minus 10 percent of rated voltage on all speed settings.

H. Customer Supplied Terminal Interface (CSTI)

1. The customer supplied terminal interface (CSTI) is a pre-wired control offering of selected control components. This option is intended to be used with a field supplied low voltage thermostat or controller and field supplied temperature sensors. The control box contains a relay board which includes a line voltage to 24-volt transformer. Selected components are wired to a low voltage terminal block and are run tested, so only a power connection and thermostat/controller connection is needed to commission the unit.

I. Unit Fans

1. The fans will contain a double width/double inlet forward curved centrifugal design. The wheels will be galvanized metal to resist corrosion. The dynamically balanced fan and motor will be of direct drive style.

J. Auxiliary Drain Pan

1. An auxiliary drain pan to be factory-installed under the main/cooling piping package inside the end pocket for condensate collection and disposal.

K. Filter

1. Each unit ventilator to contain factory-installed MERV 13 throw-away filters.

L. Wall Boxes with Vertical Louvers

1. Wall boxes to be constructed of extremely heavy gauge material. Internal parts will be interlocked in addition to being held securely in place by the frame-within-a-frame design. Wall boxes to contain a ½" square mesh galvanized screen on the inside of the louver.

M. Manufacturers: Airedale, Carrier, Magic Air, Daikin McQuay, Trane.

1. Any listed equivalent manufacturer and the Mechanical Contractor shall be completely responsible to comply with all requirements on the contract documents. This shall include, but not be limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Examine areas and conditions under which equipment is to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in manner acceptable to Installer.
- B. Install in accordance with manufacturer's recommendations. Unit and all component sections shall be properly supported and vibration isolated.
- C. When unit has been used during the construction period, the following shall be done prior to balancing and adjusting of system:
 1. Throwaway type filters shall be replaced with new. The Mechanical Contractor is responsible to provide and install new throwaway filters upon project's substantial completion. The Mechanical Contractor shall notify Owner's maintenance personnel prior to installation.

3.2 INSTALLATION

- A. Verify that coils, filters, motors, drives and other components are matched with the proper unit.
- B. Assemble unit components following manufacturer's instructions for handling, testing and operating. Repair damaged galvanized areas, and paint in accordance with manufacturer's written recommendations.
- C. Vacuum clean interior of units prior to operation.
- D. Repair air leaks from or into casing that can be heard or felt during normal operation.
- E. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.
- F. The Mechanical Contractor shall own as a part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The Mechanical Contractor shall coordinate with Balancing Contractor and equipment manufacturer for drive selection, including belts and pulleys.

END OF SECTION

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SECTION 23 07 32**TERMINAL HEAT PUMPS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section includes work necessary and/or required and materials and equipment for construction of a complete system. Such work includes, but is not limited to the following:
 - 1. Rooftop Heat Pump

1.3 REFERENCE STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. Media type air filters shall comply with U.L. Standard 900.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this section.

1.5 SUBMITTALS

- A. Submit shop drawings in accordance with Section 230200.
- B. Submit shop drawings and descriptive data for all equipment specified in this section.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, General Requirements. In addition, the following special guarantee applies:

1. Each compressor unit shall be provided with manufacturer's five (5) year warranty.

PART 2 – PRODUCTS

2.1 ROOFTOP HEAT PUMP

- A. Unit shall be factory assembled, piped, internally wired and fully charged with R-410A refrigerant. Unit shall be factory run-tested to check cooling and heating operation, defrost initiation and termination fan and blower rotation and control sequence. Unit shall be designed to operate at ambient temperatures between 115 degrees F and 0 degrees F on cooling mode and 70 degrees F and -20 degrees F on heating mode. Cooling and heating capacities are rated in accordance with ARI standards.
- B. Unit Casing:
1. Panels are of 20-gauge steel, cleaned, phosphatized and coated with resin primer and baked enamel finish.
 2. Access doors provide access to unit controls, filters, indoor coils, supply air fans and economizer supply/return air dampers. Inside air section is completely insulated with fireproof, permanent, odorless, glass fiber material. All removable panels and access doors have neoprene gaskets to prevent leakage. The unit base pan insulated with polyurethane foam insulation.
 3. Knockouts are provided for utility and control connections. Drain connections to accommodate indoor coil water runoff.
 4. Heavy duty coil guards on condenser coil and fan discharge.
- C. Compressor: Direct drive, hermetic, scroll type with centrifugal type oil pumps. Compressors are equipped with over temperature, over current and high-pressure controls. 5-year compressor parts and labor warranty.
- D. Refrigerant Circuit: Unit shall have expansion devices to provide proper refrigerant flow control in both heating and cooling. Heavy duty, high-capacity solenoid type reversing (four-way) valve provide automatic refrigerant cycle changeover.
- E. Indoor Coil: Indoor coils are 5/16" OD seamless copper tubing mechanically bonded to aluminum fins and are factory pressure and leak tested at 650 PSIG.
- F. Indoor Fan: Variable speed direct drive motor. All motors shall be thermally protected.
- G. Filters: 2" throwaway, MERV 13.
- H. Roof Mounting Curb: Curb shall be provided by manufacturer, constructed of 16-gauge zinc clad steel.

- I. Electric Supplemental Heaters: Slide-in heater module mounted in unit discharge air passage. Elements are constructed of heavy-duty nickel chromium internally delta connected on three-phase.
- J. Accessories: Phase monitor, economizer, roof curb, powered exhaust and programmable zone temperature sensor.
- K. Manufacturers: Carrier, Daikin McQuay, Trane, York/Johnson Controls.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Examine areas and conditions under which equipment is to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in manner acceptable to Installer.
- B. Install in accordance with manufacturer's recommendations. Unit and all component sections shall be properly supported and vibration isolated.
- C. When unit has been used during the construction period, the following shall be done prior to balancing and adjusting of system:
 - 1. Throwaway type filters shall be replaced with new. The Mechanical Contractor is responsible to provide and install new throwaway filters upon project's substantial completion. The Mechanical Contractor shall notify Owner's maintenance personnel prior to installation.

3.2 INSTALLATION

- A. Verify that coils, filters, motors, drives and other components are matched with the proper unit.
- B. Assemble unit components following manufacturer's instructions for handling, testing and operating. Repair damaged galvanized areas, and paint in accordance with manufacturer's written recommendations.
- C. Vacuum clean interior of units prior to operation.
- D. Repair air leaks from or into casing that can be heard or felt during normal operation.
- E. Install rooftop units in accordance with manufacturer's installation instructions. Install units plumb and level, firmly anchored in locations indicated, and maintain manufacturer's recommended clearances.
- F. Support: Install and secure roof curb to roof structure, in accordance with National Roofing Contractor's Association (NRCA) installation recommendations and shop drawings. Install and secure rooftop units on curbs and coordinate roof penetrations and flashing.
- G. Perform field mechanical balancing in accordance with Section 230950: TESTING AND BALANCING OF MECHANICAL SYSTEMS.
- H. The Mechanical Contractor shall own as a part of his work, the following:

Provide one (1) additional drive set, if necessary, to obtain final design balancing requirements. The

Mechanical Contractor shall coordinate with Balancing Firm and equipment manufacturer for drive selection, including belts and pulleys.

END OF SECTION

SECTION 23 08 61**AIR PURIFICATION SYSTEM****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the contract, including the conditions of the contract (General, Supplementary and other Conditions, if any) and Division 1 as appropriate, apply to the work specified in this section.
- B. Refer to Section 230200 for HVAC General Provisions.
- C. Refer to Section 230210 for HVAC Basic Materials & Methods.

1.2 DESCRIPTION OF WORK

- A. This Section describes the design, performance and installation of an air purification system intended for use as part of another manufacturer's air handling unit as shown on the plans, details and equipment schedules.
- B. This Section includes work necessary and/or required and materials and equipment for construction of a complete system.

1.3 REFERENCED STANDARDS

- A. Refer to Section 230200 for a general description of requirements applying to this section.
- B. The following codes and standards are referenced through out. The edition to be used is that currently enforced by the authority having jurisdiction (AHJ) or in absence of such direction that referenced by the current enforceable IBC code or as indicated by the contract documents, except where specifically referenced by this section of the specifications.
 - 1. ASHRAE Standards 62 & 52
 - 2. National Electric Code NFPA 70
 - 3. UL 867-2016 including ozone chamber test
 - 4. UL 2998 Environment – No Ozone Certification
 - 5. The cold plasma equipment and power supply shall be UL listed.
 - 6. The technology shall have been tested to DO-160 by an independent lab and successfully passed all requirements for shock, vibration, EMF and line noise. Manufacturers not tested to DO-160 shall not be acceptable. DO-160 is normally used to test devices in aviation applications, but this standard is applicable to confirm EMF and line noise in HVAC applications.

1.4 QUALITY ASSURANCE

- A. Refer to Section 230210 for a general description of requirements applying to this Section.
- B. Basis of design is Global Plasma Solutions. The Air Purification System shall be a product of an established manufacturer within the USA. Direct Current (DC) Ion modules manufactured outside the USA and assembled in the USA on mounting plates or formed channels shall not be acceptable.
- C. A qualified representative from the manufacturer shall be available to inspect the installation of the air purification system to ensure installation in accordance with manufacturer's recommendation.
- D. Technologies that do not address gas disassociation such as UV Lights, Powered Particulate Filters and/or polarized media filters shall not be considered. Uni-polar ion generators shall not be acceptable. "Plasma" particulate filters shall not be acceptable. Any system containing titanium dioxide (TiO₂), which has been listed by the CDC as a known carcinogen, shall not be acceptable.
- E. Projects designed using ASHRAE Standard 62, IAQ Procedure shall require the manufacturer to provide Indoor Air Quality calculations using the formulas within ASHRAE Standard 62.1-2007 to validate acceptable indoor air quality at the quantity of outside air scheduled with the technology submitted. The manufacturer shall provide independent test data on a previous installation performed within the last two years and in a similar application, that proves compliance to ASHRAE 62 and the accuracy of the calculations. The data shall be based on the manufacturer's use of the same make and model number as the equipment submitted on this project.
- F. The Air Purification Technology shall have been tested by UL to prove conformance to UL 867-2016 including the ozone chamber testing and peak ozone test for electronic devices. Manufacturers that achieved UL 867 prior to December 21, 2007 and have not been tested in accordance with the newest UL 867 standard with the ozone amendment shall not be acceptable. All manufacturers requesting prior approval shall submit their independent UL 867 test data with ozone results to the engineer for preliminary review and during the submittal process. All manufacturers shall submit a copy with their quotation. Contractors shall not accept any proposal without the proper ozone testing documentation.
- G. The maximum allowable ozone concentration per the UL 867-2016 chamber test shall be 0.001 PPM. The maximum peak ozone concentration per the UL 867-2016 peak test as measured 2 inches away from the electronic air cleaner's output shall be no more than 0.001 PPM. Manufacturers with ozone output exceeding these ozone values shall not be acceptable.
- H. All manufacturers shall have their product tested to UL 2998 Environmental Standard for confirmation of no ozone with certificate available. The final report shall indicate the ozone levels and high voltage output the device's electrode(s) were operating during the test. Reports that do not include high voltage output during the UL 2998 testing shall not be acceptable.

1.5 SUBMITTALS

- A. Submit shop drawings in accordance with Section 230200.

