# **PROJECT MANUAL**

# The Armory Commission of Alabama

# FORT WHITING AFRC Building Envelope AON Repairs Mobile, Alabama

### IFB NO. AC-21-B-0018-S





PWBA 2021-0301

AUGUST 17, 2021

Set No: \_\_\_

#### SECTION 00 01 03 PROJECT DIRECTORY

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

A. Identification of project team members and their contact information.

#### 1.02 OWNER:

#### THE ARMORY COMMISSION OF ALABAMA

Post Office Box 3711

1720 Cong. W.L. Dickinson Drive

Montgomery, AL 36109-0711

#### Mr. Eric Holt, Contracting Officer's Representative

(334) 260-6355 (Office)

(334) 414-4160 (Cell)

Kenneth.e.holt2.nfg@mail.mil

#### 1.03 CONSULTANTS:

A. **Architect:** Design Professional of Record. All correspondence from the Contractor regarding construction documents authored by Architect's consultants will be through this party, unless alternate arrangements are mutually agreed upon at preconstruction meeting.

PWBA ARCHITECTS, INC. 529 South Perry Street, Suite 15 Montgomery, AL 36104-4636 Mr. Edward M. Brummal, Jr., AIA, CSI, CCS (334) 244-4990, x226 (Office) ebrummal@pwba-architects.com

#### B. Civil Engineer:

PSE DESIGNS, INC. 1000 Hillcrest Road, Suite 222 Mobile, AL 36695 (251) 219-6089 www.psedesigns.com

#### PART 2 PRODUCTS - NOT USED

**PART 3 EXECUTION - NOT USED** 

#### SECTION 00 01 07 PROFESSIONAL SEALS

#### **ARCHITECTURAL SPECIFICATIONS INDEX**

The following specification sections of the Project Manual have been assembled by **PWBA Architects**, **Inc.** and were prepared by me or under my responsible supervision.

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All Sections.

- DIVISION 01 GENERAL REQUIREMENTS All Sections.
- DIVISION 05 METALS All Sections.
- DIVISION 06 WOOD, PLASTICS, AND COMPOSITES All Sections.
- DIVISION 07 THERMAL AND MOISTURE PROTECTION All Sections.
- DIVISION 08 OPENINGS All Sections.
- DIVISION 09 FINISHES All Sections.



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CIVIL	
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#### SECTION 00 21 00 INSTRUCTIONS TO BIDDERS

#### PART 1 GENERAL

#### 1.01 INTENT OF INSTRUCTION:

A. Instructions to Bidders are included in the Contract Documents to amplify the invitation for Bids, which is abbreviated because of cost and space limitations, and to five other details which interested parties must or should know in order to prepare bids properly.

#### 1.02 PREQUALIFICATION OF BIDDERS:

- A. Bidders for work costing in excess of \$50,000.00 must be licensed under the terms of existing State laws. In case of a joint venture of two or more contractors, the amount of the bid shall be within the maximum bid limitation as set by the State Licensing Board for General Contractors of the combined limitations of the partners to the joint venture. Before award of any Contract, any Bidder may be required to file under oath with the Commission a complete Confidential Financial Statement, Equipment Questionnaire, and Experience Questionnaire on forms that will be furnished by the Contracting Officer with the request. If the applicant is a corporation organized in a state other than Alabama, it shall furnish a certificate from the Secretary of State showing that it is qualified to transact business in Alabama.
- B. Copies of the Contract Documents may be obtained from the Contracting Officer, as stated in the Invitation For Bids.

#### 1.03 EXAMINATION OF CONTRACT DOCUMENTS AND OF THE SITE OF THE WORK:

- A. Before submitting a proposal for the work, the bidders shall carefully examine the Contract Documents, visit the site, and satisfy themselves as to the nature and location of the Work, and the general and local conditions, including weather, the general character of the site or building, the character and extent of existing work within or adjacent to the site, and any other work being performed thereon at the time of submission of their bids. They shall obtain full knowledge as to transportation, disposal, handling, and storage of materials, availability of water, electric power, and all other facilities in the area which will have a bearing on the performance of the Work for which they submit their proposals. The submission of a proposal shall be prima facie evidence that the bidder has made such examination and visit and has judged for and satisfied himself as to conditions to be encountered regarding the character, difficulties, quality and quantities of work to be performed and the material and equipment to be furnished, and as to the contract requirements and contingencies involved.
- B. If, in the performance of the Contract, subsurface or latent conditions are found to be materially different from those indicated by the Drawings and Specifications, or unknown conditions of an unusual or impractical nature are disclosed differing materially from conditions usually inherent in work of the character shown and specified, the attention of the Engineer shall be called immediately to such conditions before they are disturbed. Upon such notice, or upon observation of conditions as he finds necessary to conform to the different conditions, and any increase or decrease in the cost of the Work resulting from such changes will be adjusted as provided under CHANGES IN THE WORK or EXTRA WORK as set forth in the GENERAL CONDITIONS.

#### 1.04 EXPLANATIONS AND INTERPRETATIONS:

A. Should any bidder observe any ambiguity, discrepancy, omission, or error in the Drawings and Specifications, or in any other Contract Document, or be in doubt as to the intention and meaning thereof, he should at once report such to the Engineer and request clarification, in writing, with a copy of his request to the Contracting Officer. Clarification will be made only by written addenda sent to all prospective bidders. Neither the Engineer, nor the Contracting Officer will be responsible in any manner for verbal answers regarding intent or meaning of the Contract Documents, or for any verbal instructions, by whomsoever made, prior to the award of the Contract.

- B. Should conflict occur in or between Drawings and Specifications, a bidder will be deemed to have estimated on the more expensive way of doing the work involved unless he shall have asked for and
- C. obtained the written decision of the Engineer before submission of his bid as to method, materials, or equipment which will be required.

#### 1.05 CONTENTS OF PROPOSAL FORMS:

A. The Contracting Officer as stated in the advertisement, will furnish bidders blank bid forms for the work contemplated, indicating the lump sum bid items, alternate bid items, and unit price bid items.

#### 1.06 LIQUIDATED DAMAGES:

A. Time is the essence of the Contract and the bidder's attention is called to that clause of the GENERAL CONDITIONS which requires the deduction of a stipulated time charge equal to six percent interest per annum on the total Contract Price for the work for the entire period that any part of the work remains uncompleted after the time specified in the Contract documents for completion of the work which will be deducted by the Contracting Officer from the final estimate and retained by the Owner out of the moneys otherwise due the Contractor in the final payment, not as a penalty but as liquidated damages sustained by the Owner.

#### 1.07 PREPARATION OF BID:

- A. The bid must be submitted on the bid form furnished by the Owner or Contracting Officer as stated in the Invitation for Bids.
- B. The bid shall be properly signed by the bidder. If the bidder is an individual, his name and post office address must be shown; if a firm or partnership, the name and post office address of each member of the firm or partnership must be shown; if a corporation, the President, Vice-President, or Secretary shall sign and affix the corporate seal, or if the person signing the bid is an agent, the said agent must attach written authorization from the President, Vice-President or Secretary of the corporation, and the bid must show the name of the corporation, the name of the state under the laws of which the corporation is chartered and the names, titles, and business address of the officers.

#### 1.08 BID GUARANTY:

A. No bid submitted will be considered unless accompanied by a certified check or bid bond made payable to the Owner in an amount not less than five percent (5%) of the Contractor's bid, but in no event more than ten thousand dollars (\$10,000.00), as a guaranty that the bidder will enter into a contract with the Owner for the Performance of the work and furnish contract bonds for the work if it be awarded to him.

#### 1.09 DELIVERY OF BIDS:

A. Each Bid shall be placed, together with Bid Guaranty, in a sealed envelope on the outside of which is written in large letters "Bid" and so marked as to identify the Work bid on and the name of the Bidder. Bid may be delivered in person, or by mail if ample time is allowed for delivery. When sent by mail, preferable special delivery or registered, the sealed Bid marked as indicated above, shall be enclosed in another envelope for mailing. Bid will be received at the place stated and until the hour of the date set in Invitation for Bids for their opening unless notice is given of postponement. No Bid will be accepted or considered which has not been received prior to the hour of the opening date.

#### 1.10 WITHDRAWAL OR REVISION OF BIDS:

A. A Bid may be withdrawn at any time prior to the hour fixed for opening of Bids, provided a request in writing executed by the Bidder or his duly authorized representative is filed with the Contracting Officer prior to that time, in which case such Bid, when received will be returned to the Bidder unopened. Telegrams or written communications to correct Bid will be accepted and the Bid corrected in accordance therewith if received by the Contracting Officer prior to the Invitation for Bids. No Bid shall be withdrawn, modified, or corrected after the hour set for opening such Bid.

#### 1.11 OPENING OF BIDS:

A. Bids will be opened and read publicly at the time and place indicated in the Invitation for Bids. Bidders or their authorized agents are invited to be present.

#### 1.12 IRREGULAR BID:

A. Bids may be rejected if they contain any omissions, alterations of forms, additions not called for, conditional bids, alternate bids unless called for, incomplete bids, erasures, or irregularities of any kind. Bids in which the unit or lump sum prices bid are obviously unbalanced may be rejected.

#### 1.13 ERRORS IN BID:

A. In case or error in the extension of prices, the unit price will govern. In case of discrepancy between the prices shown in the figures and in words, the words will govern.

#### 1.14 DISQUALIFICATION OF BIDDERS:

- A. Any Bidder using the same or different names for submitting more than one Bid upon any unit, portion, part or section of work will be disqualified from further consideration on that part of the Work. Evidence that any bidder is interested, as a principal, in more than one Bid for the Work (for example, bidding in a partnership; as a joint partnership or association and as a Partnership, association, or individual) will cause the rejection of any such Bid. A Bidder may, however, submit a Bid as a principal and as a subcontractor to some other principal, or may submit a Bid as a subcontractor to as many other principals as he desires, and by so doing will not be liable to disqualification.
- B. If there is reason for believing that collusion exists among the bidders any or all Bids may be rejected, and participants in such collusion may not be considered in future Bids for the same work. Bids in which prices are obviously unbalanced or unresponsive to the Invitation for Bids may be rejected.
- C. The right is reserved to reject a Bid from Bidder who has not paid, or satisfactorily settled, all bills due for labor and material on former contracts in force at the time of letting.

#### 1.15 CONSIDERATION OF BIDS:

A. After the Bids are opened and read, the Bid prices will be compared and the results of such comparison will be made public. Until the final award of the Contract, however, the Owner reserves the right to reject any all Bids, and to accept or reject any or all items of any bid and to waive technical errors and any informality if, in his judgement, the best interests of the Owner will thereby be promoted.

#### 1.16 DETERMINATION OF LOW BIDDER:

A. The low bidder will be determined by the total Bid of all Items on the bid form that are accepted.

#### 1.17 AWARD OF CONTRACT:

A. The Contract will be awarded to the lowest responsible bidder complying with all established requirements of the Contract Documents unless the Owner finds that his bid is unreasonable or that it is not in the interest of the Owner to accept it, and subject to the Owner'' right to award on the basis of any bid item or any combination of bid items. A bidder to whom award is made will be notified at the earliest possible date.

#### 1.18 RETURN OF BID GUARANTIES:

A. All Bid Guaranties, except those of the three lowest bona fide bidders, will be returned immediately after Bids have been checked, tabulated, and the relation of the Bid established. The Bid Guaranty of the three lowest bidders will be returned as soon as the Contract Bonds and the Contract of the successful Bidder have been properly executed and approved. Should no award be made within thirty days, all Bids will be rejected, and all guaranties returned, unless the successful Bidder agrees B. in writing to a stipulated extension in time for consideration of his bid, in which case the Owner may, at his discretion, permit the successful Bidder to substitute a satisfactory bidder's bond for the certified check submitted with his Bid as a Bid Guaranty.

#### 1.19 EXECUTION OF CONTRACT:

A. The Contract shall be signed by the successful Bidder, in the number of counterparts provided in the Contract Agreement, and returned to the Contracting Officer with satisfactory Contract Bonds.

#### 1.20 REQUIREMENTS OF CONTRACT BONDS:

- A. In order to insure the faithful performance of each and every condition, stipulation, and requirement of the Contract and to indemnify and save harmless the Owner from any and all damages, either directly or indirectly (arising out of any failure to perform same), the successful Bidder to whom the Contract is awarded shall furnish at his expense and file with the Contracting Officer an acceptable Surety Bond in the amount equal to one hundred (100) per cent of the Contract Price of the Contract as awarded. Said Bond shall be made on the approved Bond form, shall be furnished by a surety company duly authorized and qualified to make such bonds in the State of Alabama, shall be countersigned by an authorized agent resident in the State who is qualified for the execution of such instruments, and shall have attached thereto power of attorney of the signing official. In case of default on the part of the Contractor, all expenses incident to ascertaining and collecting losses suffered by the State under the Bond, the direct costs of administration, architectural, engineering, and legal services, shall lie against the Contract Bond for Performance of the Work.
- B. In addition thereto, the successful Bidder to whom the Contract is awarded shall furnish at his expense and file with the Contracting Officer another Bond with good and sufficient surety payable to the Owner in an amount equal to fifty (50) per cent of the Contract Price, with the obligation that the Contractor shall promptly make payment to all persons furnishing him or them with labor, materials, equipment, or supplies for or in prosecution of the Work provided for in the Contract and for the payment of reasonable attorneys fees incurred by successful claimants or plaintiffs in suits on said Bond.

#### 1.21 APPROVAL OF CONTRACT:

A. No Contract is binding upon the Owner until it has been executed by the Contracting Officer and approved by the Chief National Guard Bureau, and/or the State Building Commission as required by Federal and State laws and regulations.

#### 1.22 FAILURE TO EXECUTE CONTRACT:

- A. Should the successful Bidder or Bidders to whom a Contract is awarded fail to execute a Contract and furnish acceptable Contract Bonds within ten days following the date of Award, the Owner shall retain form the Proposal Guaranty if it be a certified check or recover from the Principal of the Sureties if the guaranty be a bond the difference between the amount of the Contract as awarded and the amount of the proposal Guaranty shall be so retained or recovered as liquidated damages for such default. Any sums so retained or recovered shall be the property of the Owner. In the event of the death of the low bidder (if an individual and not a partnership or corporation) between the date of the opening of bids and the ten days following the date of award of Contract allowed for furnishing the Contract Bonds, the Owner shall return the Proposal Guaranty intact to the estate of the deceased low bidder.
- B. Failure by the Owner to complete the execution of a Contract and to issue a Notice to Proceed within thirty (30) days after its Presentation by the Contractor shall be just cause, unless both parties agree in writing to a stipulated extension in time for issuance of a Notice to Proceed, for withdrawal of the Contractor's bid and Contract Agreement without forfeiture of a certified check or bond.

#### PART 2 PRODUCTS – NOT APPLICABLE PART 3 EXECUTION – NOT APPLICABLE END OF SECTION

SECTION 00 41 00 – PROPOSAL FORM

IFB # AC-21-B-0018-S BID OPENING DATE\_\_\_\_\_ BIDDER\_\_\_\_\_\_ CONTRACTOR'S LICENSE NO.

TO: **The Armory Commission of Alabama** State Military Property and Disbursing Officer Headquarters, Alabama National Guard 1720 Cong. W.L. Dickinson Drive Montgomery, Alabama 36109-0711

#### PROJECT: Mobile FT Whiting AFRC (Act of Nature) Repairs Mobile, Alabama

In compliance with your Invitation for Bids dated \_\_\_\_\_\_ the undersigned hereby proposes to furnish the plant, labor, materials, and equipment and perform all work for the above-described project in strict accordance with the specifications, drawings, and addenda number \_\_\_\_\_\_ for consideration of the following prices (bid prices do <u>NOT</u> include Sales or Use Taxes in accordance with Act 2013-205):

#### BID

PERFORM ALL WORK IN ACCORDANCE WITH THE DRAWINGS & SPECIFICATIONS FOR: **Mobile FT Whiting AFRC (Act of Nature) Repairs.** 

BID ITEM A – East Wing Low Roofing and Drainage; Northwest & Southwest Wings – Roofing and Drainage; and Drill Hall & Penthouse Access Roofing	\$ <u></u>
ALTERNATE A1 – Exterior Door Weatherstripping	\$ <u></u>
ALTERNATE A2 – Interior Work	\$
BID ITEM B – South/Marine Wing Roofing	\$

(NOTE: Above prices do NOT include Sales or Use Taxes in accordance with Act 2013-205)

#### ACCOUNTING OF SALES TAX

Pursuant to Act 2013-205, section 1(g) the Contractor accounts for sales tax NOT in the bid form as follows:

#### ESTIMATED SALES TAX AMOUNT

BID ITEM A – East Wing Low Roofing and Drainage; Northwest & Southwest Wings – Roofing and Drainage; and Drill Hall & Penthouse Access Roofing	\$
ALTERNATE A1 – Exterior Door Weatherstripping	\$
ALTERNATE A2 – Interior Work	\$
BID ITEM B – South/Marine Wing Roofing	

Failure to provide an accounting of sales tax shall render the bid non-responsive. Other than determining responsiveness, sales tax accounting shall not affect the bid pricing nor be considered in the determination of the lowest responsible and responsive bidder.

#### UNIT PRICE NO. 1:

Cost per square foot for removal of damaged acoustical ceiling tiles	
and providing and installing new replacement ceiling tiles to match	
existing as closely as possible	<u>/SF</u>

TIME LIMIT: These bids are subject to an acceptance period of thirty (30) days.

A. All amounts and totals given will be subject to verification by the State. In case of variation between unit bid price and total shown by bidder, the unit price will be considered to be his bid. The State reserves the right to award the work on the basis of any bid or any combination of bids and to increase or decrease the quantities of any item listed in this bid at the price quoted for that particular item.

B. Bids shall be for the entire work and shall have each blank space filled in to include the "Estimated Sales Tax Accounting".

C. The quantities of each item of the bid as finally ascertained at the close of the contract will determine the total payment to accrue under the contract.

D. The bidder, upon request of written notice of award of the contract within thirty (30) days after the date of opening of bids, agrees that he will execute the construction contract in accordance with this bid as accepted, and if the consideration of the contract will exceed \$50,000.00 in amount, will furnish to the State a Performance Bond and a Payment Bond on AGO Forms, with good and sufficient surety or sureties as required by the specifications, at the time the contract is executed.

E. It is hereby warranted that in the event award is made to the undersigned, there will be furnished under this contract or used in the performance of the work covered by this contract, only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, or supplies mined, produced or manufactured, as the case may be, in the United States, except as noted below or otherwise indicated in this bid or authorized in the invitation.

F. The bidder further agrees that if awarded the contract, he will commence work within ten (10) calendar days after notice to proceed date and that he will fully complete the work ready for use not later than **<u>180 calendar days</u>** after notice to proceed date.

FIRM
ADDRESS
PHONE
FAX
EMAIL
BY
SIGNATURE
TITLE
STATE OF ALABAMA CONTRACTOR'S LICENSE NO

#### NOTES:

If the bidder is a corporation, indicate State of Incorporation under signature, and if a partnership, give full names of all partners. All bidders must be licensed under the provisions of Title 34, Chapter 8, <u>Code of Alabama, 1975</u>, as amended.

On projects bid at \$50,000.00 or more, the bidder must include his license number on the bid form in the prescribed place and on the outside of the envelope containing the bid, or otherwise the bid <u>will not</u> be considered.

Bid Prices do not include Sales or Use Taxes, but these taxes are identified in the Estimated Sales Tax Amount section of this bid form.

#### **BID BOND**

A completed/executed Standard Bid Bond form (Building Commission Form, AIA Form, GSA Standard Form, etc.) [A Power of Attorney is <u>**REQUIRED**</u> for all Bid Bonds] or a certified check made payable to the Armory Commission of Alabama in an amount not less than five (5) percent of the Contractor's bid, but in no event more than ten thousand dollars (\$10,000.00), must accompany all bids greater than \$50,000.00.

#### SECTION 00 43 25 - SUBSTITUTION REQUEST FORM DURING BIDDING

(BIDDERS SHALL USE THIS FORM FOR SUBMITTING SUBSTITUTION REQUESTS DURING BIDDING. OTHER FORMS OF SUBSTITUTION REQUESTS WILL NOT BE CONSIDERED. THIS FORM MUST BE RECEIVED BY ARCHITECT NOT LATER THAN 7 WORKING DAYS PRIOR TO BID OPENING DATE)

Project:		_ Substitution Request Number:	
IFB Project No.: IFB #:		_Re:	
From:			
			Section:
Description:		_ Page:	Article/Paragraph:
Proposed Substitution:			
Manufacturer:	Address	:	Phone:
Trade Name:		M	odel No.:
Installer:	Address:		Phone:
History: New Product	1 – 4 years old	5 – 10 years old	Exceeds 10 years old
Differences between propos	ed substitution and	d specified product: _	
Reason for not providing sp			
		Architect:	
-			
Proposed substitution affec Explain	ts other parts of We	ork: <u>No</u> Yes	
Savings to Owner for accept	ting substitution: _		(\$)
Proposed substitution chan	ges Contract Time:	NoYes [Add	l] [Deduct] days
Supporting Data Attached:			
Drawings Product Data	Samples	Tests Reports	S

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:		
	Fax:	
E-mail:		
Attachments:		



## State of Alabama

### **Disclosure Statement**

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM	
ADDRESS	
CITY, STATE, ZIP	TELEPHONE NUMBER
STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE	FOR GRANT AWARD
ADDRESS	
CITY, STATE, ZIP	TELEPHONE NUMBER
This form is provided with:	Invitation to Bid Grant Proposal
Have you or any of your partners, divisions, or any related busines Agency/Department in the current or last fiscal year? Yes No If yes, identify below the State Agency/Department that received the vided, and the amount received for the provision of such goods or s	goods or services, the type(s) of goods or services previously pro-
STATE AGENCY/DEPARTMENT TYPE OF GOO	DDS/SERVICES AMOUNT RECEIVED
Have you or any of your partners, divisions, or any related busines Agency/Department in the current or last fiscal year? Yes No If yes, identify the State Agency/Department that awarded the grant	
STATE AGENCY/DEPARTMENT DATE GRAN	T AWARDED AMOUNT OF GRANT
<ol> <li>List below the name(s) and address(es) of all public officials/publ any of your employees have a family relationship and who may Identify the State Department/Agency for which the public official</li> </ol>	lirectly personally benefit financially from the proposed transaction.
NAME OF PUBLIC OFFICIAL/EMPLOYEE ADD	RESS STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

N	AW	EUR		
FAMI	YI	NEM	BE	R

ADDRESS

#### NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE

STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST

ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature	Date	
Notary's Signature	Date	Date Notary Expires

#### 00 52 00 - CONSTRUCTION CONTRACT FORM

#### STATE OF ALABAMA

#### THE ARMORY COMMISSION OF ALABAMA

#### CONSTRUCTION CONTRACT

OWNER:	THE ARMORY COMMISSION OF ALABAMA P.O. BOX 3711 MONTGOMERY, ALABAMA 36109-0711
CONTRACTOR:	(Contractor's Name) (Street Address) (City, State Zip)
CONTRACT FOR:	(Project Name)
CONSTRUCTION LOCATION: AMOUNT:	(Project City, State) (Dollar Amount)
PAYMENT TO BE MADE BY:	STATE OF ALABAMA

FEDERAL:

STATE:

#### 00 52 00 - CONSTRUCTION CONTRACT FORM

#### CONTRACT AGREEMENT FOR CONSTRUCTION

THIS AGREEMENT, entered into this (day) day of (month) (year) by and between The Armory Commission of Alabama (hereinafter called the Owner), and (Contractor Name)(hereinafter called the Contractor).

WITNESSETH that the Owner and the Contractor, in consideration of premises of the mutual covenants, considerations, and agreements herein contained, agree as follows:

STATEMENT OF WORK: The Contractor shall furnish all labor and materials and perform all work for (**Project Name**) in strict and entire conformity with the plans and specifications dated (**Date**) prepared by (**Architect/Engineer**) and approved by The Armory Commission, including Addenda thereto numbered (**Number**), all of which are hereby made a part of this agreement as fully and to the same effect as if the same had been set forth at length in the body of this Agreement.

TIME OF COMPLETION: The work shall be commenced on a date to be specified in a written proceed order of the Contracting Officer and shall be completed within **(# of Days)** from and after said date as provided in the Contract documents.

2

#### 00 52 00 - CONSTRUCTION CONTRACT FORM

COMPENSATION TO BE PAID: The Owner will pay and the Contractor will accept in full consideration for the performance of the Work, subject to additions and deductions (including liquidated damages) as provided in the Contract Documents, the sum of **(Contract Amount),** being the amount of the Contractor's bid for the aforesaid work, including bid items **(Awarded Items).** The Contractor and the Owner for themselves, their successors, executors, administrators, and assigns, hereby agree to the full performance of the covenants herein contained.

COMPLIANCE WITH ADDITIONAL STATE REQUIRED CLAUSES: By signing this contract, the Contractor hereby certifies compliance and agreement with the following clauses required by the State of Alabama:

1. In compliance with Act No. 2012-491, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom;

2. In compliance with Act 2016-312, the Contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade;

3. In compliance with the merit system exclusion clause, the Contractor understands

3

#### 00 52 00 - CONSTRUCTION CONTRACT FORM

and agrees that the Contractor is not to be considered a State of Alabama merit system employee and is not entitled to any benefits of the State Merit System;

4. By entering into this contract, the Contractor is not an agent of the state, its officers, employees, agents or assigns. The Contractor is an independent entity from the State and nothing in this agreement creates an agency relationship between the parties.

IN WITNESS WHEREOF, the Parties hereto and on the day and year first above written have executed this Agreement in Three counterparts, each of which shall without proof or accounting for the other counterparts, be deemed as original thereof.

This Contract was let in accordance with the provisions of Title 39, Code of Alabama 1975 as amended, and applicable sections of Department of Defense Armed Services Procurement Regulation. The terms and commitments of this Contract do not constitute a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26.

00 52 00 - CONSTRUCTION CONTRACT FORM

WITNESSES:

CONTRACTING PARTIES:

(Contractor's Name) \_\_\_\_\_ Contractor

(Signature)

This contract has been reviewed for legal form and complies with all applicable laws, rules, and regulations of the State of Alabama governing these matters.

JAMES R. HOUTS Deputy Attorney General

This contract has been reviewed for and is approved as to content.

MARK A. WEEKS State Property & Disbursing Officer

<u>NOTE</u>: If the Contractor is a corporation, witnesses are not required, but the annexed certificate must be completed. Type or print names under all signatures.

00 52 00 - CONSTRUCTION CONTRACT FORM

ATTEST:

The Armory Commission of Alabama

MARK A. WEEKS Secretary The Armory Commission SHERYL E. GORDON Major General, ALNG The Adjutant General

ATTEST:

**APPROVED:** 

JOHN H. MERRILL Secretary of State of Alabama

KAY IVEY Governor, State of Alabama

#### 00 52 00 - CONSTRUCTION CONTRACT FORM

#### 

l,,	certify that I am the	of the corporation
named as Contractor her	ein; that <u>xxxxxxxxx</u> ,	, who signed this contract on
behalf of the Contractor,	was then the <u>xxxxxxxxx</u>	_ of said corporation; that said
Contractor was duly signe	ed for and in behalf of said cor	rporation by authority of its
governing body, and is w	ithin the scope of its corporate	e powers.

(SEAL)

<u>NOTE</u>: Contractor, if a corporation, should cause the above certificate to be executed under its corporate seal. <u>THE SAME OFFICER SHALL NOT EXECUTE BOTH THE CONTRACT AND THE CERTIFICATE</u>.

<u>NOTE</u>: In the event that the Contractor is not a corporation, the signature page must be witnessed by two individuals and this page may be left blank.