B. Product Data: Submit manufacturer's technical product data for ion generators including:

1. Schedule of plasma generators indicating unit designation, number of each type required for each unit/application.
2. Data sheet for each type of plasma generator, and accessory furnished; indicating construction, sizes, and mounting details.
3. Performance data for each type of plasma device furnished.
4. Indoor Air Quality calculations using the formulas within ASHRAE Standard 62.1-2007 to validate acceptable indoor air quality at the quantity of outside air Scheduled (when projects are designed with outside air reduction).
5. Product drawings detailing all physical, electrical and control requirements.
6. Copy of UL 867 independent ozone test.
7. Copy of UL 2998 conformance certificate.
8. Statement on the manufacturer's letterhead stating that the technology contains no titanium dioxide (TiO₂).
9. Job-specific, factory wiring diagrams and instructions for field installation of all components.

1.6 SUBSTITUTIONS

- A. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but not limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items provided by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, this Contractor shall be responsible for any and all additional costs associated with the changes required by other trades.

1.7 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Divisions 1, General Requirements.

PART 2 – PRODUCTS

2.1 AIR PURIFICATION SYSTEM

- A. GENERAL: The air purification system(s) shall be of the size, type, arrangement and capacity indicated and required by the unit furnished and shall be of the manufacturer specified.
- B. Each air handling unit, so designated on the drawings, details, equipment schedules and/or specifications shall contain a Plasma Generator with Bi-polar Ionization output as described herein.

- C. The Bi-polar Ionization system shall be capable of:
1. Effectively killing microorganisms downstream of the bi-polar ionization equipment (mold, bacteria, virus, etc.).
 2. Controlling gas phase contaminants generated from human occupants, building structure, furnishings and outside air contaminants.
 3. Capable of reducing static space charges.
 4. Effectively reducing space particle counts.
 5. All manufacturers shall provide documentation by an independent NELEC accredited laboratory that proves the product has minimum kill rates for the following pathogens given the allotted time and in a space condition:
 - a. MRSA - >96% in 30 minutes or less
 - b. E.coli - > 99% in 15 minutes or less
 - c. TB - > 69% in 60 minutes or less
 - d. C. diff - >86% in 30 minutes or less
 - e. Noro Virus -> 93.5% in 30 minutes or less
 - f. Legionella -> 99.7% in 30 minutes or less

Manufacturers not providing the equivalent space kill rates shall not be acceptable. All manufactures requesting prior approval shall provide to the engineer independent test data from a NELAC accredited independent lab confirming kill rates and time meeting the minimum requirements stated. Products tested only on Petri dishes to prove kill rates shall not be acceptable. Products being sold under different trade names than those tested shall not be acceptable.

6. Capable of modular field assembly in 6-inch sections.
- D. The bi-polar ionization system shall operate in a manner such that equal amounts of positive and negative ions are produced. Uni-polar ion devices shall not be acceptable. Ionizers with positive and negative output (DC type) shall not be acceptable. All ionizers provided shall be AC type ionizers with one electrode pulsing between positive and negative.
1. Air exchange rates may vary through the full operating range of a constant volume or VAV system. The quantity of air exchange shall not be increased due to requirements of the air purification system.
 2. Velocity Profile: The air purification device shall not have maximum velocity profile.
- E. Humidity: Plasma Generators shall not require preheat protection when the relative humidity of the entering air exceeds 85%. Relative humidity from 0 - 100%, condensing, shall not cause damage, deterioration or dangerous conditions within the air purification system. Air purification

system shall be capable of wash down duty.

F. Equipment Requirements:

1. Electrode Specifications (Bi-polar Ionization):

- a. Each alternating current (AC) Ionization Bar with Bi-polar Ionization output shall include a minimum of eighteen carbon fiber cluster ion needles per foot of coil face width shall be provided. The entire cooling coil width shall have equal distribution of ionization across the face. Systems without ion needles at least 0.50" apart shall not be acceptable. The plasma electrode shall require no more than 1.0" in the direction of airflow for mounting. All hardware required for mounting shall be provided by the air purification manufacturer except self-tapping screws for the power supply. Bi-polar ionization tubes manufactured of glass and steel mesh shall not be acceptable due to replacement requirements, maintenance, and performance output reduction over time, ozone production and corrosion.
- b. Electrodes shall be provided in 6-inch increments, epoxy filled for an IP55 rating and utilizing brass connection hardware that is recessed into the connection joint once fully engaged and assembled.
- c. Electrodes shall be energized when the main unit disconnect is turned on.
- d. The ionization output shall be a minimum of 60 million ions/cc per inch of cooling coil width as measured 1 inch from the cold plasma needles.
- e. Ionization bars shall be provided with magnet mounting kits to prevent penetration into cooling coils.
- f. Ionization bars shall be constructed of UL 94VO and UL746C composite material.

G. Air Handler Mounted Units: Where so indicated on the plans and/or schedules. Mount the Plasma Generator and wire it to the remote mount power supply using the cables provided by the air purification manufacturer. A 24VAC, 115VAC or 208-230VAC circuit shall be provided to the plasma generator power supply panel. No more than 15 watts shall be required per power supply. Each power supply shall be capable of powering up to 6 ionization bars or a total of 100 linear feet of bar. Each plasma generator shall be designed with powder coated metal casing, liquid tight flexible conduit and a high voltage quick connector.

H. Plasma Requirements: Plasma Generators with Bi-polar ionization output shall be capable of controlling gas phase contaminants and shall be provided for all equipment listed above.

1. The Bi-polar ionization system shall consist of Bi-Polar Plasma Generator and power supply. The Bi-polar system shall be installed where indicated on the plans or specified to be installed. The device shall be capable of being powered by 24VAC, 115VAC or 208-230VAC without the use of an external transformer. Ionization systems requiring isolation transformers shall not be acceptable.
2. Ionization Output: The ionization output shall be controlled such that an equal number of positive and negative ions are produced (AC Ionizers only are acceptable). Imbalanced levels shall not be acceptable.

3. Ionization output from each bar shall be a minimum of 60 million ions/cc per inch of bar when tested at 1" from the ionization bar. Bars with needles spaced further apart than 0.5" shall not be acceptable.
 4. Each plasma electrode shall be made from an all composite, UL 94V0 and UL 746C rated material for prevention of corrosion and electrical insulation.
 5. Ozone Generation: The operation of the electrodes or Bi-polar ionization units shall conform to UL 2998 as tested by UL proving no ozone output.
- I. Electrical Requirements:
1. Wiring, conduit and junction boxes shall be installed within housing plenums in accordance with NEC NFPA 70. Plasma Generator shall accept an electrical service of 24VAC or 115 VAC, 1 phase, 60 Hz. Coordinate all electrical requirements with air purification manufacturer's submittals.
- J. Control Requirements:
1. All Plasma Generators shall have internal short circuit protection, overload protection, and automatic fault reset. Systems requiring fuses shall not be acceptable.
 2. The Plasma Generator power supply shall have internal circuitry to sense the ionization output and provide dry contact alarm status to the BMS as well as a local "Plasma On" indication light.
 3. The ionization system shall be provided with a stand-alone, independent ion sensor designed for plenum mounting to the ionization bar to monitor the ion output and report to the BAS system that the ion device is working properly. Ion systems provided without an independent ion sensor, shall not be permitted. The control voltage to power the ion sensor shall be 24VAC to 260VAC and draw no more than 150mA of current. The sensor shall provide at minimum, dry contact status to the BAS and optionally a BacNet or Lonworks interface as specified on the control drawings. Manufacturers not providing a stand-alone ion sensor shall not be acceptable.
 4. Mount and wire the Plasma device within the air handling unit specified or as shown on the drawings. The contractor shall follow all manufacturer IOM instructions during installation.
 5. A fiberglass NEMA 4X panel with Plasma On/Off Indicator Light (interfaced with stand-alone ionization detector), Ionization Output On/Off Indicator Light and an On/Off Illuminated Switch shall be provided to house the power supply, as noted on the schedule.
- K. Manufacturers: Global Plasma Solutions, American Ion, Active Air Solutions, Bio Climatic, Plasma Aire.
1. Any listed equivalent manufacturer and the Mechanical Contractor shall be completely responsible to comply with all requirements on the contract documents. This shall include, but not be limited to, space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades.

PART 3 – EXECUTION

3.1 GENERAL

- A. The Contractor shall be responsible for maintaining all air systems until the owner accepts the building.

3.2 ASSEMBLY: PLASMA GENERATOR

- A. All equipment shall be assembled and installed in a workmanlike manner to the satisfaction of the manufacturer's authorized representative.
- B. Any material damaged by handling, water or moisture shall be replaced, at no cost to the owner.
- C. All equipment shall be protected from dust and damage on a daily basis throughout construction.

3.3 TESTING

- A. Provide the manufacturers recommended electrical tests.

3.4 START-UP & TRAINING

- A. A manufacturer's local authorized representative shall provide installation, start-up supervision, and training of owner's personnel in the proper operation and maintenance of all equipment.

END OF SECTION

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SECTION 23 09 50**TESTING & BALANCING OF MECHANICAL SYSTEMS****PART 1 – GENERAL****1.1 JOB CONDITIONS**

- A. Systems shall be completely installed and in continuous operation as required to accomplish the tests.
- B. Heating, ventilating and air conditioning equipment shall be completely installed and in continuous operation as required to accomplish the balance work specified.
- C. Adjust and balance shall be performed when outside conditions approximate design conditions indicated for heating and cooling functions.
- D. Make at least two inspections of the mechanical systems during construction to verify that balancing procedures may be accomplished. Report findings to the Architect/Engineer/Construction Manager.
- E. Balancing firm shall balance Mechanical System two (2) times. The first time shall be considered a rough balance. Any discrepancy in air flow shall be addressed to the Architect/Engineer/Construction Manager. The final balancing will be accomplished after review of rough balance reports.
- F. The final balancing reports shall be submitted and approved prior to project's being considered complete; i.e., commencement of warranties.

1.2 ENGINEER QUALIFICATIONS

- A. The firm shall be an independent organization having no affiliation with construction contractors, equipment sales or design engineering.
- B. The firm shall specialize in balancing heating, ventilating and air conditioning systems.
- C. The firm shall show proof of having balanced and tested at least five projects of similar size and scope.
- D. All field work shall be under the direct supervision of a registered Professional Engineer who is a full-time employee of the balancing firm.
- E. The firm shall be certified by and a member of the AABC (Associated Air Balance Council), or NEBB (National Environmental Balancing Bureau).

1.3 REPORT

- A. Data Sheets:
 - 1. Submit data sheets on each item of testing equipment required.
 - 2. Include name of device, manufacturer's name, model number, latest date of calibration and correction factors.

B. Report Forms:

1. Submit specimen copies of report forms.
2. Forms shall be 8-1/2 x 11 inch paper for loose-leaf binding, with blanks for listing of the required test ratings and for certification of report.
3. Reports shall be on standard forms published by AABC or NEBB.

PART 2 – PRODUCTS

2.1 AIR BALANCE INSTRUMENTS

- A. Alnor Velometer with probes and alnor pitot tube.
- B. Rotating Vane Anemometer: 4 inch size.
- C. ASHRAE Standard Pitot Tubes, stainless steel 5/16 inch outside diameter, lengths 18 inches and 36 inches.
- D. Magnehelic Differential Air Pressure Gauges, 0 to 0.5 inches, 0 to 1.0 inch and 0 to 5.0 inches water pressure ranges, each arranged as a portable unit for use with a standard Pitot tube.
- E. Combination Inclined-Vertical Portable Manometer, range 0 to 5.0 inches water.

2.2 SYSTEM PERFORMANCE MEASURING INSTRUMENTS

- A. Insertion Thermometers, with graduation at 0.5 degrees F for air and 0.1 degrees F for water.
- B. Sling Psychrometer.