AGO Form 215 PERFORMAN (16 Apr 80) (MOD JUL 87) (See Instruction (Page 1 of 3)			
PRINCIPAL (Legal name and business address)	TYPE OF ORGANIZATION ("X" Out) Individual Partnership Joint Venture Corporation State of Incor- poration		
SURETY(IES) (Name and business address)			
Penal Sum of Bond (Express in words & figures)			
Contract Number	Contract Date		
bound to the Armory Commission of Alabama in bind ourselves, our heirs, executors, administrators. That, where the Sureties are corporations acting as sum "jointly and severally" as well as "severally" actions against any or all of us, and for all other put with the Principal, for the payment of such sum or but if no limit of liability is indicated, the limit of limit	we, the Principal and Surety(ies) hereto, are firmly the above penal sum for the payment of which we s, and successors, jointly and severally: <i>Provided</i> , co-sureties, we, the Sureties, bind ourselves in such only for the purpose of allowing a joint action or rposes each Surety binds itself, jointly and severally ily as is set forth opposite the name of such Surety, ability shall be the full amount of the penal sum. SUCH, that whereas the Principal entered into the		
NOW, THEREFORE, if the Principal shall:			
said contract during the original term of said contr by the Armory Commission of Alabama through it Surety(ies), and during the life of any guaranty req fulfill all the undertakings, covenants, terms, condit	s, covenants, terms, conditions, and agreements of act and any extensions thereof that may be granted s Contracting Officer, with or without notice to the uired under the contract, and shall also perform and tions, and agreements of any and all duly authorized r be made, notice of which modifications to the		

#### AGO Form 215 (16 Apr 80) (Page 2 of 3)

#### (MOD Jul 87)

- (b) PROVIDED, further, that upon the failure of the said PRINCIPAL to promptly and efficiently prosecute said Work, in any respect, in accordance with the Contract Documents, the above bound Surety(ies) shall take charge of said work and complete the Contract at his/their own expense, pursuant to its terms, receiving, however, any balance of the funds in the hands of said The Armory Commission of Alabama due under said contract.
- (c) The Invitation for Bids, Instructions to Bidders, Proposal, General and Special Conditions of the Contract, Detailed Specification Requirements, and Drawings, and the Contract Agreement hereinbefore referred to, and the Bond for the Payment of Labor, Materials, Food-stuffs, or Supplies executed under the provision of Chapter 1, Title 39, Alabama Code of 1975, are made a part of this obligation, and this instrument is to be construed in connection therewith.
- (d) If the said contract is subject to the Miller Act, as amended (40 U.S. Code 270a-270e), pay to the U.S. of America the full amount of the taxes imposed by the U.S. Government which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished; then the above obligation shall be void and of no effect.

IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.

			PRINCIPAL			
Signatures(s) 1		1.	(Seal) 2.	2.		
1	ume(s) & Fitle(s) Types)				Corporate Seal	
-			CORPORATE SURETY(I	ES)		
Surety A	Name & Address (Typed)		State of Inc.			
	Signature(	s) 1.	2.		Corporate Seal	
	Names(s) a Title(s) (Typed)	& 1.	2.			
Surety B	Name & Address (Typed)		State of Inc.	. Liability Limit		
	Signature(	s) 1.	2.		Corporate Seal	
	Names(s) a Title(s) (Typed)	& 1.	2.			

Bond	Rate Per Thousand	Total
Premium		
AGO Form 215	(16 Apr 80)	(Page 3 of 3)
--------------	-------------	---------------
(MOD JUL	87)	INSTRUCTIONS

- This form is authorized for use in connection with contracts for construction work or the furnishing of supplies or services. There shall be no deviation from this form without approval by the Armory Commission of Alabama.
- 2. The full legal name and business address of the Principal shall be inserted in the space designated "Principal" on the second page of this form. The bond shall be signed by an authorized person. Where such person is signing in a representative capacity (e.g., an attorney-in-fact), but is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved, evidence of his authority must be furnished.
- 3. Corporations executing the bond as sureties must be licensed to do business in the State of Alabama. Where more than a single corporate surety is involved, their names and addressed (city and state) shall be inserted in the spaces (Surety A, Surety B) headed "CORPORATE SUETY(IES)", and in the space designated "SURETY(IES)" on the front page of this form, only the letter identification of the Sureties shall be inserted. Evidence of authority must be attached.
- Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond
  opposite the word "Seal".
- 5. The name of each person signing this performance bond should be typed in the space provided.

END OF SECTION

#### SECTION 00 61 16 - PAYMENT BOND FORM

AGO Form 214	PAYMENT BOND	Date bond executed
5 AUG 82 (MOD 29 JUL	C111/789 (111/11/11/11/11/11/11/11/11/11/11/11/11	
Page 1 of 2	(See Instructions Attac	
PRINCIPAL (Legal name	e and business address)	TYPE OF ORGANIZATION ("X" Out) Individual Partnership Joint Venture Corporation State of Incorporation
SURETY (IES) (Name a	nd Business Address)	
Penal Sum of Bond (Expr	ress in words & figures)	
Contract No.:		Contract Date:
Provided, That, where the ourselves in such sum "jo a joint action or actions a jointly and severally with	the Sureties are corporations a sintly and severally" as well as against any or all of us, and for the Principal, for the payment t if no limit of liability is ind	rators, and successors, jointly and severally: acting as co-sureties, we, the Sureties, bind "severally" only for the purpose of allowing r all other purposes each Surety binds itself, of such sum only as is set forth opposite the icated, the limit of liability shall be the full
THE CONDITION OF T contract identified above:		I, that whereas the Principal entered into the
equipment or supplies, an all duly authorized mod modifications to the Sure	d material in the prosecution ifications of said contract that	take payment to all persons supplying labor, of the work provided for in said contract and at may hereafter be made, notice of which then the above obligation shall be void and of freet.
prompt payment to all pe for or in the prosecution shall be liable for the pa	rsons supplying him or them of the Work provided for in syment of reasonable attorney	ipal, as such Contractor, shall fail to make with labor, materials, feed-stuffs, or supplies such Contract, the above bound Surety(ies) 's fees incurred by successful claimants or Title 39, Code of Alabama 1975.
of service described in C		reby agree and bind themselves to the mode labama 1975, and consent that such service r Surety.

			PRINCI	No. of Concession, Name		
Signa	sture(s)	1.	(Seal)	2.	(Seal)	Corporate
Name Title (Typ			(364)		(364)	Seal
			CORPORATE S	RETY(IES)		
10	Name & Address (Typed)			State of Inc.	Liability Limit	
Surety A	Signature(s)	1.		2.		Corporat
S	Name(s) & Title(s) (Typed)	1.		2.		
	Name & Address (Typed)			State of Inc.	Liability Limit	
Surcty B	Signature(s)	1.		2.	Corporat Seal	
	Name(s) & Title(s) (Typed)	1.		2.		
1	Bond Premiur	n R	ate Per Thousand		Total	

- 2. The full legal name and business address of the Principal shall be inserted on the space designated "Principal" on this form. The bond shall be signed by an authorized person. Where such person is signing in a representative capacity (e.g. an attorney-in-fact), but is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved, evidence of his authority must be furnished.
- 3. Corporations executing the bond as sureties must be licensed to do business in the State of Alabama. Where more than a single corporate surety is involved, their names and addresses (city and state) shall be inserted in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)", and in the space of the Sureties shall be inserted. Evidence of authority must be attached.
- Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Seal".
- 5. The name of each person signing this payment bond should be typed in the space provided.

#### END OF SECTION

#### SECTION 00 62 76 - CONTRACTOR'S PERIODICAL REQUEST FOR PARTIAL PAYMENT

#### CONTRACTORS PERIODICAL REQUEST FOR PARTIAL PAYMENT (Rev 12 MAR 2019)

PROJECT TITLE:		LOCATION:					
CONTRACT NUMBER:							
OWNER: THE ARMORY COMMISSIO							
CONTRACTOR:							
ADDRESS:							
FEDERAL IDENTIFICATION NUMBER:		INVOI	CE DATE:				
PARTIAL PAYMENT NO.	FINAL Pay Req? Yes	/ No PERIC	D COVERED:				
Item # Description		Contract Price	Percent Complete	Amount Complete			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11 12							
13							
14							
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23							
24							
25							
26 27							
28							
29							
30							
31							
32							
33							
34							
35							
TOTAL ORIGINAL CONTRACT		\$0.00		¢0.00			
Net Total of ALL		\$0.00		\$0.00			
Change Orders/Supplements No.	to						
TOTAL CONTRACT TO DATE		\$0.00		\$0.00			
p							

Page: 1 of 2

Amount of Stored Materials (*)		\$0.00			\$0.00
Total Completed & Stored Materials					\$0.00
Less Retainage (5% up to 50% of Contract Amount)					\$0.00
Total Due					\$0.00
Total Previous Payments					
BALANCE DUE THIS PAYMENT					\$0.00
$^{\star}$ As stored materials are incorporated in the finished work, their val	lue shall be deducted from Pre	vious Stored Materials.			
I certify that the above account is correct, just and that payment the	erefore has not yet been receiv	ed.			
Sworn to and subscribed before me this					
day of 20 (Do NOT Type Above Information - Handwritten Date Info ONLY)		CONTRACTOR			
(Do NOT Type Above information - manuwritten Date info ONET)					
	BY:				
(Notary Public)		(Signature)			
	Printed Name:				
My Commission Expires:	Title:	_			
VERIFICATIONS AND APPROVALS					
Checked by: Architect/Architect's Representative	Date:				
Reviewed by: Project Manager	Date:				
Approved by: Contracting Officer/Contracting Officer's Repre	Date: esentative				
(Rev 12 MAR 2019)			_		_
(1.6V 12 WAR 2013)		Dagar	2	of	2
		Page:	2	of _	<u>2</u> 62 76 – 2

Stored Materials: (List)

Brought Forward TOTAL CONTRACT TO DATE

\$ 0.00

% Completed

\$0.00

#### CHANGE ORDER DETAIL SHEET

#### FOR PARTIAL PAY REQUEST NO.

:0 #	Description		Contract Price	Percent Complete	Amount Complete
Net	Total of ALL Change				
rders/	Contract Mods FROM #	TO #	\$0.00		\$0

Page: <u>1</u> of <u>1</u>



#### THE ARMORY COMMISSION OF ALABAMA P.O. Box 3711 MONTGOMERY, ALABAMA 36109-0711

State Property and Disbursing Office

May 27, 2014

MEMORANDUM FOR ALL Architect-Engineer Firms Preparing Bid Documents for Armory Commission of Alabama and ALL Project Managers

SUBJECT: Act 2013-205, Certificate of Exemption from Sales and Use Tax for Armory Commission Contracts

1. Act 2013-205 was signed into law on May 9,2013, granting the Alabama Department of Revenue (ADOR) the authority to issue certificates of exemption from sales and use taxes for construction projects for certain governmental agencies. Enclosed are a Memo from Alabama Department of Revenue regarding the Sales Tax Exemption guidance and a copy of Act 2013-205.

2. A brief summary of Act 2013-205 as it pertains to Armory Commission Contracts is provided below:

- a. ADOR shall issue certificates of exemption from sales and use tax to The Armory Commission of Alabama for each tax exempt project. The Armory Commission shall apply for certificates of exemption for each project. The contractor must also apply for certificates of exemption for each project for which they receive a contract.
- b. Certificates of exemption shall only be issued for contracts entered into (awarded) on or after 1JAN14.
- c. Certificates shall only be issued to contractors licensed by the State Licensing Board for General Contractors or any subcontractor working under the same contract.
- d. Items eligible for exemption from sales and use tax are building materials, construction materials and supplies and other tangible personal property that become part of the structure per the written construction contract.
- e. ADOR will handle the administration of certificates of exemption and the accounting of exempt purchases. ADOR will have the ability to levy fines and may bar the issuance or use of certificates of exemption upon determination of willful misuse by the contractor or a subcontractor.
- f. The contractor shall account for the tax savings on the bid form by providing the estimated sales taxes for each item in the appropriate area on the bid form.

3. Contractors will NOT include sales taxes in their bids on the bid proposal form. Contractors <u>MUST</u> however include the estimated sales taxes for each listed bid item in the area identified on their bid proposal forms. This "accounting" for sales tax on the bid proposal form is required by Act 2013-205, Section 1 (g). Bid proposal forms with base bids and separate alternate bids will follow this procedure. The bid forms shall be modified for each project by the architect or engineer as appropriate to insure that EACH bid item is listed with NO sales taxes and then a separate area identifying the

estimated sales taxes for EACH of these items is identified and listed on the bid proposal form.

# 4. Failure of the contractor to complete the attachment to the bid proposal form indicating the sales tax as required by Act 2013-205, Section 1 (g) shall render the bid non-responsive.

5. Architects will address these tax reporting requirements in all future pre-bid conferences and will further prepare addenda which will inform all current plan holders of this tax exemption policy for the upcoming bid openings in June 2014.

6. It is the responsibility of the "contractor" to ensure they comply with Act 2013-205.

7. All future projects will include this information in the Instructions to Bidders. Should you have additional questions or need further information, please contact me by email <u>mark.a.weeks3.nfg@mail.mil</u> or phone (334) 271-7275.

Respectfully,

Enclosures

MARK A. WEEKS Contracting Officer and Secretary, The Armory Commission of Alabama



State of Alabama Department of Revenue

(www.revenue.alabama.gov) 50 North Ripley Street Montgomery, Alabama 36132 MICHAEL E. MASON Assistant Commissioner

JOE W. GARRETT, JR. Deputy Commissioner

CURTIS E. STEWART Deputy Commissioner

# Alabama Department of Revenue NOTICE

## Tax Guidance for Contractors, Subcontractors and Alabama Governmental Entities Regarding Construction-related Contracts

Legislative Act 2013-205 requires the Department of Revenue to issue Form STC-1, *Sales and Use Tax Certificate of Exemption for Government Entity Projects*, to all contractors and subcontractors working on qualifying governmental entity projects once the Form ST: EXC-01 is approved.

Each exempt entity, contractor and subcontractor must make application for qualification of the exemption using Form ST: EXC-01 for each tax-exempt project. The application is available on the department's website at <u>http://revenue.alabama.gov/salestax/ST-EXC-01.pdf</u>. Applications should be submitted directly to the Sales and Use Tax Division Central Office, P.O Box 327710, Montgomery, AL 36132-7710.

The sales and use tax exemption provided for in Act 2013-205 applies to the purchase of building materials, construction materials and supplies, and other tangible personal property that become part of the structure pursuant to a qualifying contract entered into on or after January 1, 2014. Qualifying projects and contracts are those generally entered into with the following governmental entities, unless otherwise noted: the State of Alabama, a county or incorporated municipality of Alabama, an Alabama public school, or an Alabama industrial or economic development board or authority already exempt from sales and use taxes. **Please note that contracts entered into with the federal government and contracts pertaining to highway, road, or bridge construction or repair do not qualify for the exemption provided for in Act 2013-205**. [Reference: Sales and Use Tax Division Administrative Rule 810-6-3-.77 *Exemption for Certain Purchases by Contractors and Subcontractors in Conjunction with Construction Contracts with Certain Governmental Entities*.]

The Alabama Department of Revenue will assign each contractor and sub-contractor a consumers use tax account, if one is currently not in place, at the time the Form STC-1, Sales and Use Tax Certificate of *Exemption for Government Entity Projects*, is issued.

Contractors and sub-contractors for qualifying projects will be required to file monthly consumers use tax returns and report all exempt purchases for ongoing projects, as well as all taxable purchases on one return. These returns are required to be filed through the department's online tax return filing and payment portal, My Alabama Taxes (<u>https://myalabamataxes.alabama.gov</u>).

As another option for these types of contracts, as well as with other contracts entered into with other types of exempt entities, the Form ST:PAA1, *Purchasing Agent Appointment*, may be used. However, please be advised that the use of the Form ST:PAA1 option will require the exempt entity to be invoiced directly and pay for directly from their funds any construction and building material and supply purchases.

For additional information concerning this guidance, taxpayers should contact Sales and Use Tax Division representative Thomas Sims at 334-242-1574 or by email at <u>Thomas.Sims@revenue.alabama.gov</u>.

ACT 2013 - 205

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- 1 HB419
- 2 150466-6
- 3 By Representative DeMarco
- 4 RFD: Ways and Means Education
- 5 First Read: 07-MAR-13



HB419

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#### ENROLLED, An Act,

Relating to construction projects of the State of 3 Alabama, counties, municipalities, local boards of education, 4 industrial development boards, and other governmental entities 5 which are exempt from the payment of sales and use taxes on 6 the purchase of building materials and construction materials 7 to be included in construction projects of the governmental 8 entity; to provide for the Department of Revenue to grant 9 certificates of exemption from sales and use taxes to 10 contractors and subcontractors licensed by the State Licensing 11 Board for General Contractors for the purchase of building 12 materials and construction materials to be used in the 13 construction of a building or other project for the 14 governmental entity, with the exception of any highway, road, 15 or bridge project; to provide for accounting for purchases and 16 enforcement for violation of the act; and to authorize the 17 Department of Revenue to adopt rules to implement the act. 18 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA: 19

20 Section 1. (a) For the purposes of this act, the 21 term "governmental entity" means any governmental entity or a 22 political subdivision, department, or agency of a governmental 23 entity or a board, commission, or authority of a governmental 24 entity which is tax exempt from sales and use taxes by virtue 25 of its governmental status, including, but not limited to, all

1 of the following: The State of Alabama, a county, a 2 municipality, an industrial or economic development board or 3 authority, and an educational institution of any of the foregoing including a public college or university, a county 4 term "governmental entity" means the State of Alabama and its 5 political subdivisions, including a county, a municipality, 6 7 and an industrial or economic development board or authority. 8 A governmental entity shall also include an educational 9 institution of any of the foregoing Alabama political subdivisions including a public college or university, a 10 county or city board of education, and the State Board of 11 12 Education. 13 (b) (1) The Department of Revenue shall issue a 14 certificate of exemption to the governmental entity for each 15 tax exempt project. 16 (b) (2) The Department of Revenue shall grant a certificate of exemption from state and local sales and use 17 18 taxes to any contractor licensed by the State Licensing Board 19 for General Contractors, or any subcontractor working under 20 the same contract, for the purchase of building materials, 21 construction materials and supplies, and other tangible 22 personal property that becomes part of the structure that is 23 the subject of a written contract for the construction of a 24 building or other project, not to include any contract for the construction of any highway, road, or bridge, for and on 25

Page 2

00 62 77 - 6

HB419

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behalf of a governmental entity which is exempt from the
 payment of sales and use taxes.

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HB419

3 (c) The use of a certificate of exemption for the purchase of tangible personal property pursuant to this 4 section shall include only tangible personal property that 5 6 becomes part of the structure that is the subject of the 7 construction contract. Any contractor or subcontractor 8 purchasing any tangible personal property pursuant to a certificate of exemption shall maintain an accurate cost 9 10 accounting of the purchase and use of the property in the 11 construction of the project.

(d) A contractor who has an exemption from sales and use tax for the purchase of materials to use on a government project shall file, in a manner as prescribed by the department, an annual report reports of all exempt purchases. The annual report reports shall be filed as a prerequisite to renewal of a certificate of exemption.

(e) (1) The department may assess any contractor or
subcontractor with state and local sales or use taxes on any
item purchased with a certificate of exemption not properly
accounted for and reported as required.

(2) Any contractor or subcontractor who
intentionally uses a certificate of exemption in violation of
this act shall, in addition to the actual sales or use tax
liability due, be subject to a civil penalty levied by the

Page 3

00 62 77 - 7

HB419

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department in the amount of not less than a minimum of two 2 thousand dollars (\$2,000) or two times any state and local sales or use tax due for the property and, based on the 3 contractor's or subcontractor's willful misuse of the 4 certificate of exemption, may be barred from the use of any 5 6 certificate of exemption on any project for up to two years. 7 (f) The department may adopt rules to implement this 8 act in order to effectuate the purposes of this act and to 9 provide for accurate accounting and enforcement of this act. 10 (g) In bidding the work on a tax exempt project, the bid form shall provide for an accounting for the tax savings. 11 12 (h) The intent of this act is to lower the administrative cost for the governmental entity, contractor, 13 14 and subcontractor for public works projects. It is not the 15 intent of this act to change the basis for determining professional services from fair market value, which may 16 17 include sales and use taxes. 18 Section 2. This act shall be operative for contracts entered into October 1, 2013 January 1, 2014, or thereafter, 19 20 and shall not apply to any contract entered into prior to January 1, 2014. In addition, this act shall not apply to any 21 contract change orders or contract extensions, including 22 23 revised, renegotiated, or altered contracts, when the original contract was entered into prior to January 1, 2014. The 24

Page 4

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 $00\ 62\ 77-8$ 

1	Department of Revenue may adopt rules to implement this act
2	after the effective date of this act.
3	Section 3. All laws or parts of laws which conflict
4	with this act are repealed.
5	Section 4. This act shall become effective October
6	1, 2013, following its passage and approval by the Governor,
7	or its otherwise becoming law.

#### HB419

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		HB419	
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2			
3			
4		Speaker of the House of Rep	resentatives
5		Kay Ivey	
6		President and Presiding Offic	er of the Senate
7		House of Representativ	ves
8 9 10	I and was pas	hereby certify that the withi sed by the House 09-APR-13, as	n Act originated in amended.
11 12 13		Jeff Woodar Clerk	d
14			
15	Senate	07-MAY-13	Amended and Passed
16	House	09-MAY-13	Concurred in Sen- ate Amendment
17			

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013 may APPROVED TIME GO

Alabama Secretary Of State

Act Num....: 2013-205 Bill Num...: H-419

Recv'd 05/10/13 09:48amSLF

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SENATE ACTION	DATE:	This Bill was referred to the Standing Committee of the Senate on Committee of the Senate on -4 + 2 and was acted upon by such Committee in session and is by order of the Committee returned therefrom with a favorable report	w/amend(s)	DATE: ソリソ RF たんしん 000 RD 2 CAL	DATE: 20_20	I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB - HB - HA YEAS NAYS - NAYS - NAYS - NAYS - Secretary Secretary
HOUSE ACTION	I HEREBY CERTIFY THAT THE RESOLUTION AS REQUIRED IN SECTION C OF ACT NO. 81-889 WAS ADOPTED AND IS ATTACHED	TO THE BILL, H.B.     419       YEAS     84     NAYS       JEFF WOODARD, Clerk	I HEREBY CERTIFY THAT THE NOTICE & PROOF IS ATTACHED TOTHE BILL, H.B.	AS REQUIRED IN THE GENERAL ACTS OF ALABAMA, 1975 ACT NO. 919. JEFF WOODARD, Clerk	CONFERENCE COMMITTEE House Conferees	



00 62 78 INVENTORY OF STORED MATERIALS

# **INVENTORY OF STORED MATERIALS**

Project:

For Period Ending \_

			AI	ł
	Ц	MATERIALS PRESENTLY STORED	T FOR PARTI	I LON FANTL
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Page \_\_\_\_\_ of \_\_\_\_

#### 00 62 83 CONTRACTOR'S DRAW SCHEDULE

Date Prepared:	

Project Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

This draw schedule is to be updated monthly and the most current version **MUST** be submitted with each Contractor's Periodical Request for Partial Payment.

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To: PWBA Architects 529 S PERRY ST, S MONTGOMERY, PHONE: (334) 24 FAX: (334) 244-4	TE 15 ALABAMA 36104 4 4990	<b>From:</b> XYZ Construction Co. Anystreet Anytown, AL Phone: Fax:		
PROJECT: (Name and address)	FORT WHITING AFRC Building Envelope AON Repairs MOBILE, ALABAMA	PWBA PROJECT NO.	2021-0301	
adaress)	MODILE, ALADAMA	IFB PROJECT NO.	AC-21-B-0018-S	
TO OWNER: (Name and address)	Armory Commission of Alabama 1720 Cong. W. L Dickinson Dr. Montgomery, Alabama 36109	DATE OF ISSUANCE:	DATE	

NOTICE OF WEATHER DELAYS: FOR THE <u>MONTH</u> OF <u>YEAR</u>:

This Monthly Notice is to document Weather Delays for the referenced project in order to formally present a Change Order Request for extension of the Contract Time.

The table below defines the monthly anticipated adverse weather for the contract period for exterior work and is based upon National Weather Service Climatological Data for the geographic location for the Project in the State of Alabama.

MONTHLY ANTICIPATED ADVERSE WEATHER – CALENDAR DAYS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3	3	2	4	3	4	6	6	3	4	2	5

Based on the above data for the geographic location of this Project, the monthly anticipated adverse weather calendar days for <u>MONTH</u> is <u>XX</u>.

From our Daily Project Reports and Recorded Weather Data, it has been determined that the Project experienced  $\underline{XX}$  days of adverse weather resulting in a partial or complete stoppage of work. The total of  $\underline{XX}$  days exceeds the normal adverse weather days at this Project site for this month by X days. Therefore we respectfully request that the Contract Time be extended by  $\underline{X}$  net days.

TOTAL NET DAYS REQUESTED FOR (Month) OF (Year)

TOTAL NET DAYS REQUESTED FOR PROJECT TO DATE: \_\_\_\_\_

TOTAL NET DAYS APPROVED BY OWNER FOR PROJECT TO DATE: \_\_\_\_\_

NOTE: The purpose of this form is to document Adverse Weather Days during the course of the Project. It does not relieve the Contractor of his responsibility to complete the Project in a timely manner and as scheduled.

## FORM OF ADVERTISEMENT OF COMPLETION

#### **LEGAL NOTICE**

In accordance with Chapter 1, Title 39, Code of Alabama, 1975, notice is hereby given that <u>Contractor</u> has completed the Contract for <u>Project Name</u>), <u>Contract #</u>, located at <u>City, State</u>, for the Armory Commission of Alabama, Owner, and have made request for final settlement of said Contract. All persons having any claim for labor, materials or otherwise in connection with this project should immediately notify the Armory Commission of Alabama, P.O. Box 3711, Montgomery, Alabama 36109-0711.

Contractor

**Business Address** 

NOTE: This notice must be run once a week for four successive weeks. Proof of publication is required.

#### **CERTIFICATE OF PUBLICATION**

STATE OF ALABAMA		
Before me,		, a Notary Public, in
and for said County, personally appeared _		,
who duly sworn, deposes and says that he/	she is the <b>PUBLISHER</b> of t	the
, a	newspaper published we	ekly in,
Count	y, Alabama, and that the	
a copy of which is attached hereto, was publish	ed in said newspaper for	consecutive weeks,
commencing in the issue of	(dat	e), and ending in the issue of
(0	date).	
	Publisher	
Sworn to and subscribed before me this	day of	, 20
	Notary Pu	ıblic

# AIA<sup>®</sup> Document G706<sup>™</sup> – 1994

## Contractor's Affidavit of Payment of Debts and Claims

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

TO OWNER: (Name and address)

**CONTRACT FOR:** General Construction CONTRACT DATED:

the second se	
OWNER:	
ARCHITECT: [	
CONTRACTOR: [	
SURETY:	
OTHER:	

#### STATE OF: COUNTY OF:

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

#### EXCEPTIONS:

SUPI	PORTING DOCUMENTS ATTACHED HERETO:
1.	Consent of Surety to Final Payment. Whenever
	Surety is involved, Consent of Surety is
	required. AIA Document G707, Consent of
	Surety, may be used for this purpose
Indic	ate Attachment 🗌 Yes 🛛 No

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

- 1. Contractor's Release or Waiver of Liens. conditional upon receipt of final payment.
- 2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- 3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

**CONTRACTOR:** (Name and address)

BY:

(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public: My Commission Expires:

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# AIA<sup>®</sup> Document G706A<sup>™</sup> – 1994

## Contractor's Affidavit of Release of Liens

PROJECT: (Name and address)	ARCHITECT'S PROJECT NUMBER:	OWNER:
TO OWNER: (Name and address)	CONTRACT FOR: General	ARCHITECT:
	Construction CONTRACT DATED:	CONTRACTOR:
		SURETY:
		OTHER:

#### STATE OF: COUNTY OF:

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

#### EXCEPTIONS:

#### SUPPORTING DOCUMENTS ATTACHED HERETO:

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

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

**CONTRACTOR:** (Name and address)

BY:

(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public: My Commission Expires:

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# AIA<sup>®</sup> Document G707<sup>™</sup> – 1994

## **Consent Of Surety to Final Payment**

PROJECT: (Name and address)	ARCHITECT'S PROJECT NUMBER:	OWNER:
	<b>CONTRACT FOR:</b> General Construction	ARCHITECT:
TO OWNER: (Name and address)	CONTRACT DATED.	CONTRACTOR:
	CONTRACT DATED:	SURETY:
		OTHER:

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

on bond of (Insert name and address of Contractor)

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

as set forth in said Surety's bond.

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

(Surety)

(Signature of authorized representative)

Attest: (Seal):

(Printed name and title)

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, OWNER,

, SURETY,
CERTIFICATE OF FINAL COMPLETION		Distribution to:		
<b>A/E Name</b> A/E Address A/E City, State Zij A/E Phone A/E Fax	p	OWNER ARCHITECT CONTRACTO OTHER	OR X	
PROJECT: (Name and address)	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx	IFB PROJECT NO.	ac- <mark>xx</mark> -c- <mark>xxxx</mark> -s	
TO OWNER: (Name and address)	Armory Commission of Alabama 1720 Cong. W. L Dickinson Dr. Montgomery, Alabama 36109	TO CONTRACTOR: (Name and address)	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx xxxx	
date of Issuance:	DATE	CONTRACT TYPE: CONTRACT DATE:	General Construction MONTH DAY, YEAR	

PROJECT OR DESIGNATED PORTION SHALL INCLUDE: BRIEF PROJECT DESCRIPTION.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be complete. Final Completion is the stage in the progress of the Work when the Work or designated portion thereof is complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The Date of Final Completion of the Project designated above is hereby established as the date of execution by the Owner as stated in the General Conditions, which is also the date of commencement of applicable warranties required by the Contract Documents.

The pro	iect is h	ereby ce	ertified by	v the A	rchitect	as comi	oleted.
	10001011	0,00,00		,			0101001

A/E Name			
Architect:	By: <mark>NAME</mark>	Date:	
Contractor Name			
Contractor:	By: NAME (FROM CONTRACT)	Date:	
The Owner accepts the Work as complete and will assume full possession thereof at TIME on DATE.			
Armory Commission of Alabama			
Owner:	By: AC Representative Name	Date:	

<b>GENERAL CONTRACTOR'S</b>	B. C. Project No
<b>ROOFING GUARANTEE</b>	

Project Name & Address	Project Owner(s) & Address		

General Contractor's Name, Address, & Telephone Number	EFFECTIVE DATES OF GUARANTEE
	Date of Acceptance:
	Date of Expiration:

- 1. The General Contractor does hereby certify that the roofing work included in this contract was installed in strict accordance with all requirements of the plans and specifications and in accordance with approved roofing manufacturer's recommendations.
- 2. The General Contractor does hereby guarantee the roofing and associated work including but not limited to all flashing and counter flashing both composition and metal, roof decking and/or sheathing; all materials used as a roof substrate or insulation over which roof is applied; promenade decks or any other work on the surface of the roof; metal work; gravel stops and roof expansion joints to be absolutely watertight and free from all leaks, due to faulty or defective materials and workmanship for a period of five (5) years, starting on the date of substantial completion of the project. This guarantee does not include liability for damage to interior contents of building due to roof leaks, nor does it extend to any deficiency which was caused by the failure of work which the general contractor did not damage or did not accomplish or was not charged to accomplish.
- 3. Subject to the terms and conditions listed below, the General Contractor also guarantees that during the Guarantee Period he will, at his own cost and expense, make or cause to be made such repairs to, or replacements of said work, in accordance with the roofing manufacturers standards as are necessary to correct faulty and defective work and/or materials which may develop in the work including, but not limited to: blisters, delamination, exposed felts, ridges, wrinkles, splits, warped insulation and/or loose flashings, etc. in a manner pursuant to the total anticipated life of the roofing system and the best standards applicable to the particular roof type in value and in accordance with construction documents as are necessary to maintain said work in satisfactory condition, and further, to respond on or within three (3) calendar days upon proper notification or leaks or defects by the Owner or Architect.

- A. Specifically excluded from this Guarantee are damages to the work, other parts of the building and building contents caused by: (1) lightning, windstorm, hailstorm and other unusual phenomena of the elements; and (2) fire. When the work has been damaged by any of the foregoing causes, the Guarantee shall be null and void until such damage has been repaired by the General Contractor, and until the cost and expense thereof has been paid by the Owner or by the responsible party so designated.
- B. During the Guarantee Period, if the Owner allows alteration of the work by anyone other than the General Contractor, including cutting, patching and maintenance in connection with penetrations, and positioning of anything on the roof, this Guarantee shall become null and void upon the date of said alterations. If the owner engages the General Contractor to perform said alterations, the Guarantee shall not become null and void, unless the General Contractor, prior to proceeding with the said work, shall have notified the Owner in writing, showing reasonable cause for claim that said alterations would likely damage or deteriorate the work, thereby reasonably justifying a termination of this Guarantee.
- C. Future building additions will not void this guarantee, except for that portion of the future addition that might affect the work under this contract at the point of connection of the roof areas, and any damage caused by such addition. If this contract is for roofing of an addition to an existing building, then this guarantee covers the work involved at the point of connection with the existing roof.
- D. During the Guarantee period, if the original use of the roof is changed and it becomes used for, but was not originally specified for, a promenade, work deck, spray cooled surface, flooded basin, or other use of service more severe than originally specified, this Guarantee shall become null and void upon the date of said change.
- E. The Owner shall promptly notify the General Contractor of observed, known or suspected leaks, defects or deterioration, and shall afford reasonable opportunity for the General Contractor to inspect the work, and to examine the evidence of such leaks, defects or deterioration.

IN WITNESS THEREOF, this instrument has been duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

General Contractor's Authorized Signature

Typed Name and Title

# **GENERAL CONDITIONS OF THE CONTRACT**

# **CONTENTS**

# Paragraph No.

- 1. Contract Documents
- 2. Definitions, Intent, Correlation and Streamlining
- 3. Additional Detail Drawings and Instructions
- 4. Copies Furnished Contractor
- 5. Shop Drawings
- 6. Project and Record Documents
- 7. Ownership of Drawings
- 8. Samples
- 9. Progress Schedule and Charts
- 10. Materials, Equipment and Employees
- 11. Equipment and Material Deviation
- 12. Royalties, Patents and Copyrights
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- 14. Protection of Work and Property
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- 16. Temporary Utilities
- 17. Inspection of the Work
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- 83. Environmental Standards
- 84. National Historic Preservation
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- 86. Cargo Preference
- 87. Relocation and Real Property Acquisition
- 88. Contract Work Hours and Safety Standards Act
- 89. Davis-Bacon Act
- 90. State Addendum

## 1. CONTRACT DOCUMENTS:

The Contract consists of the following CONTRACT DOCUMENTS, including all additions, deletions, and modifications incorporated therein before the execution of the Contract Agreement:

# A. STATUTORY AND PROCEDURAL DOCUMENTS:

- (1) Advertisement for Bids (Invitation for Bids)
- (2) Instructions to Bidders (Information for Bidders)
- (3) Proposal (Bid)
- (4) Proposal Guaranty (Bidder's Bond)
- (5) Contract Agreement
- (6) Contract Bonds (Performance and Payment Bonds)
- B. GENERAL CONDITIONS OF THE CONTRACT
- C. DETAILED SPECIFICATION REQUIREMENTS
- D. DRAWINGS
- 2. DEFINITIONS, INTENT, CORRELATION, AND STREAMLINING:
  - A. DEFINITIONS:

Wherever the following abbreviations and terms, or pronouns in place of them, are used in the Contract Documents, the intent and meaning shall be interpreted as follows:

(1) ARCHITECT: The architect, architectural firm, association, or corporation employed by the Owner, or, in case of the termination of his employment, his successor designated by the Owner, to furnish the working drawings and specifications in the Contract Documents, to prepare the Contract Documents, prepare details and explanatory drawings, and provide architectural instructions necessary for the execution of the Work, and to check and approve manufacturers' data and shop drawings and when so provided in his contract, to exercise general administration of the Contract under the direction of the Contracting Officer.

(2) BIDDER: The person, or persons, firm, partnership, association, corporation, or combination thereof, submitting a Bid for the Work, or any portion thereof, acting directly or through a duly authorized representative.

(3) COMMISSION: The Armory Commission of Alabama or any agency that may be designated by the Legislature as its successor.

(4) CONTRACT AGREEMENT: The written Contract Agreement executed between the Owner and the successful Bidder, covering the performance of the Work, by which the Contractor is bound to perform the Work and furnish the labor, materials and equipment under the terms of the Contract Documents, and by which the Owner is obligated to compensate him therefor at the mutually established and accepted rate or price, or as hereinafter provided.

(5) CONTRACT BONDS: The approved bonds furnished by the Contractor and his Surety to guarantee both completion of the Contract in accordance with the Contract Documents and prompt payment to all persons supplying him or them with labor, materials, supplies, etc.

(6) CONTRACTOR: The person or persons, firm, partnership, association or corporation, or combination thereof, that has entered into a Contract with the Owner for any work covered by the Contract Documents, acting directly or through his agents or employees.

(7) CONTRACTING OFFICER: The Contracting Officer of the Armory Commission, acting either upon his own initiative or through duly authorized representatives and inspectors, acting severally within the scope of the particular duties entrusted to them or the authority given them.

(8) MODIFICATIONS OF THE GENERAL CONDITIONS: Changes or modifications of the parts of the Armory Commission's Contract General Conditions.

(9) NOTICE TO PROCEED: A proceed order issued by the Contracting Officer after final execution of the Contract fixing the time within which the Contractor shall begin the prosecution of the Work.

(10) OWNER: The State of Alabama acting by and through the ArmoryCommission.

(11) BID: The written offer for the Work contemplated, when prepared and submitted by the Bidder in the required manner on the prescribed Bid Form, properlysigned and guaranteed.

(12) SPECIAL CONDITIONS: Additional special or general requirements that are necessary and peculiar to the particular project and which are not included in the parts of the Armory Commission's standard General Conditions.

(13) SPECIFICATIONS: The general term comprising the Statutory and Procedural Documents, General Conditions of the Contract, the Detailed Standard and Project Specification requirements, together with all modifications thereof and all Addenda thereto.

(14) SUBCONTRACTOR: Any properly qualified individual, firm, association, or corporation undertaking the performance of any part of the Work under the terms of the Contract Documents by virtue of an agreement between himself and the Contractor with the written approval of the Contracting Officer.

(15) SURETY: The corporate body, licensed under the laws of Alabama, bound with and for the Contractor for the full and complete performance of the Contract and also for the payment of all claims recoverable under the Contract Bonds.

(16) THE PROJECT: The total construction designed by the Architect of which the Work performed under the Contract Documents may be the whole or a part.

(17) THE WORK: The Work includes all labor necessary to produce the construction required by the Contract Documents, and all materials and equipment incorporated or to be incorporated in such construction.

(18) USPFO: The United States Property & Fiscal Officer. The USPFO is the State of Alabama representative for the National Guard Bureau, Washington, D.C., an agency of the United States Department of Defense.

## B. INTENT:

The intent of the Contract Documents is to include all labor, materials, water, fuel, tools, plants, utility, and transportation services, and all other incidental services and expenses necessary or required for proper execution and completion of the work.

C. CORRELATION:

(1) ORDER OF PRECEDENCE: Should any discrepancy arise between the various elements of the Contract Documents, precedence shall be given the same in the following order:

- (a) The Contract Agreement
- (b) The Detailed Specification Requirements
- (c) Details appearing on the Drawings
- (d) The Working Drawings

(2) WORDS AND TERMS: Words used in the documents will be given their usual and common meaning unless from the entire Contract it is clear that some other meaning was intended. Words describing material or work which have a well known technical meaning or trade meaning unless specifically defined in the Contract Documents, will be construed in accordance with such well known meaning recognized by architects, engineers, and the trades. Technical terms will be construed in a technical sense, and a specially widely adopted trade meaning afforded certain terminology will be taken into account in any interpretation containing such terminology.

(3) GENERAL AND SPECIAL CONDITIONS: Where both General and Special Conditions relate to the same thing, the Special will prevail; that is, the specific language will take precedence over the more general wording. However, where both the General and Special Conditions may be given reasonable effect, both are to be retained.

(4) PRINTING, TYPING, AND WRITING: When a printed portion of the Contract Documents cannot be reconciled with a typewritten portion, the latter will prevail. Various types of duplicating processes will be considered typewriting instead of printing. Also, if one is typewritten and the other written in longhand, the one written in longhand will govern. Likewise, written numbers will govern.

Written specifications will take precedence over drawings. If a correction is made in specifications or on a drawing and the original conflicting statement is not crossed out, then the revision, written in or drawn in, will be considered what was meant.

Obvious clerical or drafting errors or omissions revealed by perusal of the Contract Documents as a whole will be discounted in determining the intent of the parties, insofar as this may be accomplished without contravention of legal principles or public policy.

(5) DRAWINGS AND SPECIFICATIONS: The intent of the Specifications is to outline or indicate items of work on both, that cannot readily be shown on the Drawings and, further, to indicate types and qualities of materials and workmanship. Drawings and Specifications will be considered complimentary, and items of work mentioned or indicated on one and not on the other shall be included as if mentioned in both, except items definitely noted "Not in Contract" or marked "N.I.C."

(6) CONTRACTOR'S CHECK: Prior to the execution of the Work, the Contractor shall check the Drawings and Specifications and shall immediately report all errors, discrepancies, and/or omissions discovered therein by letter to the Architect with a copy to the Contracting Officer. All such errors, discrepancies, and/or omissions will be adjusted by the Architect and/or the Contracting Officer, who will notify the Contractor. Any adjustments made by the Contractor without prior approval will be at his own risk and the settlement of any complications arising from such adjustment will be at his own expense.

(7) EXPLANATIONS: Any doubt as to the meaning of the Specifications, or any obscurity as to the wording of them, will be explained by the Architect and all directions and explanations requisite or necessary to complete, explain or make definite any of the provisions of the Specifications and Drawings and given them due effect, will be given by the Architect in writing.

D. STREAMLINING:

(1) OMISSION OF WORDS AND PHRASES: The detailed Standard and Project Specifications are of abbreviated or "streamlined" type and include incomplete sentences in order to avoid cumbersome and confusing repetition of expression. Omissions of words or phrases such as "the Contractor shall," "in conformity therewith," "as noted," or "as indicated on the Drawings," "according to the Drawings," are intentional. Omitted words or phrases will be supplied by inference in the same manner as they are when a "note" occurs on the Drawings.

Wherever in the Specifications or upon the Drawings, APPROVED, AUTHORIZED, CONTEMPLATED, CONSIDERED NECESSARY, DEEMED NECESSARY, DESIGNATED, DIRECTED, GIVEN, ORDERED, PERMITTED, PRESCRIBED, REQUIRED, or words of like import are used, they shall be construed to mean and intend "by the Contracting Officer;" and, similarly, the words ACCEPTABLE, SATISFACTORY, or words of like import shall be construed to mean acceptable to or satisfactory "to the Contracting Officer," unless otherwise expressly stated or the Contract clearly indicates another meaning.

Words "furnish," "install," "perform," "provide," and "work" shall mean that the Contractor shall furnish, install, perform, provide and connect up complete in operative condition and use all materials, equipment, apparatus, and required appurtenances of the particular item to which it has reference.

(2) APPLICABLE PUBLICATIONS: Reference to standard specifications, associations, bureaus, organizations, or industries, and the like, shall mean the latest edition of such references adopted and published at date of Advertisement for Bids.

# 3. ADDITIONAL DETAIL DRAWINGS AND INSTRUCTIONS:

Further information and instructions may be issued by the Contracting Officer or prepared by the Architect and transmitted to the Contractor by the Contracting Officer or the Architect, during the progress of the Work by means of additional detail drawings or otherwise as deemed necessary to make more clear or specific the Drawings and Specifications in the Contract Documents, when and as required by the Work. All such drawings and instructions shall be consistent with the Contract Documents, true developments thereof, and reasonably inferable therefrom.

Any discrepancies found between the Drawings and Specifications and site conditions shall be immediately reported in writing to the Architect who will promptly correct such error or omission in writing. Any work done by the Contractor after his discovery of such discrepancies, errors, or omissions shall be done at his own risk.

In case of differences between small and large scale drawings, the large scale drawings shall govern.

Where on any of the drawings a portion of the Work is drawn out and the remainder is indicated in outline, the parts drawn out shall apply also to all other portions of the Work.

Where the word "similar" occurs on the Drawings, it shall be interpreted in its general sense and not as meaning identical, and all details shall be worked out in relation to their location and their connection with other parts of the Work.

If the Contractor considers that any work is required in a manner to make it impossible to produce firstclass work, or should discrepancies appear among the Contract Documents, the Contractor shall request interpretation before proceeding with such work. If he fails to make such request, no excuse will thereafter be entertained for failure to carry out the work in a satisfactory manner.

# 4. COPIES FURNISHED CONTRACTOR:

Except as otherwise provided, all required copies of Drawings and Specifications reasonably necessary for the execution of the Work will be furnished to the Contractor by the Architect or Contracting Officer without charge. Other copies requested will be furnished at reproduction cost.

## 5. SHOP DRAWINGS:

The Contractor shall check the Contract Drawings for accuracy and verify with field measurements as necessary. He shall submit to the Architect, with his criticism and/or approval, all layouts, detail schedules, shop drawings, and setting or erection drawings as required by the Specifications or requested by the Contracting Officer for proper installation of materials, without causing delay in the Work. The Contractor shall check Subcontractors' shop drawings for accuracy and see that work contiguous with and having bearing on work indicated on shop drawings is accurately and distinctly illustrated. Shop drawings shall be dated, numbered consecutively, show working and erection dimensions and necessary details, including complete information for connecting to other work. Any work required by shop drawings that is fabricated by the Contractor prior to approval shall be at his own risk.

All drawings and schedules, accompanied by a letter of transmittal containing project number, number of drawings, titles, or other pertinent data, shall be submitted to the Architect in quintuplicate by the Contractor (with his stamp of approval thereon) sufficiently in advance of construction requirements to allow checking, correcting, resubmitting, and rechecking. A duplicate of said letter, only, shall be mailed simultaneously to the Contracting Officer. If shop drawings show variations from the requirements of the Contract Documents because of standard shop practice or other reasons, specific mention of such variations shall be made in the letter of submittal.

Satisfactory drawings will be so identified, dated, approved, and three copies or sets returned to the Contractor by the Architect. Should shop drawings be disapproved, three sets will be returned to the Contractor by the Architect indicating corrections and changes to be made.

Such corrections, changes, including design and artistic effect, shall be made by the Contractor and bound sets of shop drawing prints shall be submitted in quintuplicate to the Architect until final approval is obtained. No corrections or changes indicated on shop drawings will be considered as Extra Work.

The approval of shop drawings, schedules, and setting drawings will be general and, except in departures found to be in the interest of the Owner and so minor as not to involve a change in the Contract Price or performance time, shall not be construed (1) as permitting any departure from contract requirements; (2) as relieving the Contractor of the responsibility for any error in details, dimensions, or otherwise that may exist in shop drawings or schedules; (3) as approving departures from Drawings and Specifications or from additional details or instructions previously furnished by the Architect, unless he has in writing called attention to such deviations at the time of submission, and secured written approval.

#### 6. PROJECT AND RECORD DOCUMENTS:

The Contractor shall keep on the site of the work in good order, at least one set of his Contract Drawings including shop drawings, Specifications, and all authorized Change Orders, and shall at all times give the Owner, Architect, and their authorized representatives access thereto.

The Contractor shall also keep in his office on the site of the work the two sets of Contract Drawings and Specifications furnished by the Owner, herein referred to as RECORD DRAWINGS, on which shall be recorded all work as built or installed, and such other information as is specified or required. He shall carefully draw and letter notes of explanation, in ink, on both sets of Record Drawings, or furnish two copies of detailed sketches as the Contracting Officer may require, as a fully dimensioned record of all work. The Record Drawings, supplemented by any detailed sketches deemed necessary, shall indicate the Work "AS BUILT". The Contractor will be required to prepare new drawings if the indications on the Record Drawings or the detailed sketches are illegible or otherwise unsatisfactory for future reference. Each record or correction made on such drawings will be initialed and dated by the Supervisor or Inspector.

# 7. OWNERSHIP OF DRAWINGS:

All original or duplicated Drawings and Specifications, and other data prepared by the Architect, and copies thereof prepared and furnished to the Contractor by the Architect are the property of the Armory Commission.

Upon completion of the Work all copies of Drawings and Specifications, with the exception of two sets retained by the Contractor, and two sets of RECORD DRAWINGS, shall be returned by the Contractor to the Architect. The Record Drawings will be delivered by the Architect to the Owner on Completion of the Work.

## 8. SAMPLES:

The Contractor shall, without undue delay, furnish and submit to the Architect any samples that require the Architect's approval, and also any samples that may be requested by the Contracting Officer, of any and all materials or equipment he proposes to use, and shall prepay all shipping charges on the samples. Samples shall be furnished sufficiently in advance to allow the Architect and/or Contracting Officer reasonable time for examination, investigation, or consideration, without delay to the Work.

The Contractor shall provide Subcontractors and his prospective manufacturers, material dealers or suppliers with complete information of pertinent contract requirements and all transactions therewith shall be through the Contractor.

No materials or equipment of which samples are required to be submitted for approval shall be used on the Work until such approval has been received, save only at the Contractor's risk and expense.

Each sample shall have a label indicating the material represented, its place of origin and the name of the producers, the Contractor, and the building or Work for which the material is intended. Where manufacturer's printed instructions for installations are required, duplicate copies of such directions shall be submitted with samples.

Samples of finished material shall be marked to indicate where the materials represented are required by the Drawings or Specifications.

A letter, submitting each shipment of samples shall be mailed by the Contractor to the Architect containing a list of the samples, the name of the building or Work for which the materials are intended, and the brands of materials and names of the manufacturers.

After a material has been approved by the Architect with the approval of the Contracting Officer, if required, no additional samples of that material will be considered and no change in brand or make will be permitted.

Approved samples of hardware, in good condition, may be suitably marked for identification and used in the Work.

The approval of any sample by the Architect or Contracting Officer will be only for the characteristics or for the uses named in such approval and shall not be construed in itself to change or modify any Contract requirements.

Failure of any materials to pass the specified tests will be sufficient cause for refusal to consider any further samples of the same brand or make of that material for use in the Work.

Test samples as the Architect or Contracting Officer may deem necessary, will be produced from the various materials delivered to the Contractor for use in the Work. If any of these test samples fail to meet the specification requirements, any previous approval will be withdrawn and such materials shall be subject to removal and replacement by the Contractor with materials or equipment meeting the specification requirements, the defective materials may be permitted to remain in place subject to proper credit or adjustment of the Contract Price as hereinafter set forth under DEDUCTIONS FOR UNCORRECTED WORK.

The costs of tests will be borne by the Owner except where laboratory tests as hereinafter specified are required by the specifications.

# 9. PROGRESS SCHEDULE AND CHARTS:

The Contractor shall within five days after date of commencement of work, prepare and submit to the Architect for approval, a practicable schedule showing the order in which the Contractor proposes to carry on the Work, the date he will start the several salient features, including procurement of material, plant, and equipment and the contemplated date of completion of same.

The schedule shall be in the form of a conventional Progress Chart of suitable scale to indicate appropriately the percentage of work scheduled for completion at any time. The Contractor shall enter on the chart his actual progress, preferably at the end of each week, but in any event at the end of each month, and deliver to the Architect two copies thereof and attach one to his monthly Application for Partial Payment.

If, in the opinion of the Architect or the Contracting Officer, the Contractor falls materially behind his progress schedule, the Contractor shall take such steps as may be necessary to improve his progress and the Architect or the Contracting Officer may require him to increase the number of shifts, and/or overtime operations, and/or the amount of construction plant, and to submit for approval such supplementary schedules in chart form as may be deemed necessary to demonstrate the manner in which the agreed rate of progress will be regained, all without additional cost to the Owner.

Failure of the Contractor to comply with the requirements of the Architect or the Contracting Officer as above set forth will be grounds for determination by the Architect or the Contracting Officer that the Contractor is not prosecuting the Work with such diligence as will insure completion within the Contract Time. Upon determination of unreasonable delay, the Owner may terminate the Contractor's right to proceed with the Work, or any separable part thereof.

#### 10. MATERIALS, EQUIPMENT, AND EMPLOYEES:

Unless otherwise stipulated, the Contractor shall furnish all material, equipment, tools, labor, water, light, power, transportation, other services or facilities and incidentals for the proper execution and completion of the Work. Unless otherwise stipulated, all materials and equipment incorporated in the Work shall be new.

All labor shall be performed in the best and most workmanlike manner by persons skilled in their respective assignments or trades. Workmen whose work is unsatisfactory to the Architect or the Contracting Officer, or who are considered unfit or unskilled, or otherwise objectionable, shall be dismissed upon notice from the Architect or Contracting Officer.

## 11. EQUIPMENT AND MATERIAL DEVIATIONS:

Whenever any material or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's names, model numbers, etc., it is intended to establish a required standard of design and quality, and is not intended to limit competition. It shall be expressly understood that the phrase "or approved equal" is hereby inserted following the naming of manufacturers for any material or equipment, whether such phrase occurs in the specifications, or not.

When the specifications and/or drawings indicate only one or two manufacturers' names for material or equipment to be used, the bidder may submit his bid based on material or equipment of manufacturers not named but considered by the bidder to be equal to the standard of design and quality as specified; however, such substitutions must be approved by the Architect. If the bidder elects to bid on a substitution without securing written approval of the Architect prior to receipt of bids, then it will be understood that proof of compliance with specified requirements is the direct responsibility of the bidder and no such material or equipment may be purchased or installed without written approval by the Architect.

When the specifications and/or drawings indicate three or more manufacturers' names for material or equipment to be used, the bids shall be based upon the equipment and material so named, unless the bidder desires to bid on an "approved equal". In case the bidder desires to substitute an "equal" he must secure written approval by the Architect of qualification to bid prior to date for receiving bids. If no request to substitute an "approved equal" is made by the bidder, and approved by the Architect, then it will be expressly understood that all such material and equipment so named or described in the specifications and on the drawings will be furnished in full accordance with the Contract Documents.

# 12. ROYALTIES; PATENTS; AND COPYRIGHTS:

The Contractor shall pay all royalties and license fees. The Contractor shall hold and save the Owner and his agents and employees harmless from liability of any nature or kind, including cost and expenses, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the Owner.

If the Contractor has information that any process, article or item specified or delineated by the Architect is an infringement of a patent, or a copyright, he shall promptly give such information to the Architect.

#### 13. SURVEYS, PERMITS, LAWS, AND REGULATIONS:

The Contractor shall provide competent engineering services to execute the Work in accordance with contract requirements. He shall verify the figures given for the contours, approaches and locations shown on the Drawings before undertaking any construction work and be responsible for the accuracy of the finished work. Without extra cost to Owner, he shall engage a licensed surveyor if necessary to verify boundary lines, keep within property lines, and shall be responsible for encroachments on rights or property of public or surrounding property Owners.

The Contractor shall establish all base lines for the location of the principal components of the Work and make all detail surveys necessary for construction, including slope stakes, batter boards and other working points, lines and elevations.

If the Contractor finds any errors or discrepancies, or that any previously established references have been destroyed or misplaced, he shall promptly notify the Architect.

The Contractor shall obtain and pay for all licenses and permits and shall pay all fees and charges for connection to outside service and the use of property, other than the site of the Work, required for the execution and completion of the Work.

The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and building code requirements applicable to or bearing on the conduct of the Work unless in conflict with Contract requirements. If the Contractor ascertains at any time that any requirement of the Contract is at variance with applicable laws, ordinances, regulations, or building code requirements, he shall promptly notify the Architect, and any necessary adjustment of the Contract will be made as hereinafter specified under CHANGES IN THE WORK.

The Contractor shall pay all applicable Federal, State and local taxes and assessments on the real property of the site of the Work.

Wherever the law of the place of building requires a special sales tax, consumer, use, occupation, or other tax, the Contractor shall pay such tax.

## 14. PROTECTION OF WORK AND PROPERTY:

The Contractor shall at all times adequately maintain, guard and protect his own work from damage, and safely guard and protect the Owner's property from injury or loss arising in connection with this Contract. He shall make good any such damage, injury or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Owner.

He shall adequately protect adjacent property as provided by law and Contract Documents.

Any damage to existing structures, or the interruption of a utility service shall be repaired or restored promptly by and at the expense of the Contractor.

The Contractor shall protect all existing vegetation such as trees, shrubs, and grass on or adjacent to the site which are not required to be removed or do not unreasonable interfere with construction, as may be determined by the Architect or Contracting Officer, and be responsible for all unauthorized cutting or damaging of trees and shrubs, including damage due to careless operation of equipment, stockpiling of materials, on grass areas by equipment.