PART 3 – EXECUTION

3.1 GENERAL REQUIREMENTS

- A. Arrange and pay for all tests.
- B. Notify Architect/Engineer/Construction Manager at least three working days in advance of test and conduct in presence of Architect/Engineer/Construction Manager.
- C. Tests to be performed prior to insulation, covering or concealment.
- D. Provide signed report of completion of test with signature of witnesses. Report shall indicate:
 1. System Tested
 2. Date
 3. Specified test requirements and actual testing results
- E. The balancing firm shall report to and review the work required with the Architect/Engineer before

beginning field balance work. The balancing firm shall make at least two inspections of the air systems during construction and shall report his findings in writing to the Architect/Engineer.

- F. The balancing firm shall cooperate with the Architect/Engineer/Construction Manager and the Mechanical Contractor to effect smooth coordination of the balancing work with the job schedule.
- G. The balancing firm shall be responsible for getting the various systems into proper operation. They shall enlist the aid of the equipment suppliers and Mechanical Contractor as may be required to effect proper operation consistent with the contract plans and specifications.
- H. When the balancing firm cannot balance a belt-driven piece of equipment with the supplied belts and sheaves, inform the Mechanical Contractor that the Mechanical Contractor shall provide additional sheaves as spelled out in other Division 23 Sections.

3.2 DUCTWORK TESTING

- A. Witness testing conducted by the Mechanical Contractor per Section 230600, PART 3: EXECUTION.

3.3 BALANCING PROCEDURE

- A. Air System Balance:

- 1. With the fan supply system set to handle normal minimum outdoor air, the balancing firm shall perform the following tests and compile the following information:

Air Handling Equipment

- a. Design Conditions:

- (1) CFM Supply Air
 - (2) Static Pressure
 - (3) CFM Fresh Air
 - (4) Fan RPM

- b. Installed Equipment:

- (1) Manufacturer
 - (2) Size/Model Number
 - (3) Motor HP, Voltage, Phase, Full Load Amperes

- c. Field Test:

- (1) Fan Speed
 - (2) No Load Operating Amperes

- (3) Fan Motor Operating Amperes
 - (4) Calculated BHP
- d. Test for Total Air:
 - (1) Size of discharge, return air and outside air ducts.
 - (2) Number and locations of Velocity Readings taken.
 - (3) Duct Average Velocity
 - (4) Total CFM
 - (5) Outside Air CFM
 - (6) Return Air CFM
- e. Individual Outlets (Diffusers, Registers and/or Grilles):
 - (1) Identify each outlet or inlet as to location and area and fan system
 - (2) Outlet, manufacture and type
 - (3) Outlet size
 - (4) Outlet free area, core area, or neck area
 - (5) Required FPM and test velocity found for each outlet.
 - (6) Required CFM and test results for each outlet
- 2. After completion of tests, adjustment and balancing under minimum fresh air conditions, set the system for 100% fresh air. Repeat the total CFM tests to check field versus design conditions. The results under 100% fresh air cycle shall agree with conditions found under "minimum fresh air operation" before the system is considered to be in balance. Adjustments of the proper dampers shall be made to achieve balance.
- 3. Testing and adjusting of individual outlets shall be performed under procedures recommended by the manufacturers of the outlets. All outlets shall be set for air pattern required and all main supply air and return air dampers to be adjusted and set for design CFM indicated. Any required changes in air patterns, settings, etc., necessary for achieving correct air balance, shall be provided by this Contractor. Total CFM of all outlets shall agree with total CFM of all branches and the grand total shall agree with the air volume for the fan(s).
- B. In addition to the above work, the Balancing Firm shall check the operation of all automatic temperature control equipment; verify all thermostat, aquastat, etc., set-points and operations; and enlist the aid of the Mechanical Contractor and the Control Subcontractor to make necessary adjustments where required.

END OF SECTION

SECTION 26 00 00**GENERAL PROVISIONS – ELECTRICAL****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other conditions, if any) and Division 1 as appropriate, apply to the work of this Section.
- B. The specification or drawing and the design features or resulting construction disclosed, are the property of Furlow Associates, Inc., and shall not be reproduced without written permission.

1.2 DESCRIPTION OF WORK

- A. Provide all materials, equipment, labor, services and all appurtenances required to completely install and satisfactorily operate the various systems. The items listed below are for general guidance only and do not necessarily include the entire requirements for the project.
 - 1. Coordination with other trades
 - 2. Lighting branch wiring
 - 3. Power wiring
 - 4. Wiring devices
 - 5. Connections for electrically operated equipment
 - 6. Fire alarm and detection system
 - 7. Related work as herein described or otherwise defined under the heading "Related Work".
- B. Wherever the term "provide" is used, it shall be understood to mean both "furnish" and "install".

1.3 RELATED WORK

- A. Equipment specified in sections of Divisions 1 thru 23 that require electric power supply.
- B. Work related to this trade as defined on the following contract drawings:

Architectural/Structural

HVAC

Plumbing

1.4 SITE CONDITIONS

- A. Attention of all bidders is called to the necessity for a careful inspection of the site, its present condition and encumbrances, the extent of the work, the protection to be afforded to adjacent properties or structure, availability of utilities, the extent and nature of the material required to be excavated and the amount of fill and removal. He shall also determine local or site limitations which will affect construction.

1.5 PERMITS, INSPECTIONS AND ORDINANCES

- A. All work shall be executed and inspected in accordance with local and state ordinances, rules and regulations and the requirements of public utilities having jurisdiction. The contractor shall secure and pay for all permits, inspections and connections required.
- B. The Electrical Contractor shall furnish a certificate of inspection to the Owner at the time of completion.
- C. Requirements of the following organization shall be considered minimum:
 - 1. National Electrical Code
 - 2. National Electrical Safety Code
 - 3. OSHA
 - 4. Local City and County Codes
- D. Reference to technical societies, trade organizations and governmental agencies are in accordance with the following:
 - 1. ANSI - American National Standards Institute
 - 2. ASTM - American Society for Testing Materials
 - 3. IEEE - Institute of Electrical and Electronics Engineers, Inc.
 - 4. NEC - National Electrical Code
 - 5. NEMA - National Electrical Manufacturer's Association
 - 6. NFPA - National Fire Protection Association
 - 7. MSS - Manufacturer's Standardization Society
 - 8. IES - Illuminating Engineers Society
 - 9. ETL - Engineering Testing Laboratories
 - 10. EIA - Electronic Industries Association
 - 11. OSHA - Occupational Safety and Health Administration

12. Federal Specifications

13. UL - Underwriters Laboratories, Inc.

1.6 QUALITY ASSURANCE

- A. Provide adequate supervision of labor force to assure that all aspects of the contract documents are fulfilled.
- B. Testing:
 - 1. After completion of the work, the entire wiring system shall test entirely free from grounds, short circuits, opens, overloads and improper voltage.
 - 2. The grounding system shall be tested for a resistance of 25 ohms or less.
 - 3. Perform testing as follows: Arrange and pay for all tests, provide all equipment, materials and labor to perform test. Notify Engineer and Owner three (3) working days before tests are to be made. Conduct tests in the presence of the Engineer or authorized representative. Repeat tests after defects are corrected.
- C. Special Engineering Services: In the instance of complex specialized electrical power and signaling systems, and other similar systems, the installation and final connections of these systems shall be made by and/or under the supervision of a competent installation and service engineer who shall be a representative of the respective equipment manufacturer. Any and all expenses of these installation and service engineers shall be borne by this Contractor.

1.7 COORDINATION

- A. As a requirement of this project, the Electrical Contractor shall furnish coordination for his equipment and layouts with other subcontractors furnishing equipment and services for Divisions 1 thru 23. Any and all contractors who install their equipment or furnish services prior to coordination, any contractor who changes their equipment or services after coordination has occurred, without notifying associated subcontractors, shall be held responsible for making all required changes with no additional cost to the Owner. Or delay in construction time. This coordination will include conduit layout to allow access to equipment for maintenance.
- B. The Mechanical, Plumbing and Electrical Contractors are responsible to coordinate all manufacturer's recommended circuit breakers, starters, disconnects and fuse sizes for all equipment. Submission of a shop drawing will certify that this has been completed.
- C. The drawings and specifications reflect the type, number and size of services required for the equipment the design is based upon. Should the supplying subcontractor elect to furnish an alternate piece of equipment requiring difference services and/or space conditions, he shall inform the subcontractor furnishing those services and be held responsible to pay for all required changes as part of this contract.

1.8 SUBMITTALS

- A. Shop Drawings:

1. Shop drawings shall be submitted in accordance with Division 1 of these specifications except where herein modified.

NOTE: Submittals will only be reviewed once and resubmittals will be reviewed once. Any other submittals will be billed to the Contractor at the Engineer's standard rates.

2. Shop drawings comprising complete catalog cuts, performance test data for electrical equipment as required by other sections of Division 26 shall be submitted for review checking. The Contractor shall review these shop drawings for conformance to contract documents prior to submission and affix contractor's signature to each submittal certifying that this review has been done. By approving and submitting shop drawings, product data, wiring diagrams and similar materials, the Electrical Contractor represents that he and/or his subcontractor has determined and verified materials, field measurements and field construction data that relates to the work, and has checked and coordinated this information with all of the Divisions 1 thru 23 subcontractors.
3. All shop drawing submittals shall have the following identification data, as applicable, contained therein or permanently adhered thereto:
 - a. Project name
 - b. Project number
 - c. Sub-Contractor's, Vendor's and/or manufacturer's name and address.
 - d. Product identification.
 - e. Identification of deviation from the contract documents.
 - f. Applicable contract drawings and specification section number.
 - g. Shop drawing title, drawing number, revision number, and date of drawing and revision.
 - h. Resubmit revised or additional shop drawings as requested.
 - i. Wherever shop drawings or vendor's standard data sheets indicate work to be done "by others", it shall be the responsibility of the Contractor making the submission to identify by name, the Contractor who is to do this work. If the Contractor named is other than the Contractor making the submission, the shop drawing submission must be reviewed by the named Contractor and bear his mark of approval, prior to submission to the Architect/Engineer.
 - j. Where equipment proposed differs from that shown on the drawings or specified, he shall submit for approval drawings showing the manner in which the layout is affected by the substitution.
 - k. The Contractor shall keep one copy of approved shop drawings at the job site, filed in a suitable metal container. The shop drawings shall be cataloged and kept in good repair, and shall be available for use by the Owner, Architect and Engineer.
 - l. No equipment shall be ordered, fabricated, etc., before approval of shop drawings.

1.9 SUBSTITUTIONS

- A. Whenever a material, article, piece of equipment or system is identified in the following specification or indicated on the drawings by reference to manufacturers' or vendors' names, trade names, catalog numbers or the like, it is so identified for the purpose of establishing the basis of the Bid.
- B. Substitution approval must be obtained and included as an addendum item prior to the submission of the bid. An approved substitution shall not be considered as an approval for the contractor or an equipment vendor to deviate from the written portion of the specifications unless so stated in the addendum.
- C. The drawings illustrate the space allocated for equipment and the Contractor shall install the equipment accordingly. If changes are required in the building or arrangement due to substitution of equipment, the Contractor making the substitution must pay for the necessary modifications.
- D. The listed equivalent or substituted manufacturers along with the bidding related contractor shall be completely responsible to comply with all requirements on all contract documents. This shall include, but shall not be limited to space requirements, code clearances, the type, horsepower, capacities, number and size of services required from other trades, including all required ancillary items furnished and installed by other trades. If the manufacturer or related bidding contractor does not comply with these requirements, then they shall be responsible for any and all additional costs associated with the changes required by other trades.

1.10 LUBRICATION

- A. Furnish, install and maintain all required lubrication of any equipment operated prior to acceptance by the Owner. Lubrication shall be as recommended by the equipment manufacturer.
- B. Provide one year's supply of lubricants to Owner at date of acceptance.
- C. Verify that required lubrication has taken place prior to any equipment start-up.