Care shall be taken by the Contractor in felling trees that are to be removed to avoid any unnecessary damage to vegetation or other trees that are to remain in place. Any limbs or branches unavoidably broken during such operations shall be trimmed with a clean cut and painted with an approved tree priming compound. The Contractor may be required to replace or restore at his own expense all vegetation not protected and preserved, as above required, that may be destroyed or damaged.

The Contractor shall provide and maintain all passageways, guard fences, lights, and other facilities required for protection by state or municipal laws and regulations or local conditions.

The Contractor shall take all necessary precautions for the safety of employees on the Work and shall comply with all applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on or about or adjacent to the premises where the Work is being performed. He shall erect and properly maintain at all times, as required by conditions and progress of the Work, all necessary safeguards for the protection of workmen and the public, and shall post danger signs warning against the hazards created by such features of construction as protruding nails, hoists, well holes, elevator hatchways, scaffolding, window openings, stairways, and falling materials.

Machinery, equipment and all hazards shall be guarded or eliminated in accordance with the latest edition of the Manual of Accident Prevention in Construction of the AGC to the extent that such provisions are not in contravention of applicable laws.

In case of an emergency which threatens loss or injury of property, and/or safety of life, the Contractor may act, without previous or special instructions from the Architect, or the Contracting Officer, at his discretion; and shall so act, without appeal, if so instructed or authorized by the Architect or the Contracting Officer.

Any compensation claimed by the Contractor as Extra Work on account of emergency work, together with substantiating documents in regard to expense, shall be submitted through the Architect to the Contracting Officer who will determine the amount of compensation.

# 15. CLIMATIC CONDITIONS:

When so ordered by the Architect or Contracting Officer, the Contractor shall suspend any work that may be subject to damage by climatic conditions.

## 16. TEMPORARY UTILITIES:

Unless otherwise agreed to by the Owner in writing, the Contractor shall provide all necessary utility services, at his expense, until the job is complete and accepted by the Owner. All utilities services shall include, but not be limited to, the following: electricity; gas; water; sewer; telecommunications; waste (dumpster) disposal, etc.

The Contractor shall provide all utility services as necessary to install and/or test all work and materials, and further to protect and maintain all work and materials against injury or damage from heat or cold and from humidity/dampness. The Contractor shall continue to provide these services, at his expense, until completion and final acceptance by the Owner of all work in the Contract. The Contractor may be relieved of utilities expenses, in whole or part, should the building(s) be fully occupied by the Owner prior to such final acceptance of the work. The Contractor may petition in writing for the Owner to consider this relief of utilities expenses (either partially or wholly) due to this full occupation of the building(s) by the Owner. The Owner must provide a written and signed agreement in order to relieve Contractor of the utilities expenses. Any such date of relief shall be as established in this written agreement.

In the absence of any such written agreement by the Owner, the Contractor shall continue to provide heat and conditioned air as necessary to protect all work and materials against injury from dampness and heat/cold until final acceptance of all work in the Contract as indicated herein.

A. HEATING: During cold weather or the winter months, the Contractor shall provide heat and weather protection as follows:

(1) At all times during the placing, setting, and curing period of concrete, sufficient heat to insure the heating of spaces to not less than  $50^{\circ}$  F. or in accordance with the manufacturer's recommendations.

(2) From the beginning of the application of plaster and during the setting and curing period, sufficient heat to produce a temperature of not less than 50° F. or in accordance with the manufacturer's recommendations.

(3) For a period of ten days previous to the placing of interior wood finish work and throughout the placing of wood finish and other interior finishing, varnishing, painting, etc., and until final acceptance of the Work, sufficient heat to produce a temperature of not less than 70° F. or in accordance with the manufacturer's recommendations.

(4) Provide temporary closures for windows, doors, and all temporary openings and take every reasonable precaution to prevent the escape of warm air from or entrance of cold air into the building. Except as elsewhere called for, the temperature required in the unoccupied spaces will be from 45° F. to 65° F.

B. VENTILATION and AIR CONDITIONING: During hot weather or the summer months, the Contractor shall provide ventilation and/or air conditioning as required in order to maintain the temperature of the interior of the building(s) between 70° F. and 80° F. The Contractor shall also maintain the humidity level of the interior of the building(s) within the ranges specified in the Contract Documents.

C. In all cases, Contractor shall be responsible to maintain the appropriate temperature range and humidity levels as is recommended by the manufacturer of all the various building materials, furnishings, equipment, components, systems, etc. to prevent any damage due to heat or cold or humidity.

D. Unless otherwise agreed to by the Owner in writing, the Contractor shall continue to provide these utility services, at his expense, until the job is complete and accepted by the Owner.

# 17. INSPECTION OF THE WORK:

The Architect, the Contracting Officer, any Federal or State agency having jurisdiction, and their representatives shall have access at all times to the Work for inspection whenever it is in preparation or progress, and the Contractor shall provide proper facilities for such access and inspection.

All materials, workmanship, processes of manufacture, and methods of construction, if not otherwise stipulated in the Specifications, shall be subject to inspection, examination, and test by the Architect (or his

duly authorized representative) at any and all places where such manufacture and/or construction are being carried on. The Architect shall have the right to reject defective material and workmanship or require its correction. Rejected workmanship shall be satisfactorily corrected, and rejected material shall be satisfactorily replaced with proper material without charge therefor, and the Contractor shall promptly segregate and remove the rejected material from the premises.

The Contracting Officer will appoint or assign architectural and engineering Inspectors, with designated duties and restricted authority, to inspect the Work as he may direct, or to make special inspections requested in advance by the Contractor, and to report to him progress of the Work, and manner of procedure, quality of the material and workmanship, and compliance with the Contract Documents. Inspectors shall have the authority to give directions for the safety and convenience of the public, and concerning the conduct of the Work; to advise the Contractor to avoid his making errors and to expedite his correction of deviations in the Work, to reject materials, workmanship, or equipment clearly defective or otherwise not in accordance with the Drawings and Specifications; but neither the presence nor absence of such Inspectors shall relieve the Contractor from any contract requirement.

Neither the Inspectors, nor the Architect, will be authorized to revoke, alter, relax, or waive, any requirements of the Contract Documents, to finally approve or accept any portion of the Work or to issue instructions contrary to the Drawings and Specifications; nor shall they supervise and direct work for the Contractor, nor unreasonably interfere with the Contractor's operations beyond the extent necessary to make certain that the Work is being carried out according to the contract requirements.

Any advice which they may give the Contractor shall not be construed as binding the Owner or the Contracting Officer in any way, nor as releasing the Contractor from any of the contract requirements.

If the Contractor considers any work demanded of him to be outside the contract requirements, or any record or ruling of the Architect or an Inspector to be unfair, he may immediately, upon such work being demanded or ruling made, request written instructions from the Architect, or Inspector, or within ten days file an appeal with the Contracting Officer, stating clearly and in detail the basis of his objections. However, pending the Contracting Officer's decision on such appeal, no work shall be done in disregard of the rulings of the Architect or Inspector or his instructions on items of work affected by such appeal.

The Contractor shall furnish promptly, without extra compensation, all reasonable facilities, labor, and material necessary for safe and convenient access, inspection, and tests that may be required by the Contracting Officer or the USPFO. All inspections and tests will be performed in such a manner as not to cause unnecessary delay of the work. Special, full size, and performance tests shall be as described in Sections of the Specifications. The Contractor shall be charged any extra cost of inspection incurred by the Owner on account of material and workmanship not being ready at time of inspection set by the Contractor.

Should it be considered necessary or advisable by the Owner, or by the representatives of the Chief, National Guard Bureau, at any time before final acceptance of the entire work to make an examination of work already completed by uncovering, or removing or tearing out same, the Contractor shall, on request, promptly furnish all necessary facilities, labor, and materials. If such work is found to be defective in any material respect, due to the fault of the Contractor or his subcontractors, he shall defray all expense of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract Documents, work of examination and replacement will be considered and compensated for as Extra Work ordered by the Architect or Contracting Officer and, in addition, if completion of the Work has been delayed thereby, an extension of time will be granted for such delay as estimated by the Architect or Contracting Officer. Federal funding support of the cost for examination and replacement of satisfactorily completed work that requires removal or that is damaged due to inspection requirements is subject to prior approval by the Chief, National Guard Bureau, or his dulyauthorized representative.

When the Architect considers the work as nearing completion, or substantially completed, after being notified by the Contractor that the Work is completed, the Architect and the Contracting Officer or his representatives, duly authorized in writing, will inspect all the work included in the Contract Documents. If it is found that the Work has not been satisfactorily completed, the Architect will notify the Contractor, in writing, as to the work to be done or the particular defects to be remedied to place the work in condition satisfactory for acceptance. After the work has been satisfactorily completed, the Architect and the Contracting Officer will make the final inspection or inspections and notify the Contractor in writing when the Work has been finally accepted.

## 18. SUPERINTENDENCE AND SUPERVISION:

The Contractor shall give his personal superintendence of the Work, using his best skill and personal attention, or have a qualified superintendent, and any necessary assistants acceptable to the Contracting Officer, on the Work at all times during progress, and with full authority to act in his behalf. The Contractor shall not remove a superintendent from the Work who is satisfactory to both him and the Architect, except with the Architect's consent, unless he ceases to be in his employ.

All instructions given the superintendent in the Contractor's absence by the Architect or the Contracting Officer or his representative shall be considered as given the Contractor. In general, the more important verbal instructions will be confirmed in writing to the Contractor; and upon written request of the Contractor, any other instructions will be confirmed in writing.

The Contractor shall carefully study and compare all Drawings, Specifications, other instructions and related data, and at once report in writing to the Architect, with a copy to the Owner, any inconsistency, discrepancy, error, or omission he may discover, for adjustment by the Architect. However, he shall not be liable to the Owner for any damage resulting from any errors or deficiencies in the Contract Documents, except that adjustments made without prior approval will be at his own risk.

## 19. CHANGES IN THE WORK:

The Owner may at any time make changes in the Work by changes in the Drawings and Specifications of the Contract and within the general scope thereof. Changes will be in the form of a Contract Change Order based upon a written request of the Owner and a written proposal of the Contractor. In making any change, the charge or credit for altering, adding to or deducting from the Work shall be determined by one of the following methods selected by the Owner:

A. By mutually agreed price or prices which will be added to or deducted from the Contract Price. Additions to the contract price shall include the Contractor's overhead and profit but shall not exceed 15 percent. Where subcontract work is involved, the total mark-up for the Contractor and subcontractors shall not exceed 25%. This percentage allowance for overhead and profit shall include the cost of superintendent, timekeeper, clerks, watchmen, use of small tools, incidental job burdens, and general office expenses. There will be no additional or separate charges for these items. No allowance for overhead and profit shall be figured on any change which involves a net credit to the Owner.

B. By estimating the number of unit quantities of each part of the Work which is changed and then multiplying the estimated number of such unit quantities by the applicable unit prices, if any, set forth in the Contract, or other mutually agreed unit prices. The percentage and criteria for overhead and profit shall be as detailed in paragraph A above. There will be no additional or separate charges allowed for superintendent, timekeeper, clerks, watchmen, use of small tools, incidental job burdens, and general office expenses.

C. By ordering the Contractor to proceed with the Work on a cost-plus-percentage-of-the-cost basis and to keep and present in such form as the Contracting Officer will approve, duplicate itemized statements of the cost of the change together with all vouchers therefor, detailed as to the following items:

(1) Name, classification, date, daily hours, total hours, rate, and extensions for such laborers and pro-rata charges for foreman.

(2) Designation, dates, daily hours, total hours, rental rates, and extensions for each piece of equipment or power tool actually used.

(3) Quantity of each material item actually used and extension.

(4) Transportation on materials used.

(5) Power and all items of cost such as cost of property damage, public liability and workmen's compensation insurance; also social security, old age and unemployment insurance.

(6) The percentage allowance for the Contractor's overhead and profit shall not exceed a total of 15 percent of the net cost of above items (1), (2), (3), (4) and (5). The percentage allowance for overhead

shall include the cost of bonds, superintendent, timekeeper, clerks, watchmen, use of small tools, incidental job burdens, general office expenses, and insurance other than items listed above in paragraph C(5).

(7) The credits to the Owner for deductive changes shall be the net cost to the Contractor, excluding project overhead and profit.

The Contractor shall furnish to the Owner an itemized breakdown of the quantities and prices to be used in estimating the value of any change that might be ordered.

Federal funding support of any change or extra is subject to prior approval by the Chief, National Guard Bureau, or his/her duly authorized representative.

# 20. CLAIMS FOR EXTRA COST OR EXTRA WORK:

If the Contractor claims that any instructions, by drawings or otherwise, are not in accordance with the Contract Documents, and involve extra cost under the Contract, he shall give the Architect and the Contracting Officer written notice there of within ten (10) days after receipt of such instructions, and in any event before proceeding to execute the work, and the procedure shall then be as above under 19, CHANGES IN THE WORK. Otherwise no such claim will be considered.

Federal funding support of any change or extra is subject to prior approval by the Chief, National Guard Bureau, or his/her duly authorized representative.

#### 21. DEDUCTIONS FOR UNCORRECTED WORK:

If the Owner deems it expedient to correct work injured or installed at variance with the Contract requirements, the Owner may, if he finds it to be in his interest, allow part or all of such work to remain in place, provided an equitable deduction from the Contract Price is offered by the Contractor and approved by the Contracting Officer.

#### 22. DELAYS; EXTENSION OF TIME:

Delays: A delay beyond the Contractor's control at any time in the progress of Work by an act or omission of the Owner or the Architect, or the Contracting Officer or by any other Contractor employed by the Owner, or by strikes, fires, abnormal floods, tornadoes, or other cataclysmic phenomenon of nature, may entitle the Contractor to an extension of time in which to complete the Work as determined by the Contracting Officer provided, however, that the Contractor shall immediately give written notice to the Architect of the cause of such delay.

No such extension shall be made for delays due to rain, wind, flood, or other natural phenomenon of normal intensity for the locality, or for delay occurring more than seven (7) days before written claim therefor is submitted by the Contractor.

Extension of Time: In the event any material changes, alterations or additions are made as herein specified which in the opinion of the Contracting Officer, will require additional time for the execution of any work under the Contract, then, in that case, the time of completion of the Work will be extended by such a period of time as may be fixed by the Contracting Officer, and his decision shall be final and binding upon the Owner and the Contractor, provided that in such case the Contractor within seven (7) days after being notified in writing of such changes, alterations or additions shall request in writing an extension of time, but no extensions of time shall be given for any minor changes, alterations or additions. The Contractor shall not be entitled to any reparation or compensation on account of such additional time or extensions of time required for the execution of the Work. Only claims for compensation that are approved in accordance with the procedures outlined as above in Paragraph 19, CHANGES IN THE WORK and in Paragraph 20, CLAIMS FOR EXTRA COST OR EXTRA WORK and are also approved in writing by the Owner shall be considered.

## 23. CORRECTION OF WORK BEFORE FINAL PAYMENT:

Any defective work, whether the result of poor workmanship, the use of defective materials, damage through carelessness of the Contractor or his employees, or any other cause, shall be removed from the premises within ten (10) days after written notice is given by the Architect, and promptly replaced and re-

executed by the Contractor in accordance with the contract requirements and without expense to the Owner. The Contractor shall also bear the expense of making good all work of the Owner or his other contractors destroyed or damaged by such removal and replacement.

# 24. CORRECTION OF WORK AFTER FINAL PAYMENT:

Verification and approval of the Final Application for Payment and the making of the Final Payment by the Owner shall not relieve the Contractor of responsibility for faulty materials or workmanship. The Owner or the User shall promptly give notice of observed defects due to faulty materials or workmanship, and any damage to other work resulting therefrom, and in accordance with the terms of any special guarantees provided by the Contract, and the Contractor shall promptly replace any such defects discovered within one year from the date of written acceptance of the Work or Final Payment therefor, whichever is prior. All questions arising hereunder, notwithstanding Final Payment, shall be decided by the Contracting Officer.

# 25. OWNER'S RIGHT TO CORRECT DEFICIENCIES:

Upon failure or neglect by the Contractor to properly prosecute, or to perform the Work in accordance with the Contract Documents, including any requirements with respect to the Progress Schedule and/or Charts, and after ten (10) days' written notice to the Contractor by the Contracting Officer, the Owner may, without prejudice to any other remedy he may have, correct such deficiencies and may deduct the actual cost thereof to the Owner from payment then or thereafter due to the Contractor, provided, however, that the Contracting Officer shall approve both such action and the amount charged the Contractor.

## 26. OWNER'S RIGHT TO TERMINATE CONTRACT:

If the contractor refuses or fails to prosecute the work, or any separate part thereof, with such diligence as will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within such time, or if the Contractor should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if he should fail to make prompt payment to Subcontractors for material or labor, or disregard laws, ordinances, or the instructions of the Contracting Officer or the Architect, or otherwise be guilty of a substantial violation of any provision of the Contract, then the Owner, upon the certificate of the Contracting Officer that sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the Contractor, and his Surety, ten (10) days' written notice, terminate the employment of the Contractor and take possession of the promises and of all materials, tools, equipment, and appliances thereon and finish the Work by whatever method he may deem expedient. In such cases, the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Price shall exceed the expense of finishing the work, including compensation for additional architectural, engineering, managerial, and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner. The expense incurred by the Owner as herein provided, and the damage incurred though the Contractor's default, shall be certified by the ContractingOfficer.

## 27. CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE THE CONTRACT:

If the Work should be stopped under an order of any court, or other public authority, for a period of ninety (90) days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon fourteen (14) days' written notice to the Owner and the Contracting Officer, stop work or terminate this Contract at the Owner(s) will reimburse the Contractor for all work properly executed and any proven loss sustained upon any plant or materials and any other proper item of damage certified by the Contracting Officer.

# 28. APPLICATIONS FOR PARTIAL AND FINAL PAYMENTS:

The Contractor shall, within ten (10) days after the Notice to Proceed, submit to the Architect on the application for payment form approved or furnished by the Contracting Officer, a complete breakdown or schedule of values of the Contract price showing the value assigned to each of the various parts of the work, including an allowance for overhead and profit, aggregating the total contract price so divided as to facilitate payments to subcontractors. Upon approval, this breakdown of the contract price, unless later found to be in error, shall be used as a basis for all applications for payment.

Unless otherwise provided in the Special Conditions or the Contract Agreement, the Contractor may make application for partial payment once each calendar month based on an approved estimate of work completed. The application shall be submitted through and certified by the Architect. The Owner will make partial payments to the Contractor as soon as practicable after receipt of the certified application for payment.

An application for partial payment may include the Contractor's cost of materials not yet incorporated in the work but delivered and suitably stored on the site.

In making partial payments there shall be retained not more than five (5) percent of the estimated amount of work done and the value of materials stored on the site, and after 50 percent completion has been accomplished, no further retainage will be withheld. The retainage above set out shall be held until final completion and acceptance of all work covered by the contract.

If the Contractor's claim to amounts payable under the contract has been assigned under the Assignment of Claims Act of 1940, as amended (41 U.S.C. 15), a release may also be required of the assignee at the option of the Contracting Officer or USPFO of the State. The retainment on partial payments of Federal funds shall be determined by the USPFO of the State in conformance with the Defense Acquisition Regulations (DAR).

The Contractor, immediately after being notified by the Contracting Officer that all other requirements of the Contract have been completed, shall give notice of said completion by an advertisement for a period of four (4) successive weeks in some newspaper of general circulation published within the county where the work was performed. Proof of publication of said notice in duplicate shall be furnished by the Contractor to the Architect by affidavit of the publisher and a printed copy of the notice published in duplicate. If no newspaper is published in the county where the work was done, the notice may be given by posting at the Court House for thirty (30) days and proof of same made by the Probate Judge or Sheriff and the Contractor. Final payment shall be due as noted by the Contracting Officer's verification of the Final Application for Payment.

## 29. VERIFICATION, CERTIFICATION, AND APPROVALS FOR PAYMENT:

When the Contractor has made application for payment as above, the Contracting Officer shall, not later than the date when each payment falls due, verify the application for Payment to the Contractor for such amount as he decides to be properly due, or state in writing to the Contractor his reasons for withholding verification in whole or in part, and place the application in line for payment.

No such verification nor payment made to the Contractor, nor partial or entire use or occupancy of the work by the Owner, shall be an acceptance of any work or materials not in accordance with the Contract.

All material and work covered by partial payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of material and work upon which payments have been made or the restoration of any damaged work or as a waiver of the right of the Owner to require the fulfillment of all the terms of the Contract.

## 30. PAYMENTS WITHHELD:

The Owner may withhold payment of the whole or any part of a verified or approved Application for Payment to such an extent as may be necessary to protect himself from loss on account of any of the following causes discovered subsequent to its verification or approvals:

- A. Defective work.
- B. Evidence indicating probable filing of claims by other parties against the Contractor.

C. Failure of the Contractor to promptly make payments to subcontractors, or for materials, labor, equipment and supplies.

D. Damage to another contractor under a separate Contract with the Owner.

When the above grounds are removed, applications for payments will then be verified and/or approved for amounts not previously verified and approved because of them.

# 31. CONTRACTOR AND SUBCONTRACTORS INSURANCE:

The Contractor shall not commence work under the Contract until he has obtained all insurance required thereunder from an insurance company authorized to do business in Alabama, and shall have filed the certificate of insurance showing type of coverage and correlation between the insurance furnished and that required or the certified copy of the insurance policy with the Contracting Officer through the Architect; nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance has been so obtained and filed. Each insurance policy shall contain a clause that it shall not be cancelled by the insurance company without thirty (30) days' written notice to the Owner of intention to cancel. The amounts of such insurance shall not be less than the following:

A.	Workmen's Compensation and Employer's Liability:	\$ Statutory
В.	Public Liability, BodilyInjury and Property Damage:	
	Injury or death of one person: Injury or death to more than one	\$ 50,000
	person in a single occurrence: Property Damage:	\$200,000 \$50,000
C.	Automobile and Truck Liability, Bodily Injury and Property Damage:	
	Injury or death to one person:	\$ 50,000
	Injury or death to more than one person in a single occurrence: Property Damage:	\$200,000 \$50,000
D.	Indemnity:	SEE BELOW

The Contractor shall assume all liability for and shall indemnify and save harmless, the State, Owners, Architect, and employees of the Armory Commission, from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the Contract, whether such operations be by himself or by a Subcontractor or by any one directly or indirectly employed by either of them, occurring on or about the premises, or the ways and means immediately adjacent, during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the Contract.

The Contractor shall take out and maintain during the life of the Contract, insurance covering his liability under the above save harmless provision, and shall show evidence of coverage on the certificate of coverage previously noted.

The obligations of the Contractor under this paragraph 31-D shall not extend to the liability of the Architect, his agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, Change Orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the Architect, his agents or employees provided such giving or failure to give is the primary cause of the injury or damage.

- 32. OWNER'S FIRE INSURANCE (NOT USED)
- 33. FIRE INSURANCE, EXTENDED COVERAGE, VANDALISM AND MALICIOUS MISCHIEF:

Unless otherwise provided in the Modified General or Special Conditions, the Contractor shall, at his own expense, insure the Work included in the Contract against loss or damage by fire and against loss or damage covered by the standard extended coverage endorsement, with an insurance company or companies qualified to do business in Alabama and acceptable to the Owner, the amount of insurance at all times to be at least equal to the amount paid on account of work or materials incorporated in the Work and plus the value of work or materials furnished or delivered but not yet paid for by the Owner. The policies shall be in the names

of the Owners and the Contractor and "all Subcontractors" as their interests appear, and certificates of the insurance company as to the amount and type of coverage, terms of policies, etc., shall be delivered to the Contracting Officer through the Architect before partial payments are made.

When changes in scope of the work by written Change Order or Change Orders/Supplemental Agreements aggregate an amount equal to 15% of the total contract, including the Change Orders/Supplemental Agreements, the insurance coverage included under this heading shall be increased accordingly. Proof of coverage shall be established by endorsement to the original policy or by reissue of the original policy to include the added coverage, or in accordance with any other acceptable policy of the insuring company for increasing the coverage.

## 34. CONTRACT BONDS:

In order to insure the faithful performance of each and every condition, stipulation, and requirement of the Contract, and to indemnify and save harmless the Owner from any and all damages, either directly or indirectly (arising out of any failure to perform same), the successful Bidder to whom the Contract is awarded shall, within ten (10) days from the date of the award, unless otherwise stipulated in the Modified General Conditions, furnish at his own expense and file with the Owner an acceptable Surety Bond in an amount equal to one hundred (100) percent of the contract bid price of the Contract as awarded. Said Bond shall be made on the approved bond form, shall be furnished by a reputable surety company authorized to do business in the State of Alabama, shall be countersigned by an authorized agent resident in the State who is qualified for the execution of such instruments, and shall have attached thereto power of attorney of the signing official. In case of default on the part of the Contractor, all expenses incident to ascertaining and collecting losses suffered by the Owner under the Bond, including architectural, engineering, administrative, and legal services, shall lie against the Contract Bond for Performance of the Work.

In addition thereto, the successful Bidder to whom the Contract is awarded shall, within ten (10) days, unless otherwise stipulated in the General Conditions, furnish at his expense and file with the Owner an acceptable surety bond for Payment of Labor, materials, equipment and supplies, payable to the Owner in an amount equal to fifty (50) percent of the Contract Price, with the obligation that the Contractor shall promptly make payment to all persons furnishing him or them with labor, materials, or supplies for, or in the prosecution of the Work, including the payment of reasonable attorneys fees incurred by successful claimants or plaintiffs in suits on said bond. The date of neither bond shall be earlier than the date of the Contract Agreement.

If any surety upon any bond furnished in connection with this contract becomes unacceptable to the State, or if any such surety shall fail to furnish reports as to his financial condition from time to time as requested by the State, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the State or of persons supplying labor or materials in the prosecution of the work contemplated by the contract.

Bonds shall remain in force during the entire guarantee period stipulated in the Contract.

## 35. DAMAGES:

Should either party of the Contract suffer damages because of any wrongful act or neglect of the other party or of anyone employed by him, claim shall be made in writing to the other party within a reasonable time of the first observance of such damage, and not later than the date of the Application for Final Payment, except as expressly stipulated otherwise in the case of faulty work or materials.

#### 36. LIENS:

The Owner may request a complete release of all liens and if this is done, neither the Final Payment nor any part of the retained percentage shall become due until the Contractor shall deliver to the Owner a complete release of all liens arising out of the Contract, and, an affidavit that so far as he has knowledge or information the releases include all the labor and material for which a lien could be filed; but the Contractor may, if any Subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the Owner, to indemnify him against any lien. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

## 37. ASSIGNMENT:

The Contractor shall not assign the Contract or sublet it as a whole without the written consent of the Owner, nor shall the Contractor assign any moneys due or to become due to him hereunder without the previous written consent of the Owner.

#### 38. MUTUAL RESPONSIBILITY OF CONTRACTORS:

If the Contractor or any of his Subcontractors cause any loss or damage to any separate contractor with a prior, concurrent, or subsequent contract on the Work or on the site, or any undue delay to such separate contractor on the Work or on the site, and if such contractor makes claim against the Owner, on account of any loss so sustained, the Owner shall notify the Contractor who shall indemnify and save harmless the Owner against any expenses arising therefrom.

# 39. SEPARATE CONTRACTS:

The Owner may award other contracts for additional new construction, buildings or equipment, or for reconstruction, alteration, equipment, and improvement of existing buildings on the site, and the Contractor shall fully cooperate in the storage of materials and the detailed execution of work, coordinate and integrate his operations with such other contractors, and carefully fit his own work to that provided under other contracts, as he may be directed by the Contracting Officer. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor.

The Contractor, including his Subcontractors, shall keep himself informed of the progress and the detailed work of other contractors and shall notify the Contracting Officer immediately of lack of progress or defective workmanship on the part of other contractors, where such delay or such defective workmanship will interfere with his own operations of the work.

#### 40. SUBCONTRACTS:

Concurrent with the execution of the Contract by the Contractor he shall submit in writing in five (5) counterparts to the Architect for approval by the Architect and the Contracting Officer the names of the Subcontractors proposed for the work. Subcontractors that have been so approved may not be changed thereafter except at the request of or with the approval of the Contracting Officer.

The Contractor shall not employ any subcontractor to whom the Owner or Contracting Officer may have any objection, but he will not be required to employ any subcontractor against whom he himself has a reasonable objection.

The Contractor shall be as fully responsible to the Owner for the acts and omissions of Subcontractors, and of persons employed by them, as he is for the acts and omissions of persons directly employed by him.

Nothing contained in the Contract Documents shall be construed as creating any contractual relationship between any Subcontractor and the Owner.

#### 41. RELATIONS OF CONTRACTOR AND SUBCONTRACTORS:

The Contractor shall cause appropriate provisions to be inserted in all Subcontracts relative to the Work, to bind Subcontractors to the Contractor by the terms of the Contract Documents insofar as applicable to the work of Subcontractors, and to give the Contractor the same power as regards terminating any provisions of the Contract Documents.

The Articles, Divisions, Sections, or Paragraphs of the Specifications are not intended to control the Contractor in dividing the work among Subcontractors or to limit the work performed by any trade.

The Contractor shall be responsible for the coordination of Subcontractors, of the trades, and material men engaged upon his work.

The Contractor shall, without additional expense to the Owner, utilize the services of specialty subcontractors on those parts of the work which are specified to be performed by specialty subcontractors.

The Contracting Officer or the Architect will not undertake to settle any differences between the Contractor and his Subcontractors or between Subcontractors.

## 42. ARCHITECT'S STATUS:

The Architect named in the Contract Documents, who prepared and furnished the Working Drawings and the Specifications contained therein, will prepare details and explanatory drawings, and provide instructions during the progress of the work for transmittal by the Contracting Officer or Architect as above set forth under paragraph 3, ADDITIONAL DETAIL DRAWINGS AND INSTRUCTIONS. He will make his check of manufacturers' data and shop drawings submitted by the Contractor for the Work as above set forth under 5, SHOP DRAWINGS.

The Architect will endeavor to require the Contractor to strictly adhere to the plans and specifications, to guard the Owner against defects and deficiencies in the work of Contractors, and shall promptly notify the Contracting Officer in writing of any significant departure in the quality of materials or workmanship from the requirements of the plans and specifications, but he does not guarantee the performance of the contracts.

The Architect shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, unless spelled out in the Contract Documents, and he shall not be liable for results of the Contractor's failure to carry out the work in accordance with the Contract Documents.

The Architect shall have authority to require the Contractor to stop the Work whenever in his opinion it may be necessary for the proper performance of the Contract. The Architect shall not be liable to the Owner for the consequences of any decision made by him in good faith either to exercise or not to exercise his authority to stop the Work.

The Architect shall not be responsible for the acts or omissions of the Contractor, or any Subcontractors, or any of the Contractor's or Subcontractor's agents or employees, or any other persons performing any of the Work.

#### 43. ARCHITECT'S DECISIONS:

The Architect's decisions in matters relating to the artistic effect of his work shall be final, if within the other terms of the Contract.

#### 44. CONTRACTING OFFICER'S DECISIONS:

Except as hereinafter provided, any claim or question concerning the interpretation or meaning of the Contract Documents, or concerning a breach of the Contract, shall be submitted to the Contracting Officer and his decision shall be final, binding, and conclusive on the parties to the Contract. He shall have executive authority to enforce and make effective such decisions and orders as the Contractor fails to carry out promptly.

#### 45. CASH ALLOWANCES:

No cash allowances shall be included in the Contract Price, unless specifically set forth under SPECIAL CONDITIONS or MODIFICATIONS of the GENERAL CONDITIONS. When so included, the Contractor shall include in the Contract Price all allowances named therein and shall cause the work so covered to be done by such subcontractors, material, and/or equipment men, and for such sums as the Contracting Officer approves, and the Contract Price shall be adjusted in conformance therewith. The Contract Price shall include all the Contractor's expense, overhead, and profit, and no allowance, other than that included in the Contract Price, will be paid by the Owner.

46. USE OF PREMISES; SANITARY PROVISIONS:

The Contractor shall take every precaution against injuries to persons or damages to property.

The Contractor shall comply with local and State regulations governing the operation of premises which are occupied and shall perform the Contract in such a manner as not to interrupt or interfere with the operation of any other facility.

The Contractor shall store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the Work as will not unduly interfere with the progress of his work or the work of any other contractors.

Unless otherwise provided, temporary storage sheds, shops, and office facilities may be erected on the premises with the approval of the Architect or the Contracting Officer. Such temporary buildings and/or utilities shall remain the property of the Contractor and be removed at his expense upon completion of the Work, unless the Owner authorized their abandonment without removal.

Necessary crossings of curbings, sidewalks, roadways, or parkways shall be protected against damage, and any damage shall be repaired by or at the expense of the Contractor.

The Contractor shall not place upon the Work or any part thereof loads inconsistent with the safety of that portion of the Work.

No Contractor shall perform any work necessary to be performed after regular working hours or on Sundays or legal holidays without extra compensation.

The Contractor shall provide and maintain such sanitary accommodations for the use of his employees and those of his subcontractors as may be necessary to comply with the requirements and regulations of the local and State Department of Health and as directed.

#### 47. CUTTING AND PATCHING:

The Contractor shall do all necessary cutting, fitting, and patching of the Work that maybe required to properly receive the Work to make its several parts join together properly, receive and provide for the work of various trades, and be received by the work of other contractors, or as required by Drawings and Specifications to complete the Work. After such cutting, he shall replace or restore or repair and make good all defective or patched work as required by the Architect. He shall not cut, excavate, or otherwise alter any work in a manner or by a method or methods that will endanger the Work, adjacent property, workmen, the public, or the work of any other contractor.

The Contractor shall have his Subcontractor check the location of all sleeves, openings, slots, etc., for the piping, ducts, breeching, conduits, louvers, grilles, fans, etc., as they are laid out on the job.

Provision for openings, holes, and clearances through walls, beams, floors, ceilings, and partitions shall be made and checked by the Contractor and/or his Subcontractor in advance of constructing such parts of the Work, and unnecessary, superfluous or dangerous cutting avoided.

Pipes passing through concrete or masonry walls shall be protected by pipe sleeves two sizes larger than the pipe, plus its insulation, to provide free movement.

Under no condition shall structural, framing, or other parts or members subjected to computed stress be cut or disturbed without the approval of the Architect. Any plates, studs, or joists, and/or rafters that are approved to be cut to execute necessary work shall be securely strapped and braced to restore their original strength by an approved method.

The Architect's approval shall be obtained before cutting or drilling holes in concrete or masonry that tend to damage or weaken the load capacity.

## 48. PERIODIC AND FINAL CLEANUP:

The Contractor shall periodically, or as directed during the progress of the Work, clean up and remove from the premises all refuse, rubbish, scrap materials and debris caused by his employees, his Subcontractors, or resulting from his work, to the end that at all times the premises are sanitary, safe, reasonably clean, orderly, and workmanlike. Trash and combustible materials shall not be allowed to accumulate inside buildings or elsewhere on the premises. At no time shall any rubbish be thrown from window openings.

Before final completion and final acceptance the Contractor shall remove from the Owner's property, and from all public and private property, all tools, scaffolding, false work, temporary structures, and/or utilities

including the foundations thereof (except such as the Owner permits in writing to remain); rubbish and waste materials resulting from his operations or caused by his employees; and shall remove all surplus materials, leaving the site clean and true to line and grade, and the Work in a safe and clean condition, ready for use and operation.

In addition to the above, the Contractor shall be responsible for the following special cleaning for all trades as the work shall have been completed:

A. Cleaning of all painted, enameled, stained, or baked enamel work: Removal of all marks, stains, finger prints and splatters from such surfaces.

B. Cleaning of all glass: Cleaning and removing of all stickers, labels, stains, and paint from all glass, and the washing and polishing of same on interior and exterior.

C. Cleaning and polishing of all hardware.

D. Cleaning all tile, floor finish of all kinds: Removal of all splatter, stains, paint, dirt, and dust, the washing and polishing of all floors as recommended by the manufacturer or required by the Architect.

E. Cleaning of all manufactured articles, materials, fixtures, appliances, and equipment: Removal of all stickers, rust stains, labels, and temporary covers, and cleaning and conditioning of all manufactured articles, material, fixtures, appliances, and electrical, heating, and air conditioning equipment as recommended or directed by the manufacturers, unless otherwise required by the Architect; blowing out or flushing out of all foreign matter from all dust pockets, piping, tanks, pumps, fans, motors, devices, switches, panels, fixtures, boilers, similar features; and freeing identification plates on all equipment of excess paint and the polishing thereof.

In case of failure to comply with the above requirements for any part of the work within the time specified by the Architect, he may cause the Work to be done and deduct the cost thereof from the Contract Price on the next or succeeding Application for Payment.

49. GUARANTEE OF THE WORK:

Except as otherwise specified in the General Conditions or the Special Conditions, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment, or workmanship for one year from the date of final completion of the Contract, or from full occupancy of the building by the Owner, whichever is earlier.

If, within any guarantee period, repairs or changes are required in connection with guaranteed work, which, in the opinion of the Contracting Officer or Architect are required as the result of the use of materials, equipment, or workmanship which are inferior, defective, or not in accordance with the terms of the Contract requirements, the Contractor, shall, promptly upon receipt of notice from the Owner, and without expense to the Owner:

A. Place in satisfactory condition in every particular all of such guaranteed work, correct all defects therein; and

B. Make good all damage to the building or site, or equipment or contents thereof, which, in the opinion of the Contracting Officer or Architect, is the result of the use of materials, equipment, or workmanship which are inferior, defective, or not in accordance with the terms of the Contract; and

C. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.

In any case where in fulfilling the requirements of the Contract or of any guarantee, embraced in or required thereby, the Contractor disturbs any work guaranteed under another contract, he shall restore such disturbed work to a condition satisfactory to the Contracting Officer and guarantee such restored work to the same extent as it was guaranteed under such other contract.

If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the Owner may have the defects corrected and the Contractor and his Surety shall be liable for all expense incurred.

All special guarantees applicable to definite parts of the work that may be stipulated in the Contract Documents shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

## 50. POSSESSION PRIOR TO COMPLETION:

The Owner shall have the right to use any completed or partially completed part of the Work. Such use shall not be deemed an acceptance of any work not completed in accordance with the contract requirements. If, however, such prior use by the Owner delays the progress of the Work or causes additional expenses to the Contractor, an equitable adjustment in the Contract Price and/or time of completion will be made and the Contract will be modified in writing accordingly.

## 51. LIQUIDATED DAMAGES:

Time is the essence of the Contract. Any delay in the completion of the Work as provided for in the Contract Documents will cause inconvenience to the public and loss and damage to the Owner in interest, and in additional administrative, architectural, inspection and supervision charges.

Therefore, a time charge equal to six per cent interest per annum on the total Contract Price will be made against the Contractor for the entire period that any part of the Work remains uncompleted after the time specified for the completion of the Work as provided in the Contract Documents, the amount of which shall be deducted by the Contracting Officer from the Final Estimate, and shall be retained by the Contracting Officer out of moneys otherwise due the Contractor in the Final Payment, not as a penalty, but as liquidated damages sustained, it being mutually understood and agreed between the parties hereto that such amount is reasonable as liquidated damages.

# 52. USE OF FOREIGN MATERIALS:

In accordance with ACT 876 of the 1961 Regular Session of the Alabama legislature the Contractor shall use only materials, supplies, and products manufactured, mined, processed or otherwise produced in the United States or its territories, if same are available at reasonable prices.

Breaching of this agreement shall render the Contractor liable for payment of liquidated damages in the amount of not less than \$500.00 nor more than 20% of the gross amount of the contract.

This requirement applies to all contracts for public works financed entirely with State of Alabama funds.

# 53. WITHHOLDING OF FUNDS (1977 DEC)

A. The Contracting Officer may withhold or cause to be withheld from the prime contractor so much of the accrued payments or advances as maybe considered necessary (1) to pay laborers and mechanics, including apprentices, trainees, watchmen and guards, employed by the Contractor or any subcontractor on the work the full amount of wages required by the contract, and (2) to satisfy any liability of the Contractor and any subcontractor for liquidated damages under paragraph (B) of the clause entitled "Contract Work Hours and Safety Standards Act - Overtime Compensation."

B. If the Contractor or any subcontractor fails to pay any laborer, mechanic, apprentice, trainee, watchman, or guard employed or working on the site of the work all or part of the wages required by the contract, the Contracting Officer may, after written notice to the prime contractor, take such action as may be necessary to cause suspension of any further payments or advances until such violations have ceased.

54. DISPUTES CONCERNING LABOR STANDARDS (ASPR 7-602.23)(77 DEC)

Disputes arising out of the labor standards provisions of this contract shall be subject to the DISPUTES clause except to the extent such disputes involve the meaning of classifications or wage rates contained in the wage determination decision of the Secretary of Labor or the applicability of the labor provisions of this

contract which questions shall be referred to the Secretary of Labor in accordance with the procedures of the Department of Labor.

## 55. DISPUTES

Except as otherwise specifically provided in this contract, and except as otherwise specifically provided by the State procedure for arbitration or other State procedure established by State law, any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and send by registered mail, return receipt requested, a copy thereof to the Contractor at his address shown herein. Within thirty (30) days after the date of receipt of such copy, the Contractor may appeal in writing to the Governor of this State, whose written decision therein, or that of his designated representative or representatives, shall, unless determined by a court of competent jurisdiction to have been fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence, be final and conclusive: Provided. that if no such appeal is taken, the decision of the Contracting Officer shall be final and conclusive. The Governor of this State may designate an individual or individuals other than the Contracting Officer, or a board, as his authorized representative to determine appeals under this Article. In connection with any appeal proceeding under this Clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision. Any sum or sums allowed to the Contractor under the provisions of this Article or under the State Arbitration proceedings or under other State procedure shall be paid subject to approval of the Chief, National Guard Bureau, for the Government's share of the cost of the Articles or work herein disputed as deemed to be within the contemplation of this contract.

56. EQUAL OPPORTUNITY (FEDERALLY ASSISTED CONSTRUCTION) (ASPR 7-103.18)(1978 SEP)

If, during any twelve (12) month period (including the 12 months preceding the award of this contract), the Contractor has been or is awarded Federal contracts and/or subcontracts which have an aggregate value in excess of \$10,000, the Contractor shall comply with (A) through (G) below. Upon request, the Contractor shall provide information necessary to determine the applicability of this clause.)

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the Regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following Equal Opportunity clause:

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, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, 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 setting forth the provisions of 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, color, religion, sex or national origin.

C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and of the rules, regulations and relevant orders of the Secretary of Labor.

E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended by Executive Order 13, 1967, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the portion of the sentence immediately preceding paragraph (A) and G the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. The applicant further agrees that it will be bound by the above Equal Opportunity Clause with respect to its own employment practices when it participates in Federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above Equal Opportunity Clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Contractors and subcontractors with the Equal Opportunity Clause and the rules, regulations and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, with a Contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the Equal Opportunity Clause as may be imposed upon Contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

57. CERTIFICATION OF NONSEGREGATED FACILITIES (1970 AUG) (ASPR 7-2003.14)

(Applicable to contracts, subcontracts, and to agreements with applicants who are themselves performing Federally assisted construction contracts, exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause). By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities at any of his establishments, and that he will not maintain or provide for his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are

maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from the provisions of Equal Opportunity Clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

# NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES:

A Certification of Nonsegregated Facilities must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

## 58. EXEMPTIONS TO EQUAL OPPORTUNITY CLAUSES (ASPR 12-805) (JUL 76)

Α. Transactions of \$10,000 or Under. Contracts and subcontracts not exceeding \$10,000, other than Government bills of lading, are exempt from the requirements of the Equal Opportunity Clause. In determining the applicability of this exemption to any Federally assisted construction contract, or subcontract thereunder, the amount thereof rather than the amount of the Federal financial assistance shall govern. Indefinite delivery type contracts and subcontracts thereunder, basic agreements and basic ordering agreements shall include the Equal Opportunity Clause, except when the Contracting Officer (in the case of subcontractors, the prime contractor or subcontractors issuing the subcontract) determines that the amount to be ordered is not expected to extend \$10,000 in any single year. The applicability of the Equal Opportunity Clause shall be determined by the Contracting Officer at the time of award for the first year, and annually thereafter for succeeding years if any. Notwithstanding the above, the Equal Opportunity Clause shall be incorporated into such contract, subcontract, basic agreement or basic ordering agreement whenever the amount of a single order or procurement action exceeds \$10,000. Once the clause is incorporated, the contract, subcontract, basic agreement, or basic ordering agreement shall continue to be subject to such clause for its duration, regardless of the amounts ordered, or reasonably expected to be ordered, in any year. No Contracting Officer, Contractor, or Subcontractor, shall procure supplies or services in less than usual quantities to avoid applicability of the Equal Opportunity Clause.

B. *Work Outside the United States*. Contracts and subcontracts are exempt from the requirement of the Equal Opportunity Clause with regard to work performed outside the United States by employees who were not recruited within the United States.

C. Contracts with State or Local Governments. The requirements of the clause in any contract or subcontract with a State or local government (or any agency, instrumentality or subdivision thereof) shall not be applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract or subcontract. In addition, State and local governments are exempt from the requirements of filing the annual compliance report provided for by 12-812(a) and maintaining a written affirmative action program prescribed by 12-807.1.

# D. Contracts Exempted by the Secretary of Defense in the Interest of National Security.

(1) Any requirement set forth in this Part shall not apply to any contract or subcontract whenever the Secretary of Defense determines that such contract or subcontract is essential to the national security and that its award without complying with such requirement is necessary to the national security.

(2) *Requests for Exemption:* The Contracting Officer shall prepare a detailed justification for such determination which shall be submitted to the ASD(M&RA) in accordance with Departmental procedures.

The ASD(M&RA) shall submit the request for exemption to the Secretary of Defense for approval, and shall notify the Director, OFCC, within 30 days of such a determination.

# E. Specific Contracts and Facilities Exempted by the Director, OFCC.

(1) Specific Contracts. The Director, OFCC, may exempt an agency or person from requiring the inclusion of any or all of the Equal Opportunity Clause in any specific contract or subcontract when he deems that special circumstances in the national interest so require. He may also exempt groups or categories of contracts or subcontracts of the same type where he finds it impracticable to act upon each request individually or where group exemptions will contribute to convenience in the administration of the Order.

(2) Facilities Not Connected with Contracts. The Director, OFCC, may exempt from the requirements of the clause any of a prime contractor's or a subcontractor's facilities which he finds to be in all respects separate and distinct from activities of the prime contractor or subcontractor related to the performance of the contract or subcontract, provided that he also finds that such an exemption will not interfere with or impede the effectuation of the Order.

(3) Special Circumstances. The Director, OFCC, may exempt a contract or subcontract when he finds that special circumstances indicate that use of either of the clauses in 7-103.18 in the contract or subcontract would not be in the national interest.

(4) Request for Exemptions. The Contracting Officer shall submit a detailed justification for omitting or modifying the clause under (1), (2) or (3) above to the ASD (M&RA) in accordance with Departmental procedures.

(5) Withdrawal of Exemption by the Director, OFCC. When any contract or subcontract is of a class exempted under this paragraph 12-805, the Director, OFCC, may withdraw the exemption for a specific contract or subcontract or group of contracts or subcontracts when in his judgement such action is necessary or appropriate to achieve the purposes of the Order. Such withdrawal shall not apply to contracts or subcontracts awarded prior to the withdrawal. In procurements entered into by formal advertising or the various forms of restricted formal advertising, such withdrawal shall not apply unless the withdrawal is made more than 10 calendar days before the date set for the opening of the bids.

## 59. CLEAN AIR AND WATER (1975 OCT)(ASPR 7-103.29)

(Applicable only if the contract exceeds \$100,000, or the Contracting Officer has determined that orders under an indefinite quantity contract in any one year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c) and is listed by EPA, or the contract is not otherwise exempt.)

A. The Contractor agrees as follows:

(1) To comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

(2) That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

(3) To use his best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed; and

(4) To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph (4).

B. The terms used in this clause have the following meanings:

(1) The term "Air Act" means the Clean Air Act, as amended (42 U.S.C. 1857 et seq., as amended by Public Law 91-604).

(2) The term "Air Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

(3) The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in Section 110(d) of the Clean Air Act (42 U.S.C. 1857c-5(d), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively of the Air Act (42 U.S.C. 1857c-6(c) or (d), or an approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d).

(4) The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard or other requirement which is promulgated pursuant to the Water Act or obtained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342), or by a local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

(5) The term "compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an air or water pollution control agency in accordance with the requirement of the Air Act or Water Act and regulations issued pursuant thereto.

(6) The term "facility" means any building, plant, installation, structure, mine, vessel or other floating craft, location, or site of operations, owned, leased, or supervised by a contractor, subcontractor, to be utilized in the performance of a contract or subcontract. Where a location or site of operations contains or includes more than one building, plant, installation, or structure, the entire location or site shall be deemed to be a facility except there the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are collocated in one geographical area.

(7) The term "nonexempt contract or subcontract" means a contract or subcontract of more than \$100,000 which is not otherwise exempted pursuant to the EPA regulations implementing the Air Act and Water Act (40 CFR 15.5), as further implemented in ASPR 1-2302.4 or in FPR 1-1.2302-4 whichever is applicable) and the procedures of the Department awarding the contract.

60. CLEAN AIR AND WATER CERTIFICATION (77 JUN) (DAR 7-2003.71)

Applicable if the bid or offer exceeds \$100,000, or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.

The Bidder or offeror certifies as follows:

(1) Any facility to be utilized in the performance of this proposed contract <u>is</u> (\_) or <u>is not</u> (\_), listed on the Environmental Protection Agency List of Violating Facilities;

(2) He will promptly notify the Contracting Officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(3) He will include substantially this solicitation certification, including this paragraph (3), in every nonexempt subcontract.

# 61. EXEMPTIONS TO ENVIRONMENTAL PROTECTION CLAUSE (ASPR 1-2302.4) (JUL 76)

Except as provided in (c) below, contracts and subcontracts are exempt from the requirements of this Part and 40 CFR Part 15, as follows:

A. Contracts and subcontracts not exceeding \$100,000 are exempt.

B. Contracts and subcontracts for indefinite quantities are exempt if the Contracting Officer determines that the amount to be ordered in any year under such contract will not exceed \$100,000.

C. Except for small purchases, the foregoing exemptions shall not apply to a proposed contract under which the facility to be used is listed on the EPA List of Violating Facilities on the basis of a conviction either under the Air Act (40 U.S.C. 1857-8(c)(1) or the Water Act (33 U.S.C. 1319(c)).

D. This part and 40 CFR Part 15 do not apply to the use of facilities located outside the United States. The term "United States," as used herein, includes the States, District of Columbia, Commonwealth of Puerto Rico, Virgin Islands, Guam and American Samoa, and Trust Territories of the PacificIslands.

E. Upon a determination that the paramount interest of the United States so requires, the Secretary concerned may except from the provisions of this Part any individual or class of contracts or subcontracts, for a period of one year. Prior to granting a class exemption, the Secretary shall consult with the Director, Office of Federal Activities, United States Environmental Protection Agency. The Secretary granting either an individual contract or class exemption shall notify the Director of such exemption as soon after granting the exemption as practicable. Such notification shall describe the purpose of the contract, and indicate the manner in which the paramount interest of the United States required that the exemption be made.

62. AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS (ASPR 7-103.28) (76 MAY)

A. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon either physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

B. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

C. In the event of the Contractor's noncompliance with the requirements of this clause, action for noncompliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.

D. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the Contracting Officer. Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

E. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

F. The Contractor will include the provisions of this clause in every subcontract or purchase order of \$2500 or more unless exempt by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

# 63. COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Owner shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.

## 64. OFFICIALS NOT TO BENEFIT

No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

# 65. CONVICT LABOR

In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment, as provided by Public Law 89-176, September 10, 1965 (18 U.S.C. 4082(c)(2)) and Executive Order 11755, December 29, 1973.

## 66. NONDISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of sex, race, creed, color, or national origin; and further agrees to insert the foregoing provision in all subcontracts hereunder except subcontracts for standard commercial supplies or for raw materials.

# 67. GRATUITIES

A. The State may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found, after notice and hearing, by the Contracting Officer or Governor or the duly authorized representative of either, that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the State with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performance of such contract: Provided, that the existence of the facts upon which the Contracting Officer or Governor or the duly authorized representative of either makes such findings shall be in issue and may be reviewed in any competent court.

B. In the event this contract is terminated as provided in paragraph (a) hereof, the State shall be entitled (1) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor, and (2) as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the Contracting Officer or Governor or the duly authorized representative of either) which shall not be less than 3 nor more than 10 times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee.

C. The rights and remedies of the State provided in this Clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

# 68. COPELAND ("ANTI-KICKBACK") ACT - NONREBATE OF WAGES

The regulations of the Secretary of Labor applicable to contractors and subcontractors (29 CFR, Part 3), made pursuant to the Copeland Act, as amended (40 U.S.C. 276c) and to aide in the enforcement of the Anti - Kickback Act (18 U.S.C. 874) are made a part of this contract by reference. The Contractor will comply with these regulations and any amendments or modifications thereof and the prime contractor will be responsible for the submission of affidavits required of subcontractors thereunder. The foregoing shall apply except as the Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances and exemptions.

## 69. SUBCONTRACTS - TERMINATION

The Contractor agrees to insert the clauses hereof entitled <u>COPELAND ("ANTI-KICKBACK") ACT -</u> <u>NONREBATE OF WAGES</u>, <u>WITHHOLDING OF FUNDS</u>, and <u>SUBCONTRACTS - TERMINATION</u> physically in all subcontracts and the Contractor further agrees that a breach of any of the requirements of these clauses may be grounds for termination of this contract. The term "contractor" as used in such clauses in any subcontract shall be deemed to refer to the subcontractor except in the phrase "prime contractor."

## 70. AUDIT BY DEPARTMENT OF DEFENSE (1978 AUG)

A. <u>General</u>. The Contracting Officer or his representatives shall have the audit and inspection rights described in the applicable paragraphs (B), (C) and (D) below.

B. <u>Examination of Costs</u>. If this is a cost reimbursement type, incentive, time and materials, labor hour, or price redeterminable contract, or any combination thereof, the Contractor shall maintain, and the Contracting Officer or his representatives shall have the right to examine books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. Such right of examination shall include inspection at all reasonable times of the Contractor's plants, or such parts thereof, as may be engaged in the performance of this contract.

C. <u>Cost or Pricing Data</u>. If the Contractor submitted cost or pricing data in connection with the pricing of this contract or any change or modification thereto, unless such pricing was based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the general public, or prices set by law or regulation, the Contracting Officer or his representatives who are employees of the United States Government shall have the right to examine all books, records, documents and other data of the Contractor related to the negotiation, pricing or performance of such contract, change or modification, for the purpose of evaluating the accuracy, completeness and currency of the cost or pricing data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the cost or pricing data submitted, along with the computations and projections used therein.

D. <u>Reports</u>. If the Contractor is required to furnish Contractor Cost Data Reports (CCDR), Contract Fund Status Reports (CFSR), or Cost Performance Reports (CPR), the Contracting Officer or his representatives shall have the right to examine books, records, other documents, and other supporting materials, for the purpose of evaluating (i) the effectiveness of the Contractor's policies and procedures to produce data compatible with the objectives of these reports, and (ii) the data reported.

E. <u>Availability</u>. The materials described in (B), (C) and (D) above shall be made available at the office of the Contractor, at all reasonable times, for inspection, audit, or reproduction, until the expiration of three (3) years from the date of final payment under this contract or such lesser time specified in Appendix M of the Defense Acquisition Regulation and for such longer period, if any, as is required by applicable statute, or by other clauses of this contract, or by (1) and (2) below:

(1) If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for a period of three (3) years from the date of any resulting final settlement.

(2) Records which relate to appeals under the <u>DISPUTES</u> Clause of this contract, or litigation, or the settlement of claims arising out of the performance of this contract, shall be made available until such appeals, litigation, or claims have been disposed of.

F. The Contractor shall insert a clause containing all the provisions of this clause, including this paragraph (F), in all subcontracts exceeding \$10,000 hereunder, except altered as necessary for proper identification of the contracting parties and the Contracting Officer under the State prime contract.