1.11 ADJUSTMENT & CLEANING

- A. Adjust and clean equipment to be placed in proper operation condition.

1.12 EQUIPMENT START-UP

- A. Verify proper installation by manufacturer or his representative.
- B. Advise General Contractor 2 days prior to actual start-up.
- C. Verify proper operation. Obtain signed statement by manufacturer or his representative that equipment is operating within warranty requirements. Submit statement to General Contractor.

1.13 OPERATION AND MAINTENANCE INSTRUCTIONS

- A. Properly and fully instruct Owner's personnel in the operation and maintenance of all systems and equipment.
- B. Insure that the Owner's personnel are familiar with all operations to carry on required activities.

- C. Such instruction shall be for each item of equipment and each system as a whole.
- D. Provide report that instruction has taken place. Include in the report the equipment and/or systems instructed, date, contractor, Owner's personnel, vendor, and that a complete operating and maintenance manual has been reviewed.
- E. Manual shall include all instructions on operation, maintenance, repair parts list, lubrication requirements, brochures, catalogue cuts, wiring diagrams, piping diagrams, control sequences, service requirements, names and addresses of vendors, suppliers and emergency contacts. Three manuals shall be provided.
- F. Submit manuals for review prior to operating instruction period. Manuals shall be 8-1/2 x 11" with hard cover, suitably bound.
- G. Training
 - 1. Electrical Contractor shall be responsible for coordination of Owner training. Factory employed technician(s) shall provide training, including demonstration and education on the system capabilities, operation and maintenance. Training sessions shall be minimum 4 hours (maximum 8 hours), and shall be provided for each shift of workers. Scheduled training shall be coordinated at least two (2) weeks in advance with the Owner and the Commissioning Agent.

1.14 TOOLS

- A. All equipment furnished by the Contractor which requires special tools or devices other than those normally available to the maintenance or operating staff shall be furnished in duplicate to the Owner, sufficiently marked, packed or boxed for staff usage. The tools provided shall be listed by the Contractor identified as to their use or the equipment applicable in a written transmittal to the Owner.

1.15 CLEANING AND FINISHING

- A. After equipment start-up and all operating tests have been made and the system pronounced satisfactory, each respective Contractor shall go over the entire project, clean all equipment, etc., installed by him and leave in a clean and working condition. Any surfaces found marred after this final cleaning shall be refinished or replaced by each Contractor at no cost to the Owner.

1.16 OPERATING AND MAINTENANCE MANUALS

- A. Three complete sets of instructions containing the manufacturer's operating and maintenance instructions for each piece of equipment shall be furnished to the Architect. Each set shall be furnished before the contract is completed. The following identification shall be inscribed on the covers: the words "OPERATING AND MAINTENANCE INSTRUCTIONS", the name and location of the building, the name of the Contractor and the name of the Architect and Engineer. Flysheet shall be placed before instructions covering each subject. The instruction sheets shall be approximately 8-1/2 by 11 inches, with large sheets of drawings folded in. The instructions shall include, but shall not be limited to, the following:

Approved wiring and control diagrams, with data to explain the detailed operation and control of each component.

A control sequence describing start-up, operation and shutdown.

Operating and maintenance instructions for each piece of equipment, including lubrication instructions.

Manufacturer's bulletins, cuts and descriptive data.

Parts lists and recommended spare parts.

1.17 SERVICE INTERRUPTION

- A. All service interruptions to the electric or related systems, whether during regular working hours or at any other time, must be coordinated with the Owner. All such interruptions shall be so scheduled and planned as to require a minimum of time and shall occur only during a mutually satisfactory period.

1.18 INTERPRETATION OF SYSTEMS

- A. The interpretation of the Architect will be final in the event there is a lack of understanding of the full scope or requirements of the systems under this contract.

1.19 LAYOUTS

- A. On small scale drawings, i.e., 1/8" - 1'-0", the approximate location of the electrical branch circuit items such as receptacle, telephone, grounding and equipment outlets are shown to indicate their existence. The exact location of these items and their related raceways are governed by structural conditions, coordination with the work of other trades and the Architect's final decision. By accepting a contract, the Contractor agrees to install the work in accordance with the above statement and within the contract price.

PART 2 – PRODUCTS

2.1 MATERIAL

- A. All material shall be new and of good quality. Material shall conform to all accepted trade standards, codes, ordinances, regulations, or requirements governing same, and shall be approved before being installed.
- B. The Architect reserves the right to require the Contractors to submit samples of any or all articles or materials to be used on the project.
- C. Where any device or equipment is herein referred to in the singular number, such as "the panel", this reference shall be deemed to apply to as many such devices or equipment as are required to complete the installation as shown on the drawings or specified.
- D. All materials and equipment used in the work shall comply with the standards of recognized authorities such as UL, NEMA, IEEE, ETL, IES and EIA in every instance where such standards have been established for the particular type of materials to be installed.
- E. All similar pieces of equipment or materials of the same type or classification used for the same purpose shall be of the same manufacturer.
- F. All manufactured equipment shall have factory applied finishes.

2.2 WARRANTY

- A. Wherever in the specification sections of this division, reference is made to a specific warranty period, this warranty shall be in addition to and not a limitation of other rights the Owner may have against the Contractor under the contract documents.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Prior to performing the work, examine areas and conditions; check and verify all dimensions, under which the work is to be installed and notify the Architect in writing of conditions and dimensions detrimental to the proper and timely completion of the work. Do not proceed until authorization is given by the Architect.

3.2 LAYING OUT WORK

- A. The Contractor is responsible for the accuracy of all lines, elevations, and measurements, grading and utilities and must exercise proper precaution to verify figures shown on drawings before laying out work and will be held responsible for any error resulting from his failure to exercise such precaution.

3.3 WORKMANSHIP

- A. Install all work neat, trim, parallel and plumb with building lines in accordance with standard trade practice acceptable to the Architect.

3.4 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Protect all equipment and materials from damage during transportation, storage and installation.

3.5 PROTECTION

- A. Protect all work, equipment and materials during construction up to the time of acceptance by the Owner.

Arrange and design the protection to prevent damage from infiltration or dust, debris, moisture, chemicals and water. Cap or plug electrical raceways.

- B. Protect all surfaces against damage from welding, cutting, burning, or similar construction functions. This protection shall be accomplished by care in operations, covering and shielding. Special care is directed to exposed finished masonry, metal or wood surfaces and painted surfaces. Corrective measures required shall be accomplished by the trade which made the original installation when and as directed by the Architect at the expense of the Contractor.
- C. Cover and protect all lighting fixtures as may be necessary until completion of the work. Replace damaged fixtures or damaged fixture parts as directed by the Architect at no cost to the Owner.
- D. Do not install devices, polished metal fittings or parts until adjoining tile or masonry work is completed.

- E. Maintain and replace protective covering when so directed by the Architect until the work is ready for acceptance.

3.6 CUTTING & PATCHING

- A. Furnish information to the General Contractor as to sizes and locations of recesses required to install panel boxes and other equipment or devices. If the information is late or incorrect, this Contractor shall, at his own expense, have the trade which originally installed the work do the required cutting and patching.
- B. Perform all cutting of concrete or other material for passage of raceways as required to install the work.
- C. Close all such openings around raceways with material as specified under the heading "SEALING".
- D. Install concealed work in place for the mason to wall-in as he carries up the walls; otherwise, this Contractor will be responsible as stated in the first paragraph.

3.7 SEALING

- A. Where raceways pass through fire-rated walls and floors, seal opening with RTV foam.
- B. Seal raceways entering the building to conform to the requirements of the NEC.

3.8 OFFSETS AND MODIFICATIONS

- A. Furnish and install all offsets necessary to install the work and to provide clearance for the work of other trades.
- B. Maintain adequate clearance as directed by the Architect/Engineer.
- C. Incidental modifications necessary to the installation shall be made as necessary and at the direction and/or approval of the Architect.

3.9 SLEEVES

- A. Furnish and install sleeves for all raceways passing through floors and walls. Sleeves shall be Schedule 40 galvanized steel pipe and shall extend 1" above finished floor surface. Where sleeves are set in interior walls, they shall finish flush with the wall.
- B. Furnish and install watertight sleeves for all raceways extending through foundation walls into crawl spaces, mechanical rooms or basement areas from building exterior or from unexcavated areas to building interior. Sleeve shall consist of extra heavy pipe sleeve with anchor flange. Space between raceway and the sleeve shall be sealed with modular wall and casing seal similar to Thunderline Corporation "Link-Seal", Metraseal or approved substitute. Install seal in strict accordance with the manufacturer's recommendations.

3.10 ROOF FLASHINGS

- A. All conduit extending through roofs shall be provided with watertight flashing and counterflashing as hereinafter described.

- B. Furnish and install standard counterflashing fittings on the conduit or properly designed clamped counterflashing with caulking as directed by the Architect/Engineer.

3.11 PAINTING

- A. Refinish all factory applied finishes that have been damaged to match the original finish as directed by the Architect.
- B. Prime coat all steel furnished under this Division with material and methods as described in another Section under the heading "PAINTING".

3.12 EQUIPMENT CONNECTIONS

- A. Provide required wiring, raceways and final connections for all equipment provided by this Division and Divisions 1 thru 23.
- B. Make final connections in accordance with wiring diagrams obtained from equipment manufacturer.
- C. Rough-in in accordance with approved shop drawings from the manufacturer or supplier of the equipment. Rough-in prior to shop drawing approval will be subject to change without adjustment to contract cost.

3.13 BALANCING

- A. The system of feeder and branch circuits for power and lighting shall be connected to panel busses in such a manner as to electrically balance the connected load as close as is practicable. Should the Owner disclose any unfavorable conditions reacting on the service, this Contractor shall make such changes as may be suggested to balance the load.

3.14 GUARANTEE

- A. All work shall be guaranteed to be free from defects for a period of one year of operation from date of acceptance by the Owner unless otherwise specified in Division 1.
- B. Guarantee shall be extended on an equal time basis for all non- operational periods due to failure within the guarantee period.
- C. Contractor to include an 11 month "walk-thru" of the building system with representatives of the School District, Architect, Engineer and the Construction Manager. The purpose is to establish a list of corrective work that relates to operational issues, material/installation deficiencies.

END OF SECTION

SECTION 26 00 55**ELECTRICAL IDENTIFICATION****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. This section is a Division 26 Basic Materials and Methods Section, and is part of each Division 26 Section making reference to electrical identification specified herein.

1.2 DESCRIPTION OF WORK

- A. Types of electrical identification specified in this section include the following:

Cable conductor identification.

Operational instructions and warnings.

Equipment/system identification signs.

PART 2 – PRODUCTS**2.1 MANUFACTURERS**

- A. Subject to compliance with requirements, provide products of one of the following (for each type of marker):

W. H. Brady Co.

Ideal Industries, Inc.

Seton Name Plate Co.

3M Electrical Products

2.2 ELECTRICAL IDENTIFICATION MATERIALS

- A. Provide manufacturer's standard products of categories and types required for each application. Where more than single type is specified for an application, selection is Installer's option, but provide single selection for each application.

2.3 COLOR-CODED PLASTIC TAPE

- A. Provide manufacturer's standard vinyl tape not less than 7 mils thick by 3/4" wide.
- B. Colors: Unless otherwise indicated or required by governing regulations, provide tape color as indicated in Paragraph 3.2.B.
- C. Tape shall be of Type 3M Scotch 35 for color coding, Scotch Super 33+ for splices and Tem Flex 1700 for general use.

2.4 CABLE/CONDUCTOR IDENTIFICATION BANDS

- A. Provide manufacturer's standard vinyl cloth, self-adhesive cable/conductor markers of wrap-around type; either pre-numbered, plastic-coated type, or write-on type with clear plastic, self-adhesive cover flap; numbered to show circuit identification.