71. SUBCONTRACTOR COST OR PRICING DATA - PRICE ADJUSTMENTS (1970 JAN)

A. Paragraphs (B) and (C) of this Clause shall become operative with respect to any modification made pursuant to one or more provisions of this contract which involves aggregate increases and/or decreases in costs plus applicable profits expected to exceed \$100,000. The requirements of this Clause shall be limited to such modifications.

B. The Contractor shall require subcontractors hereunder to submit cost or pricing data under the following circumstances:

(1) prior to the award of any subcontract the amount of which is expected to exceed \$100,000 when entered into;

(2) prior to the pricing of any subcontract modification which involves aggregate increases and/or decreases in costs plus applicable profits expected to exceed \$100,000; except where the price is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the general public, or prices set by law or regulation.

C. The Contractor shall insert the substance of this clause including this paragraph (C) in each subcontract which exceeds \$100,000.

# 72. BUY AMERICAN ACT (1966 OCT)

A. <u>Agreement</u>. In accordance with the Buy American Act (41 U.S.C. I0a - I0d), the Contractor agrees that only domestic construction material will be used (by the Contractor, subcontractors, materialmen, and suppliers) in the performance of this contract, except for non-domestic construction material listed in the "Nondomestic Construction Materials" clause, if any, of this contract.

B. <u>Domestic construction material</u>. "Construction material" means any article, material, or supply brought to the construction site for incorporation in the building or work. An unmanufactured construction material is a "domestic construction material" if it has been mined or produced in the United States. A manufactured construction material is a "domestic construction material" if it has been mined, produced, or manufactured in the United States and if the cost of its components which have been mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. "Component" means any article, material, or supply directly incorporated in a construction material.

C. <u>Domestic component</u>. A component shall be considered to have been mined, produced, or manufactured in the United States" (regardless of its source in fact) if the article, material, or supply in which it is incorporated was manufactured in the United States and the component is of a class or kind determined by the Government to be not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

D. <u>Non-Domestic construction material</u>. The Contractor/Vendor agrees that it will not expend any funds appropriated by Congress without complying with The Buy American Act (41 U.S.C. 10). The Buy American Act gives preference to domestic end products and domestic construction material. In addition, the Memorandum of Understanding between the United States of America and the European Economic Community on Government Procurement, and the North American Free Trade Agreement (NAFTA), provide that EC and NAFTA end products and construction materials are exempted from application of the Buy American Act.

# 73. APPROVAL

This contract and any subsequent terminations, modifications, or change orders (including those resulting from disputes and settlements of disputes) shall be subject to the written approval of the Chief, National Guard Bureau, or his duly authorized representative, and shall not be binding until so approved.

# 74. SUBJECT TO FEDERAL-STATE AGREEMENT

This contract is subject to all terms and conditions of the Federal-State Agreement between the United States of America and the State of Alabama.

# 75. RELATIONSHIP OF THE FEDERAL GOVERNMENT

This contract is funded in part by the Federal Government. The Federal Government is not a party to this contract. As a condition to receiving and expending Federal funds, there are certain rights of Federal inspection, Federal approval of contract changes and modifications, and Federal approval of settlements or dispute actions that the Federal Government will exercise prior to authorization of Federal funds. Therefore, no inspection or acceptance, change, modification, settlement, dispute claim payment, or dispute action will be
considered binding until the required Federal approval is obtained. The Chief, National Guard Bureau, or his designated representative, is the approval authority. This paragraph does not abrogate any rights conferred on the Federal Government by law or other clause required due to the use of Federal funding.

## 76. SUSPENSION OF WORK (1968 FEB) (DAR 7-602.46)

A. The Contracting Officer may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the Owner.

B. If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted by an act of the Contracting Officer in the administration of this contract, or by his failure to act within the time specified in this contract (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in the cost of performance of this contract (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent (1) that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or (2) for which an equitable adjustment is provided for or excluded under any other provision of this contract.

C. No claim under this clause shall be allowed (1) for any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order), and (2) unless the claim, in a amount stated, is asserted in writing as soon as practicable after the termination of such suspension, delay, or interruption, but not later than the date of final payment under the contract.

## 77. TERMINATION FOR CONVENIENCE OF THE OWNER - CONSTRUCTION (1974 APR) (DAR 7-602.29)

A. The performance of work under this contract may be terminated by the Owner in accordance with this clause in whole, or from time to time in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the Owner. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

B. After receipt of a Notice of Termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:

(1) Stop work under the contract on the date and to the extent specified in the Notice of Termination;

(2) Place no further orders or subcontracts for materials, services or facilities, except as may be necessary for completion of such portion of the work under the contract as is notterminated;

(3) Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination;

(4) Assign to the Owner, in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Owner shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

(5) Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Contracting Officer, to the extent he may require, which approval or ratification shall be final for all the purposes of this clause;

(6) Transfer title and deliver to the Owner, in the manner, at the times, and to the extent, if any, directed by the Contracting Officer, (a) the fabricated or unfabricated parts, work in process, completed work, supplies, and other materials produced as a part of, or required in connection with the performance of, the work terminated by the Notice of Termination, and (b) the completed or partially completed plans,

drawings, information, and other property which, if the contract had been completed, would have been required to be furnished to the Owner;

(7) Use his best efforts to sell, in the manner, at the times, to the extent, and at the price or prices directed or authorized by the Contracting Officer, any property of the types referred to in (6) above; provided, however, that the Contractor (a) shall not be required to extend credit to any purchaser, and (b) may acquire any such property under the conditions prescribed by and at a price or prices approved by the Contracting Officer; and provided further that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the Owner to the Contractor under this contract or shall otherwise be credited to the price or cost of the work covered by this contract or paid in such other manner as the Contracting Officer may direct;

(8) Complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and

(9) Take such action as may be necessary, or as the Contracting Officer may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the Owner has or may acquire an interest.

At any time after expiration of the plant clearance period, as defined in Section VIII, Armed Services Procurement Regulation, as it may be amended from time to time, the Contractor may submit to the Contracting Officer a list, certified as to quantity and quality, of any or all items of termination inventory not previously disposed of, exclusive of items the disposition of which has been directed or authorized by the Contracting Officer, and may request the Owner to remove such items or enter into a storage agreement covering them. Not later than fifteen (15) days thereafter, the Owner will accept title to such items and remove them or enter into a storage agreement covering the same; provided, that the list submitted shall be subject to verification by the Contracting Officer upon removal of the items, or if the items are stored, within forty-five (45) days from the date of submission of the list, and any necessary adjustment to correct the list as submitted shall be made prior to final settlement.

C. After receipt of a Notice of Termination, the Contractor shall submit to the Contracting Officer his termination claim, in the form and with certification prescribed by the Contracting Officer. Such claim shall be submitted promptly but in no event later than one year from the effective date of termination, unless one or more extensions in writing are granted by the Contracting Officer, upon request of the Contractor made in writing within such one year period or authorized extension thereof. However, if the Contracting Officer determines that the facts justify such action, he may receive and act upon any such termination claim at any time after such one year period or any extension thereof. Upon failure of the Contractor to submit his termination claim within the time allowed, the Contracting Officer may determine, on the basis of information available to him, the amount, if any, due to the Contractor by reason of the termination and shall thereupon pay to the Contractor the amount so determined.

D. Subject to the provisions of paragraph C, the Contractor and the Contracting Officer may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause, which amount or amounts may include a reasonable allowance for profit on work done; provided, that such agreed amount or amounts, exclusive of settlement costs, shall not exceed the total contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated. The contract shall be amended accordingly, and the Contractor shall be paid the agreed amount. Nothing in paragraph E of this clause, prescribing the amount to be paid to the Contractor by reason of the termination of work pursuant to this clause, shall be deemed to limit, restrict, or otherwise determine or affect the amount or amounts which may be agreed upon to be paid to the Contractor pursuant to this paragraph D.

E. In the event of the failure of the Contractor and the Contracting Officer to agree, as provided in paragraph D, upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this clause, the Contracting Officer shall pay to the Contractor the amounts determined by the Contracting Officer as follows, but without duplication of any amounts agreed upon in accordance with paragraph D:

(1) With respect to all contract work performed prior to the effective date of the Notice of Termination, the total (without duplication of any items) of:

(a) the cost of such work;

(b) the cost of settling and paying claims arising out of the termination of work under subcontracts or orders as provided in paragraph B(5) above, exclusive of the amounts paid or payable on account of supplies or materials delivered or services furnished by the subcontractor prior to the effective date of the Notice of Termination of Work under this contract, which amounts shall be included in the cost on account of which payment is made under (A) above, and

(c) a sum, as profit on "a" above, determined by the Contracting Officer pursuant to 8-303 of the Armed Services Procurement Regulation, in effect as of the date of execution of this contract, to be fair and reasonable; provided, however, that if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, no profit shall be included or allowed under this subdivision "c" and an appropriate adjustment shall be made reducing the amount of the settlement to reflect the indicated rate of loss; and

(2) The reasonable cost of the preservation and protection of property incurred pursuant to paragraph B(9); and any other reasonable cost incidental to termination of work under this contract, including expense incidental to the determination of the amount due to the Contractor as the result of the termination of work under this contract.

The total sum to be paid to the Contractor under (1) above shall not exceed the total contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated. Except for normal spoilage, and except to the extent that the Owner shall have otherwise expressly assumed the risk of loss, there shall be excluded from the amounts payable to the Contractor under (1) above, the fair value, as determined by the Contracting Officer, of property which is destroyed, lost, stolen, or damaged so as to become undeliverable to the Owner, or to a buyer pursuant to paragraph B(7).

F. Costs claimed, agreed to, or determined pursuant to C, D, E, and I hereof shall be in accordance with Section XV of the Armed Services Procurement Regulation as in effect on the date of this contract.

G. The Contractor shall have the right of appeal, under the clause of this contract entitled "Disputes", from any determination made by the Contracting Officer under paragraph C, E, or I hereof, except that if the Contractor has failed to submit his claim within the time provided in paragraph C or I hereof, and has failed to request extension of such time, he shall have no such right of appeal. In any case where the Contracting Officer has made a determination of the amount due under paragraph C, E, or I hereof the Owner shall pay to the Contractor the following: (1) if there is no right of appeal hereunder or if no timely appeal has been taken, the amount so determined by the Contracting Officer, or (2) if an appeal has been taken, the amount finally determined on such appeal.

H. In arriving at the amount due the Contractor under this clause there shall be deducted (1) all unliquidated advance or other payments on account theretofore made to the Contractor, applicable to the terminated portion of this contract, (2) any claim which the Owner may have against the Contractor in connection with the contract, and (3) the agreed price for, or the proceeds of sale of any materials, supplies, or other things acquired by the Contractor or sold, pursuant to the provisions of this clause, and not otherwise recovered by or credited to the Owner.

I. If the termination hereunder be partial, the Contractor may file with the Contracting Officer a claim for an equitable adjustment of the price or prices specified in the contract relating to the continued portion of the contract (the portion not terminated by the Notice of Termination), and such equitable adjustment as may be agreed upon shall be made in such price or prices. Any claim by the Contractor for an equitable adjustment under this clause must be asserted within ninety (90) days from the effective date of the termination notice, unless an extension is granted in writing by the Contracting Officer.

J. The Owner may from time to time, under such terms and conditions as it may prescribe, make partial payments and payments on account against costs incurred by the Contractor in connection with the terminated portion of this contract whenever in the opinion of the Contracting Officer the aggregate of such payments shall be within the amount to which the Contractor will be entitled hereunder. If the total of such payments is in excess of the amount finally agreed or determined to be due under this clause, such excess shall be payable by the Contractor to the Owner upon demand, together with interest computed at the rate established by the Secretary of the Treasury pursuant to Public Law 92-41, 85 STAT 97 for the Renegotiation Board for the period from the date such excess payment is received by the Contractor to the date on which

such excess is repaid to the Owner; provided, however, that no interest shall be changed with respect to any such excess payment attributable to a reduction in the Contractor's claim by reason of retention or other disposition of termination inventory until ten days after the date of such retention or disposition, or such later date as determined by the Contracting Officer by reason of the circumstances.

K. Unless otherwise provided for in this contract, or by applicable statute, the Contractor shall--from the effective date of termination until the expiration of three years after final settlement under this contract-preserve and make available to the Owner at all reasonable times at the office of the Contractor but without direct charge to the Owner, all his books, records, documents and other evidence bearing on the costs and expenses of the Contractor under this contract and relating to the work terminated hereunder, or, to the extent approved by the Contracting Officer, photographs, microphotographs, or other authentic reproductions thereof.

# 78. USE OF UNITED STATES FLAG VESSELS

A. To use privately-owned United States flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo lines, and tankers) of any equipment, materials, or commodities that are both (1) procured, contracted for, or otherwise obtained with funds made available by State under this contract, and (2) transported by ocean vessel, to the extent such vessels are available at fair and reasonable rates;

B. To furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph A above to both State and to the Division of National Cargo, Office of Market Development, U.S. Maritime Administration, Washington, D.C. 20590; and,

C. Subject to existing contracts, to insert the substance of the provisions of this section in all contracts issued pursuant to this contract, and to cause such provisions to be inserted in all subcontracts issued pursuant to this contract, where the contract or subcontract is for \$100,000 or more and where there is a possibility of ocean transportation of procured equipment or materials.

## 79. DEBARMENT AND SUSPENSION

A. Contractor/Vendor shall not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

B. The Final Rule, Government-Wide Debarment and Suspension (Nonprocurement), issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 25) to implement the provisions of Executive Order 12549, "Debarment and Suspension" is incorporated by reference and the Contractor/Vendor covenants and agrees to comply with all provisions thereof, including any amendments to the Final Rule that may hereafter be issued.

# 80. NONDISCRIMINATION

A. The Contractor/Vendor covenants and agrees that no person shall be denied benefits of, or otherwise be subjected to discrimination in connection with the Contractor/Vendor's performance under this MCA, on the ground of race, religion, color, national origin, sex or handicap. Accordingly and to the extent applicable, the Contractor/Vendor covenants and agrees to comply with the following:

(1) Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d <u>et seq.</u>), and DOD Regulations (32 CFR Part 300) issued thereunder;

(2) Executive Order 11246 and Department of Labor Regulations issued thereunder (41 CFR Part 60);

(3) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and DOD Regulations issued thereunder (32 CFR Part 56); and,

(4) The Age Discrimination Act of 1975 (42 U.S.C. 6101 <u>et seq.</u>) and DOD Regulations issued thereunder (45 CFR Part 90).

# **GENERAL CONDITIONS of the CONTRACT**

## 81. LOBBYING

A. The Contractor/Vendor covenants and agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; and, the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. The Interim Final Rule, New Restrictions on Lobbying, issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 28) to implement the provisions of Section 319 of Public Law 101-121 (31 U.S.C. 1352) is incorporated by reference.

## 82. DRUG-FREE WORK PLACE

A. The Contractor/Vendor covenants and agrees that it will comply with the provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701 <u>et seq.</u>) and maintain a drug-free workplace.

B. The Final Rule, Government-Wide Requirements for Drug-Free Workplace (Grants), issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 28, Subpart f) to implement the provisions of the Drug-Free Work Place Act of 1988 is incorporated by reference and the Contractor/Vendor covenants and agrees to comply with all the provisions thereof, including any amendments to the Final Rule that may hereafter be issued.

# 83. ENVIRONMENTAL STANDARDS

A. The Contractor/Vendor agrees that its performance under this contract shall comply with: the requirements of Section 114 of the Clean Air Act (42 U.S.C. § 7414) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. § 1318), that relate generally to inspection, monitoring, entry reports, and information, and with all regulations and guidelines issued thereunder; the Resources Conservation and Recovery Act (RCRA); the Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA); the National Environmental Policy Act (NEPA); and any applicable Federal, Contractor/Vendor or Local environmental regulation.

B. The Contractor/Vendor shall insure that no facility used in its performance under this contract is listed on the Environmental Protection Agency (EPA) list of violating facilities pursuant to 40 CFR Part 15 without the concurrence of State. The Contractor/Vendor shall notify State of the receipt of any communication from EPA indicating that a facility to be or being used in its performance under this contract is under consideration for listing on the EPA list of violating facilities.

C. For the purposes of this section, State agrees that the Contractor/Vendor's obligations in Paragraphs a. and b. of this section above shall not apply to any armory, base, training site, or other facility or portion thereof, the operation and maintenance of which is funded under this contract, that is currently listed as a violating facility, on the effective date of this contract, pursuant to 40 CFR Part 15; nor, shall such listing be the basis for State's termination for cause of this contract or for State's disallowance of any cost otherwise allowable under this contract. The Contractor/Vendor and State agree to cooperate to remediate, as expeditiously as possible, for any facility the operation and maintenance of which is within the scope of this contract, the condition giving rise to the listing of any such facility as a violating facility according to applicable statutes, regulations, or other agreements subject to the availability of funds.

## 84. NATIONAL HISTORIC PRESERVATION

## Any construction, acquisition, modernization, or other activity that may impact a historic property.

A. The Contractor/Vendor agree to identify to the awarding agency any property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and to provide any help the awarding agency may need, with respect to this award, to comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470, et seq.), as implemented by the Advisory Council on Historic Preservation regulations at 36 CFR Part 800 and Executive Order 11593 (3 CFR, 1971-1975 Comp., p. 559).

36 CFR Part 800 requires Grants Officers to get comments from the Advisory Council on Historic Preservation before proceeding with Federally assisted projects that may affect properties listed on or eligible for listing on the National Register of Historic Places.

## 85. HATCH ACT

A. The Contractor/Vendor agrees to comply with the Hatch Act (5 U.S.C. 1501 - 1508 and 7324 - 7328), as implemented by the Office of Personnel Management at 5 CFR Part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.

## 86. CARGO PREFERENCE

#### Any agreement under which international air travel may be supported by U.S. Government funds.

A. Travel supported by U.S. Government funds under this agreement shall use U.S.-flag air carriers (air carriers holding certificates under 49 U.S.C. 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

#### 87. RELOCATION AND REAL PROPERTY ACQUISITION

A. The Contractor/Vendor agrees that it will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601 <u>et seq.</u>) and regulations issued thereunder (49 CFR Part 24).

#### 88. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

A. The Contractor/Vendor agrees that it will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). As applied to this agreement, the Contract Work Hours and Safety Standards Act specifies that no laborer or mechanic doing any part of the work contemplated by this agreement shall be required or permitted to work more than 40 hours in any workweek unless paid for all additional hours at not less than 1 1/2 times the basic rate of pay. This Act is applicable to any construction contract awarded in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers.

## 89. DAVIS-BACON ACT

When required by Federal assistance program legislation, such as the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, environmental remediation construction, the following provision applies.

A. The Contractor/Vendor agrees that it will comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5). All rulings and interpretations of the Davis-Bacon Acts contained in 29 CFR Part 5 are incorporated by reference in this agreement. As applied to this agreement, the Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the Federal Government provides assistance funding for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States, shall contain a provision that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the U.S. Secretary of Labor.

## 90. STATE ADDENDUM

A. "It is agreed that the terms and commitments contained herein shall not constitute a debt of The State of Alabama in violation of Article II, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment 26. It is further agreed that if any provision of this contract shall contravene any statue, constitutional provision or amendment to the Constitution, now in effect or which may, during the course of this contract be enacted. Then that conflicting provision in the contract shall be deemed null and void."

B. "The Contractor's sole remedy for settlement or any and all disputes arising under the Terms of this agreement shall be limited to filing a claim with The Board of Adjustment for the State of Alabama."

C. "In event of proration of the fund from which payment under this contract is to be made; the contract will be subject to termination."

D. "The Contractor acknowledges and understands this contract is not effective until it has received all requisite state government approvals and the Contractor shall not begin performance until notified to do so by State Property & Disbursing Office. The Contractor shall not be entitled to compensation for work performed prior to effective date of contract."

# SECTION 00 73 00 - SPECIAL CONDITIONS OF THE CONTRACT

The following special conditions modify, change, delete, or add to the "General Conditions of the Contract", (June 2009) Section 00 72 00. Where any Article, Paragraph, or Clause of the General Conditions is modified or deleted by the Special Conditions, the unaltered provisions of that Article, Paragraph, or Clause remain in effect. These Special Conditions shall take precedence over and modify all other specification provisions to the extent in which there may be any conflict.

## PARAGRAPH 2. DEFINITIONS, INTENT, CORRELATION, AND STREAMLINING

## 2.C(1) Modify the "Order of Precedence" as follows:

- (a) The Contract Agreement
- (b) Addenda, with those of later date having precedence over those of earlier date.
- (c) Special Conditions (or other Conditions which modify the General Conditions of the Contract).
- (d) General Conditions of the Contract
- (e) The Detailed Specification Requirements

(f) Details appearing on the Drawings; large scale details shall take precedence over smaller scale details.

(g) The Working Drawings; large scale drawings shall take precedence over smaller scale drawings.

## 2.C(5) Add the following:

In the case of inconsistency between Drawings and 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.

## PARAGRAPH 14. PROTECTION OF WORK AND PROPERTY

## Add the following:

This project location/site is normally used as a U. S. Military facility.

If U. S. Military personnel are remaining in tenancy, the Contractor shall be required, for the duration of the project, to maintain the level of security that exists at the project site at the Notice to Proceed date. The Contractor shall make certain that at the end of each workday all doors, windows, walls penetrations, fencing, etc. is completely secured to prevent intruders, etc. In the event that the facility cannot be secured via Owner approved: locks, temporary partitions, etc. then the Contractor shall provide at his expense, a qualified security guard (pre-approved in writing by the Owner) to protect the site or building. Failure to maintain the security of the facility can be considered grounds for dismissal from the project.

For facilities where U. S. Military personnel are remaining in tenancy, the general operating hours of this facility are approximately 7:00 a.m. to 5:30 p.m. Tuesday - Friday. In the event that the Contractor must conduct work outside of the typical operating hours of the facility the Contractor must notify and request in writing to the Owner and Architect a minimum of five days prior to the time that Contractor desires to work. The Contractor shall not work outside typical operating hours unless it is approved, in writing, by the Owner.

The provisions in the previous two paragraphs can be modified by the Owner. These provisions may also be modified by Addenda.

The Contractor shall not permit a load to be applied, or forces introduced, to any part of the existing or new construction or site that may cause damage to the construction or site or endanger safety of the construction, site, or persons on or near the site.

## PARAGRAPH 19. CHANGES IN THE WORK

## Modify per the following:

A. By mutually agreed price or prices which will be added to or deducted from the Contract Price. Additions to the contract price shall include the Contractor's overhead and profit but shall not exceed 15 percent. Where subcontract work is involved, the total mark-up for the Contractor and subcontractors shall not exceed 25%. This percentage allowance for overhead and profit shall include the cost of superintendent, timekeeper, clerks, watchmen, use of small tools, incidental job burdens, and general office expenses. There will be no additional or separate charges for these items. No allowance for overhead and profit shall be figured on any change which involves a net credit to the Owner. Changes which involve a net credit to the Owner shall include credits for overhead and profit on the deducted work.

# PARAGRAPH 28. APPLICATIONS FOR PARTIAL AND FINAL PAYMENTS

## Add the following:

Unless otherwise provided in the Contract Documents, the Contractor's cost of materials and equipment to be incorporated into the Work, which are stored off site, may also be considered in Partial Applications for Payment under the following conditions:

(1) the contractor has received written approval from the Owner to store the materials or equipment off site in advance of delivering materials to the off-site location;

(2) a Certificate of Insurance is furnished to, and accepted by, the Owner evidencing that a special insurance policy, or rider to an existing policy, has been obtained by the Contractor providing all-risk property insurance coverage, specifically naming the materials or equipment stored and naming the Owner as an additionally insured party;

(3) the Architect is provided with a detailed inventory of stored materials or equipment and the materials or equipment are clearly marked in correlation to the inventory to facilitate inspection and verification of the presence of the materials or equipment by the Architect or Owner;

(4) the materials or equipment are properly and safely stored in a bonded warehouse, or a facility otherwise approved in advance by the Owner; and

(5) 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.

## FINAL ACCEPTANCE of the WORK

Final Completion or Final Acceptance of the Work shall be achieved when all work including all "punch list" items recorded have been fully completed or corrected and accepted by the Owner and Architect.

## PREREQUISITES to FINAL PAYMENT

The following conditions are prerequisites to Final Payment becoming due to the Contractor:

(1) Full execution of the Certificate of Final Completion for the Work.

(2) The Contractor's completion, to the satisfaction of the Architect and Owner, of all documentary requirements identified in sections 01 77 00 - Project Closeout and 01 78 13 Project Closeout Checklist.

# PARAGRAPH 89. DAVIS BACON ACT

#### Delete this paragraph in its entirety.

## ADD THE FOLLOWING PARAGRAPH:

# PARAGRAPH 91. ADDITIONAL GENERAL CONTRACTOR ONE YEAR WARRANTY ITEMS

1. The General Contractor is required to provide the Manufacturer's recommended preventative maintenance, including inspections, for ALL items installed or refurbished in this project for a period of ONE year from the date of final acceptance.

2. The General Contractor will perform the preventative maintenance and inspections per Manufacturer's recommended intervals for each item.

3. The General Contractor will provide the Owner written documentation that the required preventative maintenance and inspections have been performed. This documentation will be provided at each Manufacturer's recommended interval and verified by the owner or tenant of each facility.

#### SECTION 01 10 00 SUMMARY OF WORK

#### PART 1 GENERAL

## 1.01 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division-01 Specification sections, apply to work in this section.

# 1.02 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of work as described in the drawings and specifications entitled: FORT WHITING AFRC Building Envelope AON Repairs, Mobile, Alabama - <u>IFB No. AC-21-</u> <u>B-0018-S</u>, prepared by PWBA Architects, Inc., dated 8/17/2021.
- B. The types of work specified in this section include the following:
  - 1. Furnishing of all labor, materials, tools, equipment, staging areas, hoisting, qualified personnel, and proper supervision for the work described in the drawings and specifications.
  - 2. Protection of the buildings, grounds, building personnel and visitors.
- C. Work to be performed under a single prime contract.

#### 1.03 WORK UNDER OTHER CONTRACTS

- A. The Owner may at times have other work in progress at the site.
- B. Contractor shall cooperate fully with separate contractors (if any) so that work under those contracts may be carried out smoothly, without interfering with or delaying work under either contract.

#### **1.04 CONTRACTOR USE OF PREMISES**

- A. General: During the construction period the Contractor shall have access to all areas of the building where work is to be undertaken.
- B. OWNER OCCUPANCY
  - 1. Reference Section 00 73 00 Special Conditions of the Contract, Paragraph 14.

#### 1.05 JOB CONDITIONS

- A. Coordinate all work under this contract with interfacing and adjoining work for proper sequencing of each installation. Ensure best possible weather resistance and durability of the work and protection of materials and finishes.
- B. The Contractor is responsible for the water tightness of the Existing Building during the construction contract period (after work of this contract begins). In the event the Contractor fails to maintain buildings in a watertight condition, the Contractor shall be responsible for any damage caused to the Owner's property.
- C. In the event emergency action must be taken by the Owner's maintenance forces to protect property, due to the Contractor's failure to maintain buildings in a watertight condition, the Contractor shall be responsible for all of the Owners' labor and materials cost incurred due to emergency action and he shall reimburse the Owner for such cost by standard Change Order procedure.
- D. Work under this contract must be completed in a continuous fashion. If the Contract Documents show phased work, the phasing plan must be followed, unless the Contractor has requested, and received, written approval from the Owner to deviate from the phasing plan shown in the Contract Documents.
- E. CONTRACTOR USE OF SITE AND PREMISES
  - 1. Provide access to and from site as required by law and by Owner:
    - a. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
    - b. Do not obstruct roadways, sidewalks, or other public ways without permit.

# PART 2 PRODUCTS - NOT USED

## PART 3 EXECUTION

## 3.01 WORK SEQUENCE

- A. Perform all work in not to exceed **225 Calendar Days** in accordance with the following (calculated as the sum of 3.01.A.1 through 3.01.A.3. [inclusive]):
  - 1. The Notice to Proceed (NTP) is <u>**14</u> Calendar Days** from the email delivery of the fully executed contract to the Contractor, unless otherwise agreed upon, in writing, by the Owner and the Contractor. However, in no case will the NTP be later than December 31 of the calendar year in which the contract is executed. Contract Time begins at the NTP.</u>
  - 2. The Contractor has **180** Calendar Days, from 3.01.A.1. (above), to perform all work. This includes providing all required operator training, the "Punch-List Inspection", correcting all deficiencies noted in the "Punch-List Inspection", and successful completion of the Final Inspection – with no noted deficiencies,
  - 3. The Contractor has <u>45</u> Calendar Days, from 3.01.A.2. (above), to have submitted a complete Project Closeout package, as detailed and defined in Sections 01 77 00 and 01 78 13.

# 3.02 LIQUIDATED DAMAGES

- A. If final completion is not achieved within the time for contraction noted above, liquidated damages will be assessed in the amount of 6% per annum.
- B. The liquidated damages assessed will be deducted from the final pay application prior to payment by the Owner.

#### SECTION 01 21 00 ALLOWANCES

## PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Quantity allowances.
- B. Payment and modification procedures relating to allowances.

#### 1.02 RELATED REQUIREMENTS

A. Section 01 22 00 - Unit Prices.

## 1.03 QUANTITY ALLOWANCES

- A. Contractor's costs for products, delivery, installation, labor, insurance, payroll taxes, bonding, equipment rental, overhead and profit shall be included in Change Orders authorizing expenditure of funds from this Quantity Allowance.
- B. Owner Responsibilities:
  - 1. Oversee monitoring of quantities by Contractor.
  - 2. Obtain written verification of quantities from Contractor.
  - 3. Prepare Change Order.
- C. Contractor Responsibilities:
  - 1. Cooperate with Owner's Representative engaged to monitor quantities.
    - a. Note: All quantities must be verified in writing by the Owner's Representative prior to approval by Owner.
  - 2. Determine and document required quantities.
  - 3. Submit claim for Change Order.
- D. Differences between bid allowance and actual quantities required will be adjusted by Change Order in accordance with Unit Prices as described in Section 01 22 00 Unit Prices.

## 1.04 ALLOWANCES SCHEDULE

## A. Quantity Allowance for Acoustical Ceiling Tiles: Quantities as Indicated on Drawings.

- 1. Contractor's Base Bid shall include an allowance for providing <u>5,820 SF</u> of acoustical ceiling tiles to replace existing damaged ceiling tiles.
  - a. At the end of the project, any unused portion of the allowance shall be credited to the Owner at the Unit Price Rate established in the Contractor's Proposal.
  - b. If the quantity allowance is insufficient to cover the square footage of new ceiling tiles required, the Contract Sum will be adjusted in accordance with the Unit Price Rate established in the Contractor's Proposal.

# PART 2 PRODUCTS - NOT USED

## PART 3 EXECUTION - NOT USED

#### SECTION 01 22 00 UNIT PRICES

#### PART 1 - GENERAL

## 1.01 RELATED DOCUMENTS

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

## 1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for unit prices.
  - 1. A unit price is an amount proposed by Bidders and stated on the Proposal Form as a price per unit of measurement for materials or services that will be added to or deducted from the Contract Sum by Contract Modification in the event the estimated quantities of Work required by the Contract Documents are increased or decreased.
  - 2. Unit prices include all necessary material, overhead, profit and applicable taxes.
  - 3. Refer to the individual Specification Sections for construction activities requiring the establishment of unit prices.
- B. Schedule: A "Unit Price Schedule" included on the Proposal Form. Specification Section contains requirements for materials and methods described under each unit price.
  - 1. The Owner reserves the right to reject the Contractor's measurement of work-in-place that involves use of established unit prices, and to have this Work measured by an independent surveyor acceptable to the Contractor at the Owner's expense.

# PART 2 - PRODUCTS (NOT APPLICABLE)

#### **PART 3 - EXECUTION**

## 3.01 UNIT PRICE SCHEDULE, (TO BE QUOTED ON THE PROPOSAL FORM)

- A. UNIT PRICE NO 1:
  - 1. Cost per square foot **\$\_\_\_\_\_** for removal of damaged acoustical ceiling tiles and providing and installing new replacement ceiling tiles to match existing as closely as possible.

## SECTION 01 25 13 PRODUCT SUBSTITUTION PROCEDURES

## PART 1 - GENERAL:

#### 1.01 SUMMARY

- A. Section Includes: Administrative and procedural requirements for handling requests for substitutions made AFTER award of the Contract.
- B. Related Sections:
  - 1. 00 43 25 Substitution Request Form During Bidding.
  - 2. 00 72 00 General Conditions of the Contract
  - 3. 01 25 14 Substitution Request Form During Construction.
  - 4. 01 33 00 Submittal Procedures

## 1.02 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

#### 1.03 SUBMITTALS

- A. Substitution Request Form: Submit all substitution requests using the form provided in this Project Manual. Use Section 01 25 14 Substitution Request Form During Construction.
  - 1. Product substitutions will NOT be considered after award of the Contract unless the above substitution form is used.
  - 2. Architect will reject incomplete forms.
- B. Substitution Requests: Submit three (3) copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number(s), Specification Section title(s), Drawing number(s), and Drawing title(s).
  - 1. 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 the Owner.
    - 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.

- I. 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.
- Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven (7) days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution.

## PART 2 - PRODUCTS

## 2.01 PRODUCT SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received within twenty (20) days after Notice to Proceed. 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.
- C. Exceptions: The following are not considered substitutions and are not subject to requirements specified in this Section:
  - 1. Substitutions requested during the Bidding period and accepted via Addenda.
  - 2. Revisions to Contract Documents requested by the Owner.
  - 3. Specified options on products and construction methods included in Contract Documents.

## PART 3 - EXECUTION (NOT USED)

# SECTION 01 25 14 - SUBSTITUTION REQUEST FORM DURING CONSTRUCTION

(CONTRACTOR SHALL USE THIS FORM FOR SUBMITTING SUBSTITUTION REQUEST AFTER AWARD OF CONTRACT. OTHER FORMS OF SUBSTITUTION REQUESTS WILL NOT BE CONSIDERED.)

Project:	Su	bstitution Request N	lumber:
IFB No			
Architect:			
From:			
Re:			
Specification Title:			Section:
Description:	Paç	je: Artic	cle/Paragraph:
Proposed Substitution:			
Manufacturer:	Address:		_ Phone:
Trade Name:		Model N	0.:
Installer:	Address:		Phone:
History: New Product	1 – 4 years old	5 – 10 years old	Exceeds 10 years old
Differences between propose	ed substitution and sp	ecified product:	

Point by Point comparative data attached – REQUIRED BY ARCHITECT

Reason for not providing specified item:

Similar Installation:							
Project:	Architect:						
Address:	Owner:						
	Date Installed:						
Explain	parts of Work: No Yes:						
	·	)					
Savings to Owner for accepting sub							
Savings to Owner for accepting sub Proposed substitution changes Cor <u>NOTE: Acceptance of sub</u>	stitution: (\$ tract Time: No Yes [Add] [Deduct] da <u>stitution request by the Architect will require the</u>						
Savings to Owner for accepting sub Proposed substitution changes Cor <u>NOTE: Acceptance of sub</u> <u>Contractor to submit a char</u>	stitution: (\$	ys.					

Architect.

Supporting Data Attached:

Drawings	Product Data	Samples	Tests	Reports	
-		-			

#### 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:		Si	gned By:		
Address:					
 Telephone:			Fax:		
Attachments:					
A/E's REVIEW	AND ACTION (to be	e filled-in by A	Architect/Engine	er)	
Substitution	Approved				
Substitution	Approved as Noted				
Substitution	Rejected				
Substitution	Request Received T	oo Late			
Signed By:				_ Date:	
Additional Cor	mments:				
Contractor	Subcontractor	Supplier	Manufacturer	A/E	

## SECTION 01 26 00 CONTRACT MODIFICATION PROCEDURES

#### PART 1 - GENERAL

## 1.01 RELATED DOCUMENTS

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

#### 1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
  - 1. Specification 00 72 00 General Conditions of the Contract, Specification 00 73 00 Special Conditions of the Contract and Specification 01 26 14 Change Order Recap Form.

# 1.03 MINOR CHANGES IN THE WORK

A. All changes in the Work will only be authorized by a fully executed Contract Modification Form, executed by both the Contractor and the Owner, or as otherwise authorized by the General Conditions of the Contract.

#### 1.04 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Owner 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.
  - a. Proposal Requests issued by Owner are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - b. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change. The submission shall include:
    - 1) 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.
    - 2) Indication of applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - 3) Costs of labor directly attributable to the change.
    - 4) 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.
    - 5) Other requirements of the General Conditions of the Contract.
    - 6) Change Order Request Recap Form (01 26 14) completed by the Contractor.
    - 7) Submission will be made as one complete packet, via electronic mail, to the Architect.
- 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.
  - a. 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. The submission shall include:
    - 1) 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.

- 2) Indication of applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
- 3) Costs of labor directly attributable to the change.
- 4) 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.
- 5) Other requirements of the General Conditions of the Contract.
- 6) Change Order Request Recap Form (01 26 14) completed by the Contractor.
- 7) Submission will be made as one complete packet, via electronic mail, to the Architect.
- C. Proposal Request Form: Request for Proposal will be on Owner's approved form.

# 1.05 CHANGE ORDER PROCEDURES

A. On Owner's approval of a Proposal Request, the Owner will issue a Contract Modification for signatures of Owner, Surety and Contractor on Owner's "Contract Modification / Supplemental Agreement Form".

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

#### 01 26 14 CHANGE ORDER RECAP FORM

<b>~</b> ·		С	hang	e Propos	sal Recap	Sheet					
Date:					•						
Contractor Name:											
Project Name:											
Contract Number :				_	Initiated By:	Ov	vner/Architect				
				-	(Check One)		Contractor				
Reference RFP or RFI Number:				-		:	Subcontractor				
Brief Description of Proposed Change:											
	GE	NERAL CON	TRAC	FOR Direct C	Cost Summar	v					
Itom/Departmention *							ount				
Item/Description *		Quantity	Unit	Unit \$	Material	Unit \$	Labor	Unit \$	Equipment		
					\$0.00		\$0.00		\$0.00		
	-				\$0.00		\$0.00		\$0.00		
					\$0.00		\$0.00		\$0.00		
					\$0.00		\$0.00		\$0.00		
					\$0.00		\$0.00		\$0.00		
			1	1	\$0.00		\$0.00		\$0.00		
			1		\$0.00		\$0.00		\$0.00		
				1	\$0.00		\$0.00		\$0.00		
					\$0.00		\$0.00		\$0.00		
				Sub Totals			\$0.00		\$0.00		
Material:	\$0.00	•									
Labor:	\$0.00	•									
Equipment:	\$0.00	•									
Prime Contractor Subtotal:	\$0.00										
		SUBCONTRA	ACTOF	R Direct Cos	t Summary						
Item/Description *		Quantity	Unit			Ame	ount				
Rein/Beeenplien		quantity	onne	Unit \$	Material	Unit \$	Labor	Unit \$	Equipment	Unit \$	Sub-sub
					\$0.00		\$0.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00		\$0.00 \$0.00
					<b>\$0.00</b>						
					\$0.00		\$0.00		\$0.00		
				Out Tatala	\$0.00		\$0.00		\$0.00		\$0.00
				Sub Totals							
Mataziak				Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Material:	\$0.00			Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Labor:	\$0.00	•		Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment:	\$0.00 \$0.00	$\stackrel{\bullet}{\leftarrow}$		Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment: Sub-sub	\$0.00 \$0.00 \$0.00	$\stackrel{\bullet}{\leftarrow}$		Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment:	\$0.00 \$0.00	$\stackrel{\bullet}{\leftarrow}$		Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment: Sub-sub	\$0.00 \$0.00 \$0.00	$\stackrel{\bullet}{\leftarrow}$		Sub Totals	\$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment: Sub-sub	\$0.00 \$0.00 \$0.00		ark-up		\$0.00 \$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment: Sub-sub Subcontractors Subtotal:	\$0.00 \$0.00 \$0.00 \$0.00		ark-up	Sub Totals	\$0.00 \$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment: Sub-sub Subcontractors Subtotal: Subcontractors Subtotal:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00		ark-up		\$0.00 \$0.00		\$0.00		\$0.00		\$0.00
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Labor: Equipment: Sub-sub Subcontractors Subtotal: Subcontractors Subtotal: Prime Cntrtr Subtotal: Total Direct Cost:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	M:	ark-up		\$0.00 \$0.00		\$0.00		\$0.00		\$0.00
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Labor: Equipment: Sub-sub Subcontractors Subtotal: Contractors Subtotal: Prime Cntrtr Subtotal: Prime Cntrtr Subtotal: Total Direct Cost: GC OH&P on Own Work: Total OH&P on Sub Work:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Ma 15% 25%	ark-up		\$0.00 \$0.00		\$0.00		\$0.00		\$0.00
Labor: Equipment: Sub-sub Subcontractors Subtotal: Subcontractors Subtotal: Prime Cntrtr Subtotal: Total Direct Cost: GC OH&P on Own Work: Total OH&P on Sub Work: Total OH&P on Sub Work:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	M: 15% 25% Add Deduct		Calculation	\$0.00 \$0.00 \$		\$0.00		\$0.00		\$0.00
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Labor: Equipment: Sub-sub Subcontractors Subtotal: Prime Cntrtr Subtotal: Prime Cntrtr Subtotal: Total Direct Cost: GC OH&P on Own Work: Total OH&P on Sub Work: Total Cost Change Total Time Change	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Mi 15% 25% Add Deduct Calendar Day	rs (Criti	Calculation	\$0.00 \$0.00 \$		\$0.00		\$0.00	· · · · · · · · · · · · · · · · · · ·	\$0.00
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# Armory Commission of Alabama



REQUEST FOR I	NFORMATION FORM
CONTRACTOR:	PROJECT:
RFI#:	DATE:
TO / ATTN:	FROM:
DESCRIPTION:	
DRAWING NUMBER:	SPEC SECTION:
DESCRIPTION OF RFI:	
<b>RECOMMENDED SOLUTION BY GC:</b>	
SIGNATURE:	
SCHEDULE IMPACT: YES NO UNKNOWN   COST IMPACT: YES NO UNKNOWN	<b>RESPONSE REQUIRED:</b> YES NO
<b>RECOMMENDATION OR RESPONSE:</b>	
SIGNATURE:	DATE:

## SECTION 01 29 00 PAYMENT PROCEDURES

#### PART 1 - GENERAL

## 1.01 RELATED DOCUMENTS

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

## 1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
  - 1. Section 01 31 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  - 2. Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.
  - 3. Section 00 62 76 "Contractor's Periodical Request for Partial Payment"

#### **1.03 DEFINITIONS**

A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

# 1.04 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 in accordance with the requirements of the requirements of the Addenda and concurrent with both the initial Contractor's Draw Schedule (Section 00 62 83) and Contractor's Progress Schedule (Section 01 32 00).
- 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: Utilize the Contractor's Periodical Request for Partial Payment form at Specification 00 62 83 for the Schedule of Values.
  - 2. 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 or as directed by the Owner.
  - 3. To the greatest extent possible, round amounts to nearest whole dollar; total shall equal the Contract sum.
  - 4. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site per 00 62 78.
  - 5. 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.

- 6. Allowances: Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by the allowance quantity. Use information indicated in the Contract Documents to determine quantities.
- 7. Alternates: Provide a separate line item in the Schedule of Values for each alternate.
- 8. There shall be a separate line in the amount of 2.5% of the Contract, as awarded, included on the Schedule of Values and titled "Closeout Documents."
- 9. 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.

## 1.05 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as checked by Architect and paid for by Owner.
  - 1. Initial Application for Payment, Application for Payment at time of 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 Owner provided "Contractor's Periodical Request for Partial Payment" and 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. NOTE: If the Application is not signed by the person who submitted the Bid, the Architect and/or Owner reserve the right to reject the Application, unless and until the Contractor shall have provided the Owner a letter authorizing additional signatories, on Contractor's letterhead, and that Owner has accepted. 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 three, signed in blue ink and notarized, original copies of each Application for Payment to Architect at the next Owner-Architect-Contractor (OAC) meeting. Include waivers of lien and similar attachments as required.
  - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Initial Application for Payment: Administrative actions and submittals, to include Owner's acceptance, that must precede submittal of first Application for Payment include the following:
  - 1. List of subcontractors.
  - 2. Schedule of Values.
  - 3. Contractor's Construction Schedule.
  - 4. Submittals Schedule (preliminary if not final).
  - 5. List of Contractor's principal consultants.
  - 6. Initial settlement survey and damage report if required.
- G. Periodic Applications for Payment: Administrative actions and submittals that must coincide with submittal of each Application for Payment include the following:
  - 1. Contractor's Periodical Request for Partial Payment.
  - 2. Submittals Schedule (updated).
  - 3. Inventory of Stored Materials submitted on form provided in Specification Section 00 62 78.

- 4. Contractor's Draw Schedule on form provided in Specification Section 00 62 83.
- 5. Weather Delay Documentation Form as provided in Specification Section 00 63 56.
- 6. Updated LEED Scorecard (if Applicable)
- H. Final Payment Application: Submit final Application for Payment with releases and supporting documentation showing 100 percent completion for portion of the Work claimed as complete, 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. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Final Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
  - 8. Final, liquidated damages settlement statement.

#### PART 2 - PRODUCTS (NOT USED)

## PART 3 - EXECUTION (NOT USED)

## SECTION 01 31 00 PROJECT MANGEMENT AND COORDINATION

## PART 1 - GENERAL

#### 1.01 SUMMARY

- A. Section Includes: Administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination Drawings.
  - 2. Administrative and supervisory personnel.
  - 3. Project meetings.
- B. Related Sections:
  - 1. Section 01 32 00 Construction Progress Documentation: Preparing and submitting Contractor's Construction Schedule.
  - 2. Section 01 73 00 Execution: Procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 3. Section 01 77 00 Closeout Procedures: Coordinating Contract closeout.

# 1.02 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in the 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 to assure manufacturers and applicable code(s) [whichever is greater] accessibility for required maintenance, service, and repair.
  - 3. Make provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
  - 1. Prepare similar memoranda for the Owner and separate contractors where coordination of their work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of Contractor's Construction Schedule.
  - 2. Preparation of the Schedule of Values.
  - 3. Installation and removal of temporary facilities and controls.
  - 4. Delivery and processing of submittals.
  - 5. Progress meetings.
  - 6. Pre-installation conferences.
  - 7. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
  - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

# 1.03 SUBMITTALS

- A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
  - 1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
    - a. Indicate functional and spatial relationships of components of architectural, structural, civil/site, mechanical, plumbing, and electrical systems.
    - b. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
  - 2. Sheet Size: At least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
  - 3. Number of Copies: Submit two opaque copies of each submittal. Architect will return one copy.
  - 4. Refer to individual Sections for Coordination Drawing requirements for Work in those Sections.
- B. Staff Names: Within 15 days of commencement of construction operations, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers.
  - 1. Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.

## 1.04 PROJECT MEETINGS

- A. General: Architect will schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
  - 1. Attendees: Architect will inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Architect will notify Owner and Contractor of scheduled meeting dates and times.
  - 2. Agenda: Contractor will prepare and distribute the meeting agenda to all invited attendees.
    - a. Contractor shall provide Architect and Owner with agenda items 48 hours before the Project Meeting.
  - 3. Minutes: Contractor will record significant discussions and agreements achieved. Meeting minutes will be distributed to everyone concerned, including Owner and Architect, within three (3) days of the meeting.
- B. Preconstruction Conference: Owner will schedule a preconstruction conference before starting construction, at a time convenient to Architect and Contractor, after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
  - 1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing and long-lead items.
    - d. Designation of key personnel and their duties.
    - e. Procedures for processing Change Order Requests and Contract Modifications.
- f. Procedures for requests for information (RFIs) utilizing the form in Section 01 26 20.
- g. Procedures for testing and inspecting.
- h. Procedures for processing Applications for Payment.
- i. Distribution of the Contract Documents.
- j. Submittal procedures.
- k. LEED requirements (if applicable).
- I. Preparation of Record Documents.
- m. Use of the premises and existing building(s).
- n. Work restrictions.
- o. Owner's occupancy requirements.
- p. Responsibility for temporary facilities and controls.
- q. Construction waste management and recycling.
- r. Parking availability.
- s. Office, work, and storage areas.
- t. Equipment deliveries and priorities.
- u. First aid.
- v. Security.
- w. Progress cleaning.
- x. Working hours.
- 3. Minutes: Architect will record and distribute meeting minutes.
- C. Pre-installation Conferences: Conduct a pre-installation conference at Project site before each construction activity that requires coordination with other construction.
  - 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
  - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. The Contract Documents.
    - b. Options.
    - c. Related requests for interpretations (RFIs).
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. Review of mockups.
    - i. Possible conflicts.
    - j. Compatibility problems.
    - k. Time schedules.
    - I. Weather limitations.
    - m. Manufacturer's written recommendations.
    - n. Warranty requirements.
    - o. Compatibility of materials.
    - p. Acceptability of substrates.
    - q. Temporary facilities and controls.
    - r. Space and access limitations.
    - s. Regulations of authorities having jurisdiction.
    - t. Testing and inspecting requirements.
    - u. Installation procedures.
    - v. Coordination with other work.
    - w. Required performance results.
    - x. Protection of adjacent work.
    - y. Protection of construction and personnel.

- 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
- 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
- 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at regular intervals (at least monthly) scheduled with the Owner and Architect, otherwise known as Owner-Architect-Contractor (OAC) meetings. Coordinate dates of meetings with preparation of payment requests.
  - 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 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) Sequence of operations.
      - 3) Status of submittals.
      - 4) Deliveries.
      - 5) Off-site fabrication.
      - 6) Access.
      - 7) Site utilization.
      - 8) Temporary facilities and controls.
      - 9) Work hours.
      - 10) Hazards and risks.
      - 11) Progress cleaning.
      - 12) Quality and work standards.
      - 13) Status of correction of deficient items.
      - 14) Field observations.
      - 15) Requests for information (RFIs).
      - 16) Status of proposal requests.
      - 17) Pending Change Order Requests.
      - 18) Status of Contract Modifications.
      - 19) Pending claims and disputes.
      - 20) Review of executed Periodical Requests for Partial Payments.
  - 3. Minutes: Contractor will record the meeting minutes.
  - 4. Reporting: Not later than 3 days after each meeting, distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
    - a. Schedule Updating: Update Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

# PART 2 - PRODUCTS (NOT USED) PART 3 - EXECUTION (NOT USED)

### SECTION 01 32 00 CONSTRUCTION PROGRESS DOCUMENTATION

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. Section Includes: Administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Contractor's Construction Schedule.
  - 2. Submittals Schedule.
  - 3. Daily construction reports.
  - 4. Field condition reports.
- B. Related Sections:
  - 1. Section 01 29 00 Payment Procedures: Submitting the Schedule of Values.
  - 2. Section 01 31 00 Project Management and Coordination: Submitting and distributing meeting and conference minutes.
  - 3. Section 01 33 00 Submittal Procedures: Submitting schedules and reports.
  - 4. Section 01 40 00 Quality Requirements: Submitting a schedule of tests and inspections.

### 1.02 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. Fragment: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- C. Major Area: A story of construction, a separate building, or a similar significant construction element.

### 1.03 SUBMITTALS

- A. Submittals Schedule: Submit three (3) 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.
- B. Field Condition Reports: Submit two (2) copies at time of discovery of differing conditions.

### **1.04 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 (01 29 00) and Contractors Draw Schedule (00 62 83), list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
  - 1. Secure time commitments for performing critical elements of the Work from parties involved.
  - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

## PART 2 - PRODUCTS

### 2.01 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
  - 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
  - 2. Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

#### 2.02 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for the NTP 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.
- B. 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 Owner.
  - 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.
  - Submittal Review Time: Include review and resubmittal times indicated in Section 01 33 00 - Submittal Procedures in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
  - 4. Startup and Testing Time: Include not less than three (3) days for startup and testing.
  - 5. Project Completion: Indicate completion in advance of date established for Project Completion, and allow time for Architect's administrative procedures necessary for certification of Project Completion.
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
  - 1. Phasing: Arrange list of activities on schedule by phase.
  - 2. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
  - 3. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Limitations of continued occupancies.
    - c. Uninterruptible services.
    - d. Partial occupancy before Final Acceptance.
    - e. Use of premises restrictions.
    - f. Provisions for future construction.
    - g. Seasonal variations.
    - h. Environmental control.
  - 4. Work Stages: Indicate important stages of construction for each major portion of the Work.
- D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Punch List Inspection, and Final Inspection.
- E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragments to demonstrate the effect of the proposed change on the overall project schedule.

## 2.03 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format. Submit two (2) opaque copies of initial schedule, large enough to show entire schedule for entire construction period.
- B. CPM Schedule: Submit Contractor's Construction Schedule, simultaneously with the Schedule of Values (01 29 00) and the Draw Schedule (00 62 83), using a computerized, time-scaled CPM network analysis diagram for the Work in accordance with General Conditions, Article 9.
  - 1. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of Owner's approval of the schedule.
  - 2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
  - 3. Use "one workday" as the unit of time. Include list of nonworking days and holidays incorporated into the schedule.
- C. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the preliminary network diagram, prepare a skeleton network to identify probable critical paths.
  - 1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
    - a. Preparation and processing of submittals.
    - b. Mobilization and demobilization.
    - c. Purchase of materials.
    - d. Delivery.
    - e. Fabrication.
    - f. Utility interruptions.
    - g. Installation.
    - h. Work by Owner that may affect or be affected by Contractor's activities.
    - i. Testing and commissioning.
  - 2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
  - 3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
  - 4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
    - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.
- D. Initial Issue of Schedule: Prepare initial network diagram from a list of straight "early starttotal float" sort. Identify critical activities. Prepare tabulated reports showing the following:
  - 1. Contractor or subcontractor and the Work or activity.
  - 2. Description of activity.
  - 3. Principal events of activity.
  - 4. Immediate preceding and succeeding activities.
  - 5. Early and late start dates.
  - 6. Early and late finish dates.
  - 7. Activity duration in workdays.
  - 8. Total float or slack time.
  - 9. Average size of workforce.
- E. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:

- 1. Identification of activities that have changed.
- 2. Changes in early and late start dates.
- 3. Changes in early and late finish dates.
- 4. Changes in activity durations in workdays.
- 5. Changes in the critical path.
- 6. Changes in total float or slack time.
- 7. Changes in the Contract Time.

## 2.04 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
  - 1. List of subcontractors at Project site.
  - 2. Equipment at Project site.
  - 3. Material deliveries.
  - 4. High and low temperatures and general weather conditions.
  - 5. Accidents.
  - 6. Stoppages, delays, shortages, and losses.
  - 7. Meter readings and similar recordings.
  - 8. Orders and requests of authorities having jurisdiction.
  - 9. Services connected and disconnected.
  - 10. Equipment or system tests and startups.
- B. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for interpretation. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

## **PART 3 - EXECUTION**

## 3.01 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
  - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
  - 1. Post copies in Project meeting rooms and temporary field offices.
  - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

#### SECTION 01 33 00 SUBMITTAL PROCEDURES

#### PART 1 - GENERAL:

#### 1.01 SUMMARY

A. Shop Drawings and samples shall be properly identified by project name, description or names of equipment, materials, and items, and complete identification of locations at which materials or equipment are to be installed.

#### 1.02 SHOP DRAWINGS

- A. Submit Shop Drawings for all items called for in the detail Specifications. Submit a minimum of six (6) black line prints of each Drawing, unless otherwise specified in the detail Specifications. Two prints of each Drawing will be retained by the Architect, the remaining prints will be returned to the Contractor. One print of each Drawing, bearing the final approval stamp of Architect, shall be kept at the project office, and shall be maintained in good condition. No Shop Drawings other than those stamped "Approved" shall be on the job for any purpose and any work installed incorrectly from any Shop Drawing shall be removed and corrected at no change in contract price.
- B. Approval will be for general design only and will not relieve Contractor from responsibility for errors or omissions in Shop Drawings, even though same were not indicated when approved.
- C. In checking Shop Drawings, The Architect shall not be required to check dimensions, quantities, electrical characteristics, specific capacities, or coordination with other trades, these being the responsibility of the Contractor. Contractor shall attest, either in writing, by stamp, or signature, that all Shop Drawings submitted for approval have been checked for compliance with the Drawings and Specifications prior to submissions to the Architect otherwise they will be returned unchecked.
- D. No Shop Drawings shall be submitted directly to the Architect from a manufacturer, jobber, or sub-contractor. All submittals shall be through the General Contractor.
- E. Approvals shall not be construed as approved departure from Contract Drawings and Specifications.