2.5 ENGRAVED PLASTIC-LAMINATE SIGNS

- A. Provide engraved stock melamine plastic laminate, in sizes and thicknesses indicated, engraved with engraver's standard letter style of sizes and wording indicated, punched for mechanical fastening except where adhesive mounting is necessary because of substrate.
- B. Thickness: 1/16" for units up to 20 sq. in. or 8" length; 1/8" for larger units.
- C. Fasteners: Self-tapping stainless steel screws, except contact-type permanent adhesive where screws cannot or should not penetrate substrate.

2.6 LETTERING AND GRAPHICS

- A. Coordinate names, abbreviations and other designations used in electrical identification work, with corresponding designations shown, specified or scheduled. Provide numbers, lettering and wording as indicated or, if not otherwise indicated, as recommended by manufacturers or as required for proper identification and operation/maintenance of electrical systems and equipment.

PART 3 – EXECUTION

3.1 APPLICATION AND INSTALLATION

- A. Coordination: Where identification is to be applied to surfaces which require finish, install identification after completion of painting.
- B. Regulations: Comply with governing regulations and requests of governing authorities for identification of electrical work.

3.2 CABLE/CONDUCTOR IDENTIFICATION

- A. Apply cable/conductor identification on each cable and conductor in each box/enclosure/cabinet where wires of more than one circuit or communication/signal system are present. Match identification with marking system used in panelboards, shop drawings, contract documents, and similar previously established identification for project electrical work.
- B. Conductor Color Coding:
 - 1. All conductors used in all systems shall have insulation that is inherently colored. All conductors of a system performing the same function shall be colored alike throughout the project.
 - 2. Equipment Grounding Conductors:
 - a. Standard and/or general feeders or circuits shall be green.
 - b. Isolated feeders or circuits shall be green with yellow stripe.

3. On larger conductors, where colored insulation is not available, colored tape adhesive vinyl bands 3/4" width may be installed 6" maximum from the end of the conductors. Where passing through pull boxes without splice, each conductor shall be banded.
4. Power system conductor colors shall be as follows:
 - a. 120/208 Volt System
 - Phase A - Black
 - Phase B - Red
 - Phase C - Blue
 - Neutral - White or Gray
 - b. 277/480 Volt System
 - Phase A - Brown
 - Phase B - Orange
 - Phase C - Yellow
 - Neutral - White or Gray

3.3 EQUIPMENT/SYSTEM IDENTIFICATION

- A. Install engraved, plastic laminate sign on each major unit of electrical equipment in building, including central or master unit of each electrical system including communication/signal systems, unless unit is specified with its own self-explanatory identification or signal system. Except as otherwise indicated, provide single line of text, 1/2" high lettering on 1-1/2" high sign (2" high where 2 lines are required), white lettering in black field. Provide text matching terminology and numbering of the contract documents and shop drawing. Provide signs for each unit of the following categories of electrical work:
 1. Panelboards, electrical cabinets and enclosures.
 2. Access panel/doors to electrical facilities.
 3. Feeder circuit breakers and/or disconnects.
- B. Install signs at locations for best convenience of viewing without interference with operation and maintenance of equipment. Secure to substrate with fasteners, except use adhesive where fasteners should not or cannot penetrate the substrate.

3.4 JUNCTION AND PULL BOX IDENTIFICATION

- A. Emergency Systems: Each junction and pull box cover shall be painted orange. Use black indelible liquid marker to label "EMERG." in 3/8" letters minimum.

- B. Feeders Shown on Single Line Diagram: Each junction and pull box shall be marked with black indelible liquid marker with the assigned feeder number "FDR #38" in 3/8" letters minimum.

END OF SECTION

SECTION 26 01 10**RACEWAYS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other conditions, if any) and Division 1 as appropriate, apply to the Work specified in this Section.
- B. Refer to Section 260000 for General Provisions - Electrical.

1.2 DESCRIPTION OF WORK

- A. Types of raceways in this section include the following:

Rigid metal conduit

Intermediate metal conduit

Electrical metallic tubing.

Polyvinyl chloride conduit (Exterior Underground Only)

Flexible metal conduit.

Liquid-tight flexible metal conduit.

1.3 REFERENCE STANDARDS

- A. Refer to Section 260000 for a general description of requirements applying to this Section.

1.4 QUALITY ASSURANCE

- A. Refer to Section 260000 for a general description of requirements applying to this Section.

1.5 WARRANTY/GUARANTEE

- A. All work and materials are subject to the general warranty as described in the General Conditions of the Contract and in Division 1, GENERAL REQUIREMENTS.

1.6 COORDINATION

- A. The drawings and details there upon are scheme and/or diagrammatic in nature, and indicate the need and intent of the design. These are to be used for general guidance only. It shall be the responsibility of the Electrical Contractor to coordinate, with other Division Subcontractors, the installation of all raceways, raceway supports, junction boxes and required fittings. This coordination will include conduit layout to allow access to equipment for maintenance.

- B. This coordination shall be carried out prior to actual installation; this shall be done to eliminate the possibility of conflicts between trades on items such as access, clearances and maintenance issues that may arise after completion of construction.
- C. Should the coordination not be carried out prior to installation, and a conflict exists, the installing contractor shall remove and reinstall the equipment as required to clear the conflict at no additional cost to the Owner and no delay in project completion.

PART 2 – PRODUCTS

2.1 MATERIALS AND EQUIPMENT

A. Rigid Metal Conduit:

- 1. Raceway: Full weight, heavy wall rigid steel with zinc coating conforming to ANSI-C80.1.
- 2. Fittings: Cast malleable iron fittings with threaded hubs, insulated throat and zinc protective coating.
- 3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube and Conduit Corporation

LTV Steel Tubular Products Co.

Wheatland Tube

B. Intermediate Metal Conduit:

- 1. Raceway: Light weight, rigid steel, hot dipped galvanized manufactured in accordance with UL1242.
- 2. Fittings: Cast malleable iron fittings with threaded hubs, insulated throat and zinc protective coating.
- 3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube and Conduit Corporation

LTV Steel Tubular Products Co.

Wheatland Tube

C. Electrical Metallic Tubing:

- 1. Raceway: Light weight, thin wall, rigid steel, hot dipped galvanized manufactured in accordance with ANSI C80.3.
- 2. Fittings: Raintight, insulated throat, compression type with zinc protective coating.
- 3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube and Conduit Corp.

LTV Steel Tubular Products Co.

Wheatland Tube Co.

D. Polyvinyl Chloride Conduit:

1. Raceway: Heavy wall, rigid non-metallic, schedule 40 with bell type end, designed for above ground exposed applications, direct earth burial, and concrete encasement.
2. Fittings: Polyvinyl chloride, heavy duty, glue type, designed for Schedule 40 application.
3. Subject to compliance with requirements, provide products of one of the following:

Allied Tube & Conduit

Carlson

Queen City Plastics, Inc.

Scepter Electric Systems

E. Flexible Metal Conduit:

1. Raceway: Construct of single strip, flexible, continuous, interlocked, and double-wrapped steel, galvanized inside and outside.
2. Fittings: Steel, insulated throat, with zinc protective coating.
3. Subject to compliance with requirements, provide products of one of the following:

AFC

Alflex Corp.

Electri-Flex Company

F. Liquid-Tight Flexible Metal Conduit:

1. Raceway: Construct of single strip, flexible, continuous, interlocked, and double-wrapped, galvanized inside and outside, coat with liquid-tight jacket of flexible polyvinyl chloride.
2. Fittings: Steel, water and oiltight, insulated throat, with zinc protective coating.
3. Subject to compliance with requirements, provide products of one of the following:

AFC

Alflex Corp.

Electri-Flex Company

PART 3 – EXECUTION

3.1 INSTALLATION OF ELECTRICAL RACEWAYS

- A. Install electrical raceways in accordance with manufacturer's written instructions, applicable requirements of NEC and NECA "Standard of Installation", and complying with recognized industry practices.
- B. Coordinate with other work as necessary to interface installation of electrical raceways, wireways and required components.
- C. Raceways used for distribution, feeders, or branch circuits shall be a minimum size of 3/4" or equal equivalent cross-sectional area. Raceways used for control and signal shall be a minimum size of 1/2" or equal equivalent cross-sectional area.
- D. All raceways installed in ceiling cavities and exposed within mechanical spaces shall be run parallel with building lines and installed level and square at the proper elevation/height.
- E. Complete the installation of electrical raceways before starting the installation of cables/wires within the raceway.
- F. Furnish and install one (1) nylon or fiberglass pull cord in each empty raceway. Each empty raceway shall be cleaned, capped, and tagged as to its termination location.
- G. Install liquid-tight flexible metal conduit for connections to motors and for other electrical equipment when subject to movement and vibration, and also where subjected to one or more of the following conditions:
 - 1. Exterior locations.
 - 2. Moist or humid atmosphere when condensation can be expected to accumulate.
 - 3. Corrosive atmosphere.
 - 4. Subjected to water spray.
 - 5. Subjected to dripping oil, grease or water.
- H. Install Electrical Metallic Tubing for building interior electrical work except:
 - 1. Underground
 - 2. In gravel, cinder, concrete or other sub-base floor construction.
 - 3. Horizontal runs in concrete floor slabs.
 - 4. Where exposed to the elements.
 - 5. In masonry construction below finished grade.

6. Vertically in poured concrete walls.

- I. Refer to Section 260000 for excavation, shoring and pumping, concrete and backfilling requirements.
- J. Where and whenever possible, install horizontal electrical raceways as tight to building construction as possible and above water, drain and steam piping. A separation of at least six (6) inches shall be maintained between electrical conduits and hot water and steam piping.
- K. In accordance with NEC requirements, install Rigid or Intermediate Metal Conduit where Electrical Metallic Tubing is not permitted.

3.2 CLEANING

- A. Upon completion of installation of raceways, inspect interiors of raceways; remove burrs, dirt and construction debris.

END OF SECTION

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SECTION 26 01 20

WIRES AND CABLES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. This section is a Division 26 Basic Materials and Methods section and is part of each Division 26 Section making reference to wires and cables specified herein.

1.2 DESCRIPTION OF WORK

- A. Electrical wire and electrical cable work is indicated by drawings and specifications.
- B. Types of wire, cable and connectors in this section include, but not limited to the following:
 - Copper conductors.
 - Tap type connectors.
 - Split-bolt connectors.
- C. Refer to other sections of Division 26 for, but not limited to, raceways, connections used in conjunction with wire and cable work.
- D. Applications for wire, cable and connectors required for project are as follows unless otherwise indicated:
 - 1. Power Distribution Circuitry.
 - 2. Appliance and Equipment Circuitry.
 - 3. Motor Branch Circuitry.
 - 4. Control Circuitry.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Wire and Cable
 - Anaconda Wire and Cable Co.
 - Advance Wire and Cable, Inc.
 - American
 - Cerro Wire and Cable Co.

Electrical Conductors, Inc.

General Cable Corp.

Rome Cable Corp.

Southwire Company

Triangle PWC,, Inc.

General Electric Co.

Connectors

Burndy Corp.

Eagle Electric Mfg. Co., Inc.

Gould, Inc.

Ideal Industries, Inc

Joslyn Mfg. and Supply Co.

O-Z/Gedney Co.

Pyle National Co.

Thomas and Betts Co.

2.2 WIRE, CABLE AND CONNECTIONS

- A. Except as otherwise indicated, provide wire, cable and connectors of manufacturer's standard materials, as indicated by published product information; designed and constructed as recommended by manufacturer, and as required for the installation. Minimum wire and cable size is #12 AWG for power and branch circuits and #14 AWG for control and signal/communication circuits unless otherwise indicated.
- B. Wire: Provide factory fabricated wire of sizes, ratings, materials and types indicated for each service. Where not indicated, provide proper selection as determined by Installer to comply with project's installation requirements and NEC standards. Select from the following types, materials, conductor configurations, insulation and coverings:

UL Type: THHN

UL Type: TW

UL Type: THW

UL Type: THWN

UL Type: TF

UL Type: XHHW

UL Type: AC (Armor Clad)

UL Type: MC (Metal Clad)

Material: Copper

Conductors: Solid (AWG 14 to AWG 10 only).

Conductors: Concentric-lay-stranded (standard flexibility)

Outer Covering: Nylon

Outer Covering: Thermoplastic

- C. Connectors: Provide factory fabricated metal connectors of sizes, ratings, materials, types and classes as required for each service. Where not indicated, provide proper selection as determined by Installer to comply with installation requirements and NEC standards. Select from the following types, classes, kinds and styles.

Type: Pressure

Type: Crimp

Type: Threaded

Class: Insulated

Class: Non-insulated

Kind: Copper (for CU to Cu connection).

Style: Butt connection

Style: Elbow connection

Style: Combined "T" and straight connection

Style: "T" connection.

Style: Split-bolt parallel connection

Style: Tap connection

Style: Pigtail connection

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Install electrical cables, wires and connectors, in compliance with manufacturer's written instructions, applicable requirements of NEC and NECA's "Standard of Installation", and in accordance with recognized industry practices.
- B. Coordinate cable and wire installation work with electrical raceway and equipment installation work, as necessary for proper interface. Pull conductors together where more than one is being installed in a raceway. Use pulling compound or lubricate, where necessary; compound must not deteriorate conductor or insulation. Use pulling means including fish tape, cable or rope which cannot damage raceway. Rope must be used as pulling means when pulling wires or cables into plastic conduit and duct. Keep conductor splices to a minimum and install in junction boxes only. No splices shall be permitted within conduit. Install splices and tapes which have mechanical strength and insulation rating equivalent or better than conductor. Use splice and tape connectors which are compatible with conductor material.

3.2 FIELD QUALITY CONTROL

- A. Prior to energization, test cable and wire for continuity of circuitry and also for short circuits. Correct malfunctions when detected.
- B. Subsequent to wire and cable hook-ups, energize circuitry and demonstrate functioning in accordance with requirements.

END OF SECTION

SECTION 26 01 35**ELECTRICAL BOXES & FITTINGS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. This section is a Division 26 Basic Materials and Methods section, and is a part of each Division 26 section making reference to electrical wiring boxes and fittings specified herein.

1.2 DESCRIPTION OF WORK

- A. Types of electrical boxes and fittings in this section include the following:

Outlet boxes.

Junction boxes.

Pull boxes.

Conduit bodies.

Bushings.

Locknuts.

Knockout closures.

PART 2 – PRODUCTS**2.1 INTERIOR METALLIC OUTLET BOXES**

- A. Provide galvanized flat rolled sheet steel interior outlet non-gangable wiring boxes, of types, shapes and sizes, including box depths, to suit each respective location and installation; construct with stamped knockouts in back and sides and with threaded screw holes with corrosion-resistant screws for securing box covers and wiring devices.
- B. Provide outlet box accessories as required for each installation, including mounting brackets, wallboard hangers, extension rings, fixture studs, cable clamps and metal straps for supporting outlet boxes, which are compatible with outlet boxes being used and fulfilling requirements of individual wiring situations. Choice of accessories is Installer's option.
- C. Manufacturer: Subject to compliance with requirements, provide interior outlet boxes of one of the following:

Appleton Electric Co.

Bell Electric/Square D Co.

Pass and Seymour, Inc.

RACO, Inc.

Steel City/Midland-Ross Corp.

2.2 WEATHERPROOF OUTLET BOXES

- A. Provide corrosion resistant cast-metal weatherproof outlet wiring boxes, of types, shapes and sizes, including depth of boxes, with threaded conduit ends, cast-metal face plates with spring-hinged waterproof caps suitably configured for each application, including face plate gaskets and corrosion-resistant fasteners.

- B. Manufacturer: Subject to compliance with requirements, provide weatherproof outlet boxes of one of the following:

Arrow-Hart Div., Crouse-Hinds Co.

Bell Electric/Square D Co.

Harvey Hubbell, Inc.

O-Z/Gedney Co.

Slater Electric Co.

- C. Refer to Section 260140 – WIRING DEVICES for exterior receptacle outlet boxes.

2.3 JUNCTION PULL BOXES

- A. Provide galvanized code-gauge sheet steel junction and pull boxes, with screw-on covers; of types, shapes and sizes, to suit each respective location and installation; with welded seams and equipped with stainless steel nuts, bolts, screws and washers.

- B. Manufacturers: Subject to compliance with requirements, provide junction and pull boxes of one of the following:

Adalet-PLM Div., Scott and Fetzer Co.

Appleton Electric Co.

Arrow-Hart Div., Crouse-Hinds Co.

Bell Electric/Square D Co.

GTE Corporation

Keystone Columbia, Inc.

O-Z/Gedney Co.

Slater Electric Co.

Spring City Elect. Mfg. Co.

2.4 CONDUIT BODIES

- A. Provide galvanized cast-metal conduit bodies, of types, shapes, and sizes, to suit respective locations and installation, construct with threaded-conduit-entrance ends, removable covers, and corrosion-resistant screws.
- B. Manufacturers: Subject to compliance with requirements, provide conduit bodies of one of the following:

Appleton Electric Co.

Crouse-Hinds Co.

Gould, Inc.

Killark Electric Mfg. Co.

O-Z/Gedney Co.

Spring City Electrical Mfg. Co.

2.5 BUSHINGS, KNOCKOUT CLOSURES AND LOCKNUTS

- A. Provide corrosion-resistant punched-steel box knockout closures, conduit locknuts and insulated malleable iron conduit bushings, offset connectors, of types and sizes to suit respective uses and installation.
- B. Manufacturers: Subject to compliance with requirements, provide bushings, knockout closures, locknuts and connectors of one of the following:

Appleton Electric Co.

Burndy Corp.

Crouse-Hinds Co.

Gould, Inc.

O-Z/Gedney Co.

RACO, Inc.

Steel City/Midland-Ross Corp.

Thomas and Betts Co., Inc.

PART 3 – EXECUTION

3.1 INSTALLATION OF ELECTRICAL BOXES AND FITTINGS

- A. Install electrical boxes and fittings, complying with manufacturer's written instructions, applicable requirements of NEC and NECA's "Standard of Installation", and in compliance with recognized industry practices to ensure that products fulfill requirements.
- B. Coordinate installation of electrical boxes and fittings with wire/cable and raceway installation work.
- C. Provide weatherproof outlets for interior and exterior locations exposed to weather or moisture.
- D. Provide knockout closures to cap unused knockout holes where blanks have been removed.
- E. Install boxes and conduit bodies in those locations to ensure ready accessibility of electrical wiring.
- F. Avoid using round boxes where conduit must enter box through side of box, which would result in difficult and insecure connections when fastened with locknut or bushing on rounded surface.
- G. Fasten boxes rigidly to substrates or structural surfaces to which attached, or solidly embed electrical boxes in concrete or masonry.
- H. Provide electrical connections for installed boxes.
- I. Pull boxes and junction boxes shall be furnished and installed in all conduit runs at intervals not exceeding 100 feet maximum.
- J. Identify each circuit in all pull boxes and junction boxes whether the box contains one or more circuits.

END OF SECTION

SECTION 26 01 40**WIRING DEVICES****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. The extent of wiring device work is indicated by drawings, schedules and specifications. Wiring devices are defined as single discrete units of the electrical distribution system which are intended to carry but not utilize electric energy.
- B. Types of electrical wiring devices in this section include the following:

Receptacles.

Device plates.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on electrical wiring devices.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturers: Subject to compliance with requirements, provide products of one of the following (for each type of wiring device):

Legrand Co.

Hubbell, Inc.

Leviton Mfg. Co.

Lutron Electronics Co., Inc.

Cooper Wiring Devices

Square D Co.

Eaton Corp.

Siemens

2.2 FABRICATED WIRING DEVICES

- A. Provide factory fabricated wiring devices, in types, styles, colors, and electrical ratings for applications indicated and complying with NEMA Standards Pub. No. WD 1. Where types and grades are not indicated, provide proper selection as determined by Installer to fulfill wiring requirements, and complying with NEC and NEMA Standards for wiring devices. Color selection to

be verified by Contractor with Architect/Engineer.

2.3 RECEPTACLES

- A. Special Purpose Receptacles: Provide polarized grounding type special purpose receptacles of the required amperage and voltage ratings, extra heavy duty. Device shall include a green hexagonal equipment ground screw.
- B. All ground fault receptacles shall be extra heavy duty duplex, tamper resistant, 20 amperes, 125 volts, 2 pole, 3 wire grounding type with green hexagonal equipment ground screw, integral ground fault circuit interrupter, UL rated Class A, Group 1, with metal plaster ears, side wiring, NEMA Configuration 5-20R, self-testing with red and green LED indicator lights. Device shall include solid state ground-fault sensing and signalling, with a 5 milliampere ground fault trip level, plus or minus 1 milliampere. Hubbell Cat. #GFR5362SG, or approved substitute.
 - 1. Whether indicated or not on the floor plans, the Electrical Contractor shall furnish and install GFI protected devices in kitchen areas on countertops near sinks, water coolers, refrigerators, on rooftop equipment, on exterior walls; and as indicated by the N.E.C., it shall be the discretion of the Electrical Contractor to provide GFI receptacles or GFI circuit breaker. Receptacles protected by GFI circuit breakers shall be permanently labeled on the faceplate as GFCI.

2.4 DEVICE PLATES

- A. Weatherproof device plates shall have spring-hinged waterproof cap suitably configured for each application, including face plate gaskets and corrosion-resistant fasteners. Boxes and devices shall be recessed, weatherproof with smoke gray opaque in-use covers. Intermatic Cat. #WP1000(H)GRC.
- B. Existing mechanical spaces where concealed work is impractical, such as masonry or block walls, Provide 4" square boxes, surface mounted, with 1/2" deep surface mounted device plates consisting of same material for devices indicated on plans, whether single or double gang. Use of plaster flange and standard cover plate will not be acceptable.

PART 3 – EXECUTION

3.1 INSTALLATION OF WIRING DEVICES

- A. Install wiring devices as indicated, in compliance with manufacturer's written instructions, applicable requirements of NEC and NECA's "Standard of Installation", and in accordance with recognized industry practices to fulfill project requirements.
- B. Coordinate with other work, including painting, electrical box and wiring work, as necessary to interface installation of wiring devices with other work.
- C. Install wiring devices only in electrical boxes which are clean, free from building materials, dirt and debris.
- D. Provide electrical connections for wiring devices.
- E. Delay installation of all wiring devices until wiring work is completed.

- F. Isolated Ground Receptacle Devices shall be connected to the system ground by way of an insulated ground conductor color coded green with a yellow stripe.

3.2 PROTECTION OF WALL PLATES AND RECEPTACLES

- A. At time of Substantial Completion, replace those items which have been damaged, including those burned and scorched by faulty plugs.

3.3 GROUNDING

- A. Provide electrically continuous, tight grounding connections for wiring devices.

3.4 TESTING AND COMMISSIONING

- A. Prior to energizing circuitry, test wiring devices for electrical continuity and proper polarity connections. After energizing circuitry, test wiring devices to demonstrate compliance with requirements.