### 1.03 SAMPLES

- A. Furnish all samples called for in the detail Specifications and such other samples as the Architect may direct.
- B. Samples or color selections shall include a complete selection of available colors and finishes. After Owner has selected colors and finishes, submit four additional samples of the selected colors and finishes which will become a master color guide to be used throughout the progress of the work.

#### 1.04 SUBMISSION

- A. Submission of Shop Drawings and samples shall be by a transmittal letter, in duplicate, containing project name, Contractor's name, Sub-contractor's and/or Vendor's name, a complete listing of Drawings or Samples submitted, and other pertinent data.
- B. Samples of materials in connection with mechanical and electrical work may not be submitted to the Engineer. All samples of materials are to be submitted to the Architect.
- C. Samples for the selection of colors and finishes shall be made in one submittal. No color selections will be made until samples on all items requiring color selection have been submitted.

PART 2 - PRODUCTS (NOT USED)

### PART 3 - EXECUTION (NOT USED)

#### SECTION 01 40 00 QUALITY REQUIREMENTS

## PART 1 - GENERAL

### 1.01 SUMMARY

- A. Section Includes:
  - 1. Quality Control Requirements.
  - 2. Administrative and procedural requirements for quality assurance and quality control.
- B. Related Sections:
  - 1. Section 01 32 00 Construction Progress Documentation: Developing a schedule of required tests and inspections.
  - 2. Section 01 73 29 Cutting and Patching: Repair and restoration of construction disturbed by testing and inspecting activities.
  - 3. Divisions 02 through 33 Sections: Specific test and inspection requirements.

### 1.02 QUALITY CONTROL REQUIREMENTS

- A. General: The Contractor shall establish a system of inspections and tests of his work and that of his subcontractors to ensure that all applicable requirements of the specifications are met.
  - 1. The Contractor shall be diligent to ensure that the quality of workmanship is satisfactory, that dimensional requirements are met, that defective materials are not used and that all required control and laboratory testing procedures are effected.
  - 2. Where specific testing procedures are not stipulated, the Contractor shall establish and conduct a test procedure to ensure adherence to specified quality.
  - 3. The Contractor shall make an initial inspection of each phase of work as soon as a representative portion has been completed, and the Contractor shall make daily follow-up inspections, to ensure that an acceptable quality of work is established and maintained.
  - 4. The Contractor shall perform a pre-final inspection and work off all punch list items prior to Architect's or Owner's inspection(s).

### **1.03 DEFINITIONS**

- A. Conventional Inspections: Inspections, not specifically required by Code, which are considered essential to the proper performance of the building systems.
- B. Inspections: Evaluation of systems, primarily requiring observation and engineering judgment.
- C. Quality-Control Services: Conventional inspections, special inspections, tests, and related actions, including reports performed by Contractor, by independent agencies, and by governing authorities. Services do not include contract enforcement activities performed by Architect.
- D. Special Inspections: Inspections, required by Code, which monitor the quality of materials and workmanship critical to the structural integrity of the building.
- E. 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.
- F. 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.
- G. Laboratory Mockups: Full-size, physical assemblies that are constructed at testing facility to verify performance characteristics.

- H. 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.
- I. 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 and the Owner, to establish product performance and compliance with industry standards.
- J. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- K. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- L. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- M. 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.
- N. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

## 1.04 QUALITY ASSURANCE AND CONTROL SERVICES REQUIREMENTS

- A. 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 qualityassurance and -control procedures that facilitate compliance with the Contract Document requirements.
- B. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, the Contract Documents, or authorities having jurisdiction are not limited by provisions of this Section.

## 1.05 CONFLICTING REQUIREMENTS

- A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement, unless directed otherwise by the Owner. Refer uncertainties and requirements that are different, but apparently equal, to the Architect, in writing, for the Owner's decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect, in writing, for the Owner's decision before proceeding.

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

#### 1.07 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- C. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- 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. 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.

- G. 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.
- H. 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.
  - 5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  - 6. Demolish and remove mockups when directed, unless otherwise indicated.

## 1.08 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 from allowances, as authorized 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 Modification.
- 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, at no additional expense to the Owner or Architect. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
  - 1. Where services are not indicated as Owner's responsibility, engage a qualified testing agency to perform these quality-control services.
  - 2. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  - 3. Notify testing agencies and Architect at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
  - 4. For all quality-control services that are not indicated as Owner's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  - 5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  - 6. 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 Section 01 33 00 Submittal Procedures.
- D. Retesting/Re-inspecting: 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, Owner, 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 qualityassurance 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.

### 1.09 STANDARD AND INDUSTRY SPECIFICATIONS

- A. Any material or operation specified by reference to the published specification of a manufacturer, The American Society for Testing and Materials (ASTM), The American Standards Association (ASA), Federal Specifications, or other published standard shall comply with the requirements of the current specification or standard listed. Should there be a discrepancy between the referenced specification and the contract documents the latter shall govern unless written interpretation is obtained from the Owner. Should there be discrepancies among referenced specifications or standards, the more stringent requirements shall govern.
- B. The Contractor shall, if requested, furnish an affidavit from the manufacturer(s) certifying that the materials or products being furnished meet the requirements specified. Such certification, however, shall not relieve the Contractor from the responsibility of complying with other requirements of the contract documents.

## 1.10 MANUFACTURER'S DIRECTIONS

A. All manufactured articles, materials, and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned as directed by the manufacturers unless herein specified to the contrary. Should there be a discrepancy between an installation as required by the drawings and/or specifications and the manufacturer's directions and/or recommendations, such discrepancy shall be brought to the attention of the Architect and shall be resolved before the work may proceed.

## 1.11 APPROVED MATERIAL REQUIREMENTS

A. In the event the architectural, plumbing, mechanical and/or electrical requirements of any "APPROVED" material is different from that specified and/or as indicated on the drawings, any additional cost involved shall be the responsibility of the Contractor. No extra cost to the Owner or Architect will be allowed because of the use of such materials.

### 1.12 USE OF FOREIGN MATERIALS

A. The Contractor shall agree to use in the execution of this contract only materials, supplies, and products manufactured, mined, processed or otherwise produced in accordance with the Buy American Act (41 USC 10a-10d).

### 1.13 EXAMINATION OF SURFACES AND/OR CONDITIONS

A. The Contractor shall examine all surfaces on which, or against which, their work is to be applied and shall notify the Architect in writing of any defects the Contractor may discover which, in the Contractor's opinion, would be detrimental to the proper installation or operation of the Contractor's products. Commencing of work by the Contractor denotes acceptance by Contractor of all surfaces and conditions affecting Contractor's work.

## PART 2 - PRODUCTS (NOT USED)

### **PART 3 - EXECUTION**

## 3.01 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  - 1. Comply with the Contract Document requirements for Section 01 73 29 Cutting and Patching.
- 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.

### SECTION 01 50 00 TEMPORARY FACILITIES AND CONTROLS

### PART 1 - GENERAL

#### 1.01 TEMPORARY OFFICES AND SHEDS

- A. At the Contractor's Option, he may provide an office, storage sheds, and other structures as may be necessary to carry on the work.
- B. Storage sheds shall be of sufficient size to hold materials required on the job site at one time, and shall have floors raised at least 1'-0" above the ground on heavy joists or sleepers. Sheds shall be watertight.

### 1.02 TELEPHONE (CONTRACTORS OPTION)

A. The Contractor may install, at his own expense, a single party job telephone, which shall be available for the use of all persons concerned with the construction of the project. All official long distance calls shall be paid by the General Contractor.

### 1.03 TOILET FACILITIES

- A. The Contractor shall, at the beginning of the work, provide on the premises toilet facilities and enclosures for the use of all workmen on the project; shall maintain same in a sanitary condition; and shall remove same at the completion of the building and/ or when directed by the Architect or Owner.
- B. The toilets shall, in construction details, equipment connections, and maintenance conform to all rules, regulations, and requirements of the City or County Health Department having jurisdiction.

#### 1.04 RODENT AND VERMIN CONTROL

A. The Contractor shall provide on the job site ample and suitable containers with covers, and shall be fully responsible for containing and removing from the site all refuse from meals eaten on the site and other rodent or vermin attracting refuse. If the Contractor has the entire site the Contractor is solely responsible for ensuring that the site is rodent and vermin free at the Final Inspection.

#### 1.05 SIGNS

A. No signs will be allowed on the premises except as required by the project specifications and/or as approved by the Owner.

#### 1.06 PROTECTION

- A. Provide and maintain all fences, planking, bridges, bracing, shoring, sheet piling, lights, barricades, warning signs, and guards as necessary for the protection of streets, sidewalks, landscaping, adjoining property, and the streets adjacent.
- B. Provide protection for all shrubs, trees, lawns, walks, roads, drives, adjacent buildings and equipment, both on and off property, and in roads and streets adjacent.

## 1.07 REMOVAL

A. Temporary facilities shall be removed promptly as each becomes no longer required, but in all cases no later than the date of Final Acceptance.

#### 1.08 STORAGE AND PARKING AREA

A. The amount of area and location that may be used for parking, storage of materials, equipment, sheds, and offices shall be as indicated by the Drawings or as directed by the Owner.

#### **1.09 FIRST AID PROTECTION**

- A. General Contractor shall provide the following:
  - 1. First Aid Accident Cabinets.
  - 2. Emergency telephone numbers posted at telephone.

## 1.10 FIRE PRECAUTION DURING CONSTRUCTION

A. Emergency fire protection shall be provided for temporary sheds, new work, stacked materials, etc., using extinguishers, water pails and small hose streams, said equipment conforming to the requirements of the National Board of Fire Underwriters and relevant Insurance Co. Particular care shall be exercised when using open flame and welding and cutting equipment; use only flameproof type tarpaulins. Keep site clean and orderly with proper protection of combustibles while in use and in storage.

## PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

### SECTION 01 60 00 PRODUCT REQUIREMENTS

#### PART 1 - GENERAL

#### 1.01 PRODUCTS AND MATERIALS

A. Products, Materials, and manufactured items or articles of like nature, shall as nearly as possible, be of one brand or manufacturer. No changes or substitutions shall be made without written consent of the Owner.

#### 1.02 TRADE NAMES

A. The use of manufacturer's names and model numbers are given to establish a standard of manufacture and not intended to be restrictive or preferential. Similar, equal, and approved materials of other manufacturers will be acceptable, subject to the approval of the Owner, pursuant to requirements set forth in Instruction to Bidders and as required by the Specifications.

### 1.03 MEASUREMENTS

A. Before ordering any material or doing any work, the Contractor shall verify all measurements of the building and shall be responsible for correctness of same. No extra charge or compensation will be allowed because of differences between actual measurements and the dimensions indicated on the Drawings. Any Differences which may be found, shall be submitted to the Architect for consideration before proceeding with the work.

#### 1.04 SALVAGEABLE MATERIAL

A. Any salvageable material and or equipment shall remain the property of the Owner and upon removal from its existing location shall be stored where directed by the Owner. In the event that the Owner does not wish to keep the salvaged material, it shall be the responsibility of the Contractor to remove same promptly form the site.

#### **PART 2 - PRODUCTS**

### 2.01 PRODUCT OPTIONS

- 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.
- B. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
- C. 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.
- D. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
- E. Where products are accompanied by the term "as selected," Architect will make selection.
- F. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
- G. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
- H. Or Equal: Where products are specified by name and accompanied by the term "or equal" or "or approved equal" or "or approved," comply with provisions in "Comparable Products" Article to obtain approval for use of an unnamed product.
- I. Product and Manufacturer Source: Where specification paragraphs or subparagraphs titled "Product" name a single product and manufacturer, provide the product names, unless otherwise indicated.

### 2.02 PRODUCT SUBSTITUTIONS

- A. Proposed Substitutions During Bidding: In the technical sections of the specifications under Products heading, where only one manufacturer's specific data - including material, model, specification, finish, color, or other specific identification - is noted, it is to indicate standards required and that manufacturer's data is automatically approved. If other manufacturers propose to bid on the work, including any other manufacturer listed in the specification section as a manufacturer, the Bidder shall submit full data to the Architect no later than 10 days prior to bid date and shall gain specific approval, via Addendum, on specific products prior to bidding. In the event submitted data of any manufacturer gains approval through this method, the manufacturer and the specific products will be published in an addendum prior to bid date. Only manufacturer's products listed in the original specifications or listed as approved in a subsequent addendum shall be used on the project. No other manufacturers or their products will be considered without prior written consent from the Owner.
- B. Proposed Substitutions After Commencement of the Work: Requests received during construction may be considered only when all the following specific conditions are satisfied. IF the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
- C. Submission, and approval of, Substitution Request Form During Construction 01 25 14.
  - 1. None of the approved products of the specified type are available.
  - 2. Requested substitution has been coordinated with other portions of the Work.
  - 3. Requested substitution provides specified warranty.
  - 4. 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.

### PART 3 – EXECUTION (NOT USED)

#### SECTION 01 73 00 EXECUTION

#### PART 1 - GENERAL

### 1.01 RELATED DOCUMENTS

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

### 1.02 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Construction layout.
  - 2. General installation of products.
  - 3. Progress cleaning.
  - 4. Starting and adjusting.
  - 5. Protection of installed construction.
  - 6. Correction of the Work.
- B. Related Sections include the following:
  - 1. 01 31 00 "Project Management and Coordination" for procedures for coordinating field engineering with other construction activities.
  - 2. 01 33 00 "Submittal Procedures" for submitting surveys.
  - 3. 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.

## PART 2 - PRODUCTS (NOT USED)

#### **PART 3 - EXECUTION**

#### 3.01 EXAMINATION

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

#### 3.02 PREPARATION

- A. Existing Utility Information: Furnish information to local utility 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.

### 3.03 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  - 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
  - 4. Maintain minimum headroom clearance of 8 feet (2.4 m) in spaces without a suspended ceiling.
- 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 Final Acceptance.
- 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. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  - 2. Allow for building movement, including thermal expansion and contraction.
  - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

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

#### 3.04 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
  - 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 (27 deg C).
  - 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 Final Acceptance.
- 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 Final Acceptance.
- 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.

### 3.05 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."

## 3.06 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Final Acceptance.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

#### 3.07 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.

#### SECTION 01 73 29 CUTTING AND PATCHING

#### PART 1 - GENERAL

## 1.01 CUTTING AND PATCHING PROPOSAL:

- A. Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include a description of cutting and patching and changes to existing construction, a list of products to be used and firms or entities that will perform the Work, dates when cutting and patching will be performed, and a list of utilities that cutting and patching procedures will disturb or affect.
- B. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
  - 1. 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.
- C. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- D. 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.
- E. 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.
  - 1. If possible, retain original Installer or fabricator to cut and patch exposed Work listed below. If it is impossible to engage original Installer or fabricator, engage another recognized, experienced, and specialized firm.
- F. 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

## 2.01 GENERAL:

- A. Comply with requirements specified in other Sections of these Specifications.
- B. Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing 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 existing materials.

### PART 3 - EXECUTION

### 3.01 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
- B. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 1. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.
- C. Temporary Support: Provide temporary support of Work to be cut.
- D. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

- E. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- F. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to minimize interruption of services to occupied areas or the remainder of the building(s).
- G. Performance: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut existing 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.
- H. Cutting: Cut existing 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. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Concrete or 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 2 Sections where required by cutting and patching operations.
  - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  - 6. Proceed with patching after construction operations requiring cutting are complete.
- I. 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 of these Specifications.
  - 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.
  - 3. Floors and Walls: Where walls or partitions that are removed 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.
  - 4. Ceilings: Patch, repair, or re-hang existing ceilings as necessary to provide an evenplane surface of uniform appearance.
  - 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

#### SECTION 01 77 00 PROJECT CLOSEOUT

### PART 1 - GENERAL:

#### 1.01 SUMMARY

A. The work under this Section consists of, but is not limited to; Submittals, Requirements and Procedures for Project close out.

## 1.02 RELATED SECTIONS

- A. Section 01 33 00 Submittal Procedures
- B. Section 01 78 13 Project Closeout Checklist
- C. Section 00 65 20 Final Completion Form

#### 1.03 SUBMITTALS

- A. Construction Completion Requests
  - 1. Certificate of Final completion
    - 2. Final Inspection
- B. Close out Submittals: Three printed (hard) copies and three electronic copies in Adobe PDF format on CD or DVD-5 of close out submittals of which receipt and acceptance are prerequisites for final payment shall include, but not necessarily be limited to, the following:
  - 1. Affidavit of "Advertisement of Completion". Refer to Section 00 65 13.
  - 2. Evidence of Payments, and Release of Liens.
  - 3. General Contractors "One Year Guarantee".
  - 4. General Contractors "State of Alabama Roofing Guarantee". Refer to Section 00 65 36 (If Applicable).
  - 5. Final Application for Payment.
  - 6. All required warranties and guarantees.

#### 1.04 PUNCH LIST

- A. Any salvageable material and or equipment shall remain the property of the Owner and upon removal from its existing location shall be stored where directed by the Architect. In the event that the Owner does not wish to keep the salvaged material, it shall be the responsibility of the Contractor to remove same promptly from the site.
- B. Inspection: Architect, together with Owner representative, will make an inspection of project, within a reasonable time after receipt of written notification from the Contractor or additional certification.
- C. Rejection of Certification by Contractor:
  - 1. Should the Architect consider that work is not complete he will, on completion of inspection, immediately notify Contractor, in writing, stating reasons. Contractor shall complete work and send second written notice to the Architect certifying that project, or designated portion of project, is complete, after which the Architect and Owner representative will inspect work.

#### 1.05 FINAL INSPECTION

A. Certification: Contractor shall submit written certification that: Contract Documents have been reviewed; project has been inspected for compliance with Contract Documents; Work has been completed in accordance with Contract Documents; Equipment and Systems have been tested in presence of Owner's Representative and are operational and Project is completed and ready for final inspection.

- B. Inspection: Architect and Owner will make final inspection of the project within a reasonable time after receipt of certification. Should Owner consider that work is in fact complete in accord with requirements of Contract Documents, he will request Contractor to make Project Closeout Submittals. Should Owner consider that work is not complete, he will notify Contractor, in writing, stating reasons. Contractor shall take immediate steps to remedy stated deficiencies and send second written notice to Architect certifying that work is complete. The Architect and Owner will re-inspect the work.
- C. Certificate of Final Completion: Should the Owner consider that work is complete:
  - 1. Architect will prepare and issue a Certificate of Final Completion, or approved equal, complete with signatures of Owner and Contractor.
  - 2. For Owner occupancy of Project or designated portion of project, Contractor shall: perform final cleaning; and Contractor shall complete work listed for completion or correction, within designated time.

### 1.06 AS-BUILT DRAWINGS

- A. Upon completion of this contract, the Contractor shall deliver to the Owner, at the Final Inspection, the three complete sets of legible drawings which vary from the original contract documents, showing all construction equipment, mechanical and electrical systems and connections as installed or built. All lettering and drawings shall be neat and recorded in permanent ink. The record drawings shall be supplemented by detailed sketches or drawings when necessary. "As-Built" Drawings not legible shall be completely redone.
- B. The Owner shall approve Record Drawings and shall be the sole judge of the acceptability of the Drawings.
- C. Submit three electronic copies of all as built documents in Adobe PDF format on CD or DVD-5, simultaneous with the Closeout Documents.

## 1.07 OPERATION AND MAINTENANCE DATA

- A. If applicable furnish three (3) complete sets of manuals containing manufacturer's instructions for operation and maintenance of each item of equipment and apparatus furnished under the Contract, detailed parts list and any additional data specifically required under various sections of the Specifications. Manuals shall be arranged in proper order, indexed and suitably bound in a 3-ring loose-leaf binder for 8 1/2" X 11" paper with black vinyl covers. Label binder with embossed plastic tape designating the name of Project, Owner, Contractor, and equipment of materials included in the manual. Certify by endorsement therein that each of the manuals is complete and accurate. Deliver manuals to the Owner at the Final Inspection of the project.
- B. Submit three electronic copies of all manuals and documents in Adobe PDF format on CD or DVD-5, simultaneous with the Closeout Documents.
- C. Special Requirements Mechanical (if applicable): Operating instructions for the principal plant mechanical components, for use by operating personnel, shall be provided. They shall be laminated between thermoplastic sheets and affixed where directed by the Architect or Owner. Instructions shall describe the function of the equipment, its most economical operation, start-up and shut-down procedures, procedures to follow in event of failure, normal maintenance practices, and caution and warning notices.
- D. Special Requirements Electrical (if applicable): Frame under glass, or clear plastic, one print of the "As-Built" power riser diagram at main switch or switchboard location or at a location directed by the Architect or Owner. Provide circuit identification for each circuit in each panel board cabinet.

## 1.08 GUARANTEES AND BONDS

A. Contractor shall submit to the Architect, simultaneous with the Closeout Documents, all warranties, guarantees, and Surety Bonds. All such documents shall show the name and location of the Project and the name of the Owner.

## **1.09 INSTRUCTIONS**

A. Instruct Owner's personnel in required roof maintenance and operation of all systems, mechanical, electrical, and other equipment, prior to requesting the Punch List Inspection.

### **1.10 ADVERTISEMENT OF COMPLETION**

- A. Immediately after completion of the Contract, but not before receipt of a fully executed Final Completion Form, the General Contractor shall give notice of completion by an advertisement in the newspaper of general circulation published within the City or County wherein the work was done, once a week for four consecutive weeks.
- B. In no case will a final settlement be made upon the Contract until the expiration of thirty (30) days from commencement of advertisement or before receipt of advertisement with affidavit as required by law.
- C. Proof of publication of this Notice shall be submitted by the General Contractor, simultaneous with the Closeout Documents, by Affidavit of the publisher and a printed copy of the notice published. If no newspaper is published in the County, the notice must be posted at the Courthouse for thirty (30) days and proof shall be made by the Probate Judge or Sheriff and the Contractor.

## 1.11 EVIDENCE OF PAYMENTS AND RELEASE OF LIENS

- A. Submit contractor's Affidavit of Payment of Debts and Claims: AIA G706, or approved equal.
- B. Submit Contractor's Affidavit of Release of Liens: AIA G706A, or approved equal, with:
  - 1. Consent of Surety to Final Payment: AIA G707, or approved equal.
    - 2. Contractor's Release or Waiver of LIENS.
- C. All submittals shall be duly executed before delivery to the Architect.

### 1.12 GENERAL CONTRACTORS GUARANTEE

A. The General Contractor shall submit in addition to any other expressed guarantees and/or warranties, a guarantee of all work under this Contract for a period of one year from date of final acceptance. Also, the General Contractor shall provide the State of Alabama Five-Year Roof Guarantee – if applicable.

### **1.13 FINAL ADJUSTMENT OF ACCOUNTS**

- A. Submit final statement of accounting to the Architect. Statement shall reflect all adjustments, including, but not necessarily limited to, the following:
  - 1. Original Contract Sum.
  - 2. Additions and deductions resulting from:
    - a. Previous change orders.
    - b. Cash allowances.
    - c. Unit Prices.
    - d. Other adjustments.
    - e. Deductions for uncorrected work.
    - f. Penalties and bonuses.
    - g. Deductions for liquidated damages.
  - 3. Total Contract Sum, as adjusted.
  - 4. Previous payments.
  - 5. Sum remaining due.

## 1.14 FINAL APPLICATION FOR PAYMENT

A. Contractor shall submit final application in accord with requirements of General and/or Supplementary Conditions, simultaneous with the Closeout Documents.

### 1.15 YEAR END INSPECTION

A. Sixty days prior to expiration of one year from date of "Final Acceptance" Contractor shall notify the Architect, in writing, of year-end inspection. Year-end inspection shall occur no more than forty-five and no less than fifteen days before the expiration of the Contractor's one-year warranty. The Architect will make visual inspection of project in company with Owner and Contractor to determine whether correction of work is required, in accordance with provisions of General Conditions. For guarantees beyond one year, Architect will make inspections at request of Owner, after notification to Contractor. The Architect will promptly notify Contractor, in writing, of any observed deficiencies.

## PART 2 – PRODUCTS (NOT USED)

## PART 3 - EXECUTION (NOT USED)

### SECTION 01 78 13 PROJECT CLOSEOUT CHECKLIST

### PART 1 - GENERAL:

#### 1.01 SUMMARY

A. This Section consists of a shortform checklist for required closeout documents / submittals.

## 1.02 RELATED SECTIONS

A. Section 01 77 00 - Project Closeout

## 1.03 REQUIREMENTS

- A. See Section 01 77 00 for the full requirements of each of the following:
  - 1. Fully executed copy of the Certificate of Final Completion with copy of original punchlist
  - 2. Original Affidavit of "Advertisement of Completion" a copy of the ad must be attached to the affidavit form. (Not required if original awarded contract is less than \$50,000.00)
  - 3. General Contractor's Affidavit of Release of Liens
  - 4. General Contractor's Affidavit of Payment of Debts and Claims AIA G706A or approved equal
  - 5. Consent of Surety to Final Payment AIA G707 or approved equal (Not required if original awarded contract is less than \$50,000.00)
  - 6. General Contractors "One Year Guarantee"
  - 7. General Contractor's "State of Alabama Roof Guarantee" if applicable
  - 8. Other warranties as required by contract
  - 9. As-Built Drawings Changes should be legible, in permanent ink, and supplemented by detailed sketches or drawings when necessary
  - 10. Operating and Maintenance Manuals / Submittal / Product Literature & Technical Data

## 1.04 SUBMITTALS

- A. Closeouts shall be submitted to the Architect in the following packages:
  - 1. Package #1 Final Pay Application Package contains at least two (2) original pay applications with items #1 #5 attached with binder clip or stapled not in three ring binder or paper clipped.
  - 2. Package #2 Warranty Package contains items #6 #8 attached with binder clip or stapled not in three ring binder or paper clipped.
  - 3. Package #3 Copy Package contains copies of items #1 #8 attached with binder clip or stapled not in three ring binder or paper clipped.
  - 4. Package #4 Compact Disc Package contains scans of items #1 #10 in PDF format on a single CD, three CDs total, with each item saved by number from 1.03.A (above).

### PART 2 – PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

### SECTION 01 78 39 PROJECT RECORD DOCUMENTS

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. This section includes administrative and procedural requirements for Project Record Documents, including the following:
  - 1. Record Drawings (As-Builts)
  - 2. Record Product Data
- B. Related Sections:
  - 1. Section 01 77 00 Project Closeout

### 1.02 SUBMITTALS

### 1.03 RECORD DRAWINGS: COMPLY WITH THE FOLLOWING:

- A. Record Drawings number of copies:
- B. Punch-list Inspection: Submit one marked-up (red-lined) Record Drawings to the Architect and Owner's Representative at the start of the Punch-list Inspection for review. Any noted deficiencies are to be corrected prior to the Final Inspection.
- C. Final Inspection: Submit three marked-up (red-lined) Record Drawings and three electronic CD copies containing all drawings in PDF format to the Owner at the start of the Final Inspection. Failure to provide the Record Prints (hard copy and/or CD), in the required quantities at the start of the Final Inspection, may result in the Owner immediately terminating the Final Inspection.
- D. Record Project Data number of copies:
- E. Punch-list Inspection: Submit one set of Record Product Data for each item to the Architect and Owner's Representative at the start of the Punch-list Inspection for review. Any noted deficiencies are to be corrected prior to the Final Inspection.
- F. Final Inspection: Submit three sets of corrected, bound Record Product Data and three electronic CD copies containing all Record Product Data in PDF format to the Owner at the start of the Final Inspection. Failure to provide the Record Product Data (hard copy and/or CD), in the required quantities at the start of the Final Inspection, may result in the Owner immediately terminating the Final Inspection.

## PART 2 - PRODUCTS

### 2.01 RECORD DRAWINGS

- A. Record Prints: Maintain one set of black-line white prints of the Contract Drawings and Shop Drawings at Project Site.
  - 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.
    - d. Content: Types of items requiring marking include, but