END OF SECTION

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SECTION 26 01 55**MOTOR STARTERS****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Extent of motor starter work is indicated by drawings, schedules and specifications.
- B. Refer to sections of other divisions of these specifications for driven equipment specified without motor starters. Motor starters for such equipment are the work of this section.
- C. Types of motor starters in this section include the following:
 - Manual.
 - Magnetic Full Voltage, Non-Reversing.
 - Combination Disconnect Switch and Magnetic Starter.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on motor starters and accessories.

1.3 COORDINATION

- A. The drawings and details there upon are scheme and/or diagrammatic in nature, and indicate the need and intent of the design. These are to be used for general guidance only. It shall be the responsibility of the Electrical Contractor to coordinate with other Division subcontractors, the installation of all motor starters, the need for control devices including the wiring and conduit, to and from the device.
- B. This coordination shall be carried out prior to actual installation. This shall be done to eliminate the possibility of conflicts between trades on items such as access, clearances and maintenance issues that may arise after completion of coordination.
- C. During the coordination phase of the project, the Electrical Contractor shall consult with Division 1 thru 23 subcontractors with regard to base design equipment characteristics. Any differences from the electrical plans and specifications shall be considered a change. The trade's contractor making the change at no additional cost to the Owner or delay in project completion shall handle these additional costs.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturers: Subject to compliance with requirements, provide products of one of the following (for each type and rating of motor starter):
 - Allen-Bradley Co.

Cutler Hammer Products

Furnas Electric Co.

Square D Co.

Siemens

2.2 MOTOR STARTERS

- A. Provide motor starters and ancillary components; of types, sizes, ratings and electrical characteristics indicated which comply with manufacturer's standard materials, design and construction in accordance with published product information, and as required for complete installations.
- B. Fractional HP Manual Motor Starters: Provide manual, single phase, fractional HP motor starters for each motor rated less than 1/2 HP, of types, ratings and electrical characteristics indicated. Equip unit with thermal overload relay for protection of 120 volt AC motors. Provide starters with quick-make, quick-break, trip free toggle mechanisms, selector switches for hand-off-automatic control; mount starter in NEMA Type 1 or Type 4 enclosure as indicated or required by the NEC.
- C. Magnetic Motor Starter: Provide magnetic full voltage, non-reversing starters for each motor rated 1/2 HP and more of types, ratings and electrical characteristics indicated; equip with solid state overload relays, control transformers with 120V secondary, with one secondary fuse and one grounded secondary lead, two normally open and two normally closed auxiliary contacts, hand-off-automatic selector switch, red and green pilot lights wired and mounted through front of the enclosure. Mount starter in NEMA Type 1 or Type 4 enclosure as required by the NEC.
- D. Combination Disconnect Switch Magnetic Starter: Provide full-voltage, non-reversing, combination non-fused disconnect switch and magnetic starter for each motor rated 1/2 horsepower and more, of types, ratings and electrical characteristics indicated; equip with solid state overload relays, control transformer with 120 volt secondary, one secondary fuse and one grounded secondary lead, two normally open and two normally closed auxiliary contacts, hand-off- automatic switch, red and green pilot lights wired and mounted through the front of the enclosure. Mount starter in NEMA Type 1 or Type 4 enclosure as required by the National Electrical Code (NEC).
- E. Three (3) phase, full voltage, non-reversing magnetic motor starters, horsepower rating with minimum NEMA size #0 shall be as follows:

NEMA Size	Continuous Rating	Maximum Horsepower	
		208 Volt	480 Volt
0	18 AMPs	3HP	5HP
1	27 AMPs	7-1/2HP	10HP
2	45 AMPs	10HP	25HP
3	90 AMPs	25HP	50HP
4	135 AMPs	40HP	100HP

5	270 AMPs	75HP	200HP
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Motor full-load current shall not exceed continuous ampere rating of starter.

PART 3 – EXECUTION

3.1 INSTALLATION OF MOTOR STARTERS

- A. Install motor starters in accordance with manufacture's written instructions, applicable requirements of NEC, NEMA Standards, and NECA's "Standard of Installation", and in compliance with recognized industry practices to ensure that products fulfill requirements.
- B. The Electrical Contractor shall consult and cooperate with the Control Contractor in assisting him in making control connections to the automatic position of the selector switch and to the auxiliary contacts.
- C. Motor Data: Before installing wiring for motors and starters, the Electrical Contractor shall consult the respective parties furnishing the equipment and obtain from them all data necessary to properly connect the apparatus, and for selection of thermal overload relays in accordance with motor nameplate. Any variance in loads or electrical characteristics from the contract drawings should be reported to the Engineer before proceeding with the work.
- D. When packaged equipment is furnished, all unit starters shall be furnished, mounted and wired by the installing contractor. The Electrical Contractor shall furnish and install a disconnect switch, as specified in Section 260170, and wire between unit's main terminal block and the disconnect switch.
- E. When packaged rooftop equipment is furnished, the unit disconnect switch and all starters shall be furnished, mounted and wired by the installing contractor. The Electrical Contractor shall wire between the line side of the disconnect switch and the building system.
- F. Provide connections for motor starters.

3.2 ADJUST AND CLEAN

- A. Inspect operating mechanisms for malfunctioning and where necessary adjust units for free mechanical movement.
- B. Touch-up scratched or marred surfaces to match original finish.

3.3 FIELD QUALITY CONTROL

- A. Subsequent to wire/cable hookup, energize motor starters and demonstrate functioning of equipment in accordance with requirements.

END OF SECTION

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SECTION 26 01 70**MOTOR AND CIRCUIT DISCONNECTS****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Extent of motor and circuit disconnect switch work is indicated by drawings and schedules.
- B. Types of motor and circuit disconnect switches in this section include the following:
 - Equipment disconnects.
 - Appliance disconnects.
 - Motor-circuit disconnects.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data including specifications, installation instructions and general recommendations, for each type of motor and circuit disconnect switch required.

1.3 COORDINATION

- A. The drawings are scheme and/or diagrammatic in nature, and indicate the need and intent of the design. These are to be used for general guidance only. It shall be the responsibility of the Electrical Contractor to coordinate, with other Division Subcontractors, the installation of all motor and circuit disconnect switches, supporting hardware, including wiring and conduit, to and from the equipment. This coordination will include conduit layout to allow access to equipment for maintenance.
- B. This coordination shall be carried out prior to actual installation; this shall be done to eliminate the possibility of conflicts between trades on items such as access, clearances and maintenance issues that may arise after completion of construction.
- C. Should the coordination not be carried out prior to installation, and a conflict exists, the installing contractor shall remove and reinstall the equipment as required to clear the conflict at no additional cost to the Owner and no delay in project completion.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturer: Subject to compliance with requirements, provide products of one of the following (for each type of switch):
 - Cutler-Hammer, Inc. (Eaton)
 - Square D Company
 - Siemens

2.2 FABRICATED SWITCHES

- A. Safety Switches: Safety switches shall be of sizes noted on the drawings, fusible or non-fusible and contained in a general-purpose enclosure. All switches shall be type HD and have quick-make, quick-break operation. All switches shall be of proper horsepower rating as applicable and have dual interlocks designed to interlock the switch box door with the switch operating mechanism. Unit shall be provided with a suitable means of interlock release. An arrangement shall be provided for locking the operating handle in the "ON" or "OFF" position. Safety switches shall have the proper type metal enclosure, i.e., standard, weatherproof, etc., to suit their specific location as required by the National Electrical Code.
- B. Fuses: Provide fuses for safety switches, as recommended by switch manufacturer, of classes, types and ratings needed to fulfill electrical requirements for service indicated.
- C. When packaged rooftop equipment is furnished, the unit disconnect switch shall be furnished, mounted and wired by the installing contractor.
- D. When rooftop exhaust fans rated less than 1/2 HP at 120 volts, single phase, are furnished, except utility sets, the unit disconnect switch shall be furnished, mounted and wired by the installing contractor.

PART 3 – EXECUTION

3.1 INSTALLATION OF MOTOR AND CIRCUIT DISCONNECT SWITCHES

- A. Install motor and circuit disconnect switches where indicated, complying with manufacturer's written instructions, applicable requirements of NEC, NEMA, and NECA's "Standard of Installation", and in accordance with recognized industry practices to ensure that products fulfill requirements.
- B. Install disconnect switches used with motor-driven appliances, and motors and controllers within sight of controller position unless otherwise indicated.
- C. Provide electrical connections for motor and circuit disconnect switches.

END OF SECTION

SECTION 26 01 80**OVERCURRENT PROTECTIVE DEVICES****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Extent of overcurrent protective device work is indicated by drawing schedules and specifications.
- B. Types of overcurrent protective devices in this section include the following:
 - 1. Molded case circuit breaker.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on overcurrent protective devices, including: voltages and current ratings, interrupting ratings, current limitations, internal inductive and non-inductive loads, time-current trip characteristic curves, and mounting requirements.
- B. Shop Drawings: Submit layout drawings of overcurrent protective devices, showing spatial relationships of units to associated electrical equipment, and connections to electrical power supplies.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Manufacturers: Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include the following:
 - 1. Circuit-Breakers
 - Cutler-Hammer, Inc. (Eaton)
 - Square D Co.
 - Siemens

2.2 CIRCUIT BREAKERS

- A. Except as otherwise indicated, provide circuit breakers and ancillary components, of types, sizes, ratings and electrical characteristics indicated, which comply with manufacturer's standard design, materials, components, and construction in accordance with published product information, as required for a complete installation.
- B. Molded-Case Circuit Breakers: Provide factory assembled, molded-cased circuit breakers of frame size indicated; 120/208 volts, and 277/480 volts 60 Hertz, one, two, or three poles with a short circuit symmetrical ampere interrupting rating as indicated by the panel schedule and/or as

shown by the single line riser diagram. Provide circuit breakers with permanent thermal instantaneous magnetic trips in each pole with ampere ratings as indicated. Construct with overcenter, trip-free, toggle type operating mechanisms with quick-make, quick-break action and positive handle trip indication. Construct devices for mounting and operating in any physical position and operating in an ambient temperature of 40 degrees C. Provide circuit breakers with mechanical screw type connector lugs, AL/CU rated.

PART 3 – EXECUTION

3.1 INSTALLATION OF OVERCURRENT PROTECTIVE DEVICES

- A. Install overcurrent protective devices as indicated in contract documents, in accordance with the manufacturer's written instructions and with recognized industry practices to ensure that protective devices comply with requirements. Comply with NEC Standards for Installation of overcurrent protective devices.
- B. Coordinate with other work, including electrical wiring work, as necessary to interface installation of overcurrent protective devices with other work.
- C. Fasten circuit breakers without causing mechanical stresses, twisting or misalignment being exerted by clamps, supports, or cabling.

3.2 ADJUST AND CLEAN

- A. Inspect circuit-breaker operating mechanisms for malfunctioning and, where necessary, adjust units for free mechanical movement.

3.3 FIELD QUALITY CONTROL

- A. Prior to energization of overcurrent protective devices, test devices for continuity of circuitry and for short-circuits. Correct malfunctioning units, and then demonstrate compliance with requirements.

END OF SECTION

SECTION 26 01 90
SUPPORTING DEVICES

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. Types of supports, anchors, sleeves and seals specified in this section include the following:

Hangers.

Riser Clamps.

C-clamps

I-beam clamps.

One-hole conduit straps.

Two-hole conduit straps.

Round steel rods.

Lead expansion anchors.

Toggle bolts.

U-Channel Strut Systems.

PART 2 – PRODUCTS

2.1 MANUFACTURED SUPPORTING DEVICES

- A. Provide supporting devices, complying with manufacturer's standard materials, design and construct in accordance with published product information, and as required for a complete installation, and as herein specified.

- B. Supports: Provide supporting devices of types, sizes and materials having the following construction features:

Hangers: For supporting EMT conduit, electro-galvanized steel, with 1/4" minimum diameter hole for round steel rod; approximately MSS types 5, 7, 9 or spring steel conduit clips.

Reducing Couplings: Steel rod reducing coupling, 1/4" minimum black steel.

C-Clamps: Black malleable iron, 1/4" minimum rod size.

I-Beam Clamps: Black steel, 1-1/4" x 3/16" stock; 3/8" cross bolt; flange width 2"; approx. 52 pounds per 100 units.

One-Hole Conduit Straps: For supporting EMT conduit, electro- galvanized steel.

Two-Hole Conduit Straps: For supporting EMT conduit, electro-galvanized steel; 3/4" strap width; and 2-1/8" between center of screw holes.

Hexagon Nuts: For 1/4" rod size; galvanized steel.

Round Steel Rod: Black steel; 1/4" min. dia.

Offset Conduit Clamps: For supporting rigid metal conduit; black steel.

- C. Anchors: Provide anchors of types, sizes and materials indicated; and having the following construction features:

Lead Expansion Anchors: 1/4" - 20 Minimum.

Toggle Bolts: Springhead; 3/16 x 4".

- D. Manufacturer: Subject to compliance with requirements, provide anchors of the following:

Ackerman Johnson Fastening Systems, Inc.

Elcen Metal Products Co.

Ideal Industries, Inc.

Rawlplug Co., Inc.

Star Expansion Co.

U.S. Expansion Bolt Co.

Erico Products, Inc. (Caddy)

Hilti, Inc.

- E. U-Channel Strut Systems: Provide U-channel strut system for supporting electrical equipment, 16-gauge hot dip galvanized steel, construct with 9/16" dia. holes, 8" o.c. on top surface, with standard hot dip galvanized finish, and with the following fittings which mate and match with U-channel.

Beam clamps.

Thinwall conduit clamps.

Conduit hangers.

U-bolts.

- F. Manufacturers: Subject to compliance with requirements, provide channel systems of one of the following:

B-Line Systems, Inc.

Elcen Metal Products Co.

Power-Strut Div.; Van Huffel Tube Corp.

Unistrut Div.; GTE Products Corp.

Hilti, Inc.

PART 3 – EXECUTION

3.1 INSTALLATION OF SUPPORTING DEVICES

- A. Install hangers and anchors in accordance with manufacturer's written instructions and with recognized industry practices to insure supporting devices comply with requirements. Comply with requirements of NECA, NEC and ANSI/NEMA for installation of supporting devices.
- B. Install hangers, supports, clamps and attachments to support piping properly from building structure. Arrange for grouping of parallel runs of horizontal conduits to be supported together on trapeze type hangers where possible. Install supports with maximum spacings.

END OF SECTION

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SECTION 26 04 71

FEEDER CIRCUITS

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. Feeder circuit work is indicated by drawings and schedules.
- B. The feeder circuits shall include furnishing and installing a complete wire and conduit system between distribution panelboards and major 3 phase loads, between power panels and 3 phase motor loads.
- C. Types of equipment to be furnished and installed in this section include the following:

Rigid Metal Conduit

Electrical Metallic Tubing (EMT)

Intermediate Metal Conduit (IMC)

Wires and Cables

Junction Boxes

Pull Boxes

Conduit Bodies

Bushings

Locknuts

Supporting Devices

PART 2 – PRODUCTS

2.1 FEEDER CIRCUITS

- A. Furnish and install each feeder circuit with assembly of materials, including but not necessarily limited to, conduit, wire, pull boxes, junction boxes and other items and accessories needed for a complete installation. Where materials or components are not otherwise indicated, comply with NEC, NEMA and established industry standards for applications indicated.

PART 3 – EXECUTION

3.1 INSTALLATION OF FEEDER CIRCUITS

- A. Install feeder circuits, complying with equipment manufacturer's written instructions, applicable requirements of NEC, NEMA and NECA's "Standard of Installation", and in accordance with recognized industry practices.
- B. Multiple circuits within a single raceway shall not be permitted under this section.

END OF SECTION

SECTION 26 04 72**BRANCH CIRCUITS****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Branch circuit work is indicated by drawings.
- B. The branch circuits shall include furnishing and installing a complete wire and conduit or cable system between panelboards and lighting fixtures, receptacles, fractional horsepower motors, and small single phase loads.
- C. Types of equipment to be furnished and installed in this section include the following:

Rigid Raceways – See Section 260110

Electrical Metallic Tubing (EMT)

MC (Metal Clad) (Concealed Work only)

Wires and Cables

Junction Boxes

Pull Boxes

Conduit Bodies

Bushings

Locknuts

Supporting Devices

PART 2 – PRODUCTS**2.1 BRANCH CIRCUITS**

- A. Furnish each branch circuit with an assembly of materials, including but not necessarily limited to, conduit, wire, cable, pull boxes, junction boxes and other items and accessories needed for a complete installation. Where materials or components are not otherwise indicated, comply with NEC, NEMA and established industry standards for applications indicated.

2.2 CONVENIENCE BRANCH CIRCUITS

- A. Intent:
 - 1. The intent of this portion of the specifications is to describe the requirements of a convenience circuit as it applies to 120-volt receptacles.

2. All convenience branch circuits may consist of more than one 120 volt receptacle.
- B. Convenience Circuit - General: A circuit consisting of a phase and neutral conductor, which may share its neutral with other phase conductors provided that the neutral conductor does not become overloaded due to circuit phase relationship. This type of circuit shall also include an equipment grounding conductor as described under the grounding section of the specifications.
- C. Convenience Circuit - Dedicated: A circuit consisting of a phase and neutral conductor which DOES NOT share conductors with any other circuits. This type of circuit shall also include an equipment grounding conductor as described under the grounding section of the specifications.

PART 3 – EXECUTION

3.1 INSTALLATION OF BRANCH CIRCUITS

- A. Install branch circuits, complying with equipment manufacturer's written instructions, applicable requirements of NEC, NEMA, and NECA's "Standard of Installation", and in accordance with recognized industry practices.
- B. Multiple circuits within a single raceway or cable shall be permitted under this section. It shall be the responsibility of the Electrical Contractor to assure that the neutral conductors do not become overloaded due to circuit phase relationship, and isolated grounds not become voided or compromised due to miswiring or wrong connections.
- C. The Electrical Contractor may elect to use metal clad cable in lieu of electrical metallic tubing (EMT) in wall cavities, and/or above tile or dry wall ceilings. In all areas of exposed construction, electrical metallic tubing (EMT) shall be installed.

END OF SECTION

SECTION 26 05 10**BUILDING LIGHTING****PART 1 – GENERAL****1.1 DESCRIPTION OF WORK**

- A. Lighting fixture work is indicated by specifications, drawings and schedules.
- B. Types of lighting fixtures in this section include the following:
 - 1. LED
- C. Applications of lighting fixtures required for the project include the following:
 - 1. General Lighting.
 - 2. Supplementary Lighting.
 - 3. Emergency Lighting.
 - 4. Support of fixtures shall be as specified in applicable Division 26 Supporting Devices.

1.2 SUBMITTALS

- A. Product Data: Submit manufacturer's data on building lighting fixtures.
- B. Shop Drawings: Submit dimensioned drawings of lighting fixture installations, including but not necessarily limited to, layout, relation to associated panelboards, and connections to panelboards. Submit fixture shop drawings in booklet form with separate sheet for each fixture, assembled in luminaire "type" alphabetical order, with proposed fixture and accessories clearly indicated on each sheet.

PART 2 – PRODUCTS**2.1 ACCEPTABLE MANUFACTURERS**

- A. Each lighting fixture type specified represents a specific style and quality of fixture acceptable for this project.
- B. The Engineer reserves the right to reject any shop drawing and to request a resubmission should the contractor submit a shop drawing of an equivalent manufacturer which is viewed as being of an incompatible style or inferior quality.
- C. No fixture shop drawing shall be submitted, nor will any be accepted, for any manufacturer which is not specifically listed for that fixture type. When a fixture manufacturer is listed for a specific fixture type, this does not provide him with the right to submit for fixtures he is not listed under. A bidding Contractor may elect to bid using non listed fixtures for the listed Lighting Representatives. The Engineer and the Architect shall make the final decision on whether the submitted fixture meets the project's requirements during shop drawing review.

- D. Should the Contractor be unable to obtain approval of the resubmitted manufacturer, then he should submit the basis of design specified manufacturer/fixture.

2.2 LIGHTING FIXTURES

- A. Provide lighting fixtures of the size, type and rating indicated complete with, but not necessarily limited to, housings, lamp holders, reflectors, ballast, lamps, mounting frames, pendants and wiring; wired and connected in place, complete, tested and left in satisfactory operating condition.
- B. LED Drivers
 - 1. All LED fixtures shall be provided with integral drivers (unless noted otherwise) and must operate at line voltage as indicated on drawings (unless noted otherwise).
 - 2. LED drivers shall have operating temperature of 50°F - 140°F unless noted otherwise.
 - 3. LED drivers shall carry a 5-year warranty.
- C. Fixture Lamps: For the type, number and color of the fixture lamps, refer to the Lighting Fixture Schedule on the drawings.

PART 3 – EXECUTION

3.1 INSTALLATION OF LIGHTING FIXTURES

- A. Install lighting fixtures at locations and heights as indicated, in accordance with fixture manufacturer's written instructions, applicable requirements of NEC, NECA's "Standard of Installation", NEMA Standards and with recognized industry practices to ensure that lighting fixtures fulfill requirements of the project.
- B. Install lighting fixtures in removable tile ceilings using 3/8" flexible metal conduit with 3 # 12 awg. conductor. Maximum length of flexible lead shall not exceed 60". Flexible lead shall extend from the fixture to the junction box. The junction box shall be securely fastened to the building structure above the removable tile ceiling and shall not serve more than two (2) lighting fixtures, nor shall the junction box support any of the lighting fixtures.

3.2 LIGHTING FIXTURE MOUNTING

- A. 2' x 2' and 2' x 4' fixtures installed in a removable tile ceiling shall be installed using T-Bar grid safety clips as provided by the fixture manufacturer and as required by the NEC.
- B. 2'x 2' and 2' x 4' fixtures installed in a removable tile ceiling shall be installed using support wires at two corners of the fixture. The support wires shall be carried up to the building structure and securely anchored using screwed or bolted hardware. Pressure type clips will not be acceptable. The Electrical Contractor shall be responsible for installing or having installed these two (2) support wires.

3.3 ADJUST and CLEAN

- A. Clean lens, reflectors and interiors of all lighting fixtures of dirt and construction debris upon completion of installation.
- B. Protect installed lighting fixtures from damage during the remainder of the construction period.

3.4 FIELD QUALITY CONTROL

- A. Upon completion of the installation of the lighting fixtures, and after the building circuitry has been energized, apply electrical energy to demonstrate capability and compliance with project requirements. Where possible, correct malfunctioning units at the site, then retest to demonstrate compliance; otherwise, remove and replace with new units, and proceed with retesting.
- B. At the time of Substantial Completion, replace lamps in lighting fixtures which are observed to be noticeably dimmed after Contractor's use and testing, as judged by the Architect/Engineer. Furnish stock or replacement lamps amounting to 15% (but not less than one (1) lamp in each case) of each type and size used in each type of fixture. Deliver the replacement stock as directed to the Owner's storage area.
 - 1. Refer to Division 1 sections for the replacement/restoration of lamps in lighting fixtures, where used for temporary lighting prior to the time of Substantial Completion.
- C. Replace defective and burned-out lamps for a period of one (1) year following the time of Substantial Completion.

3.5 GROUNDING

- A. Provide tight equipment grounding connections for each lighting fixture installation, in accordance with fixture manufacturer's recommendations and the NEC's requirements.

END OF SECTION

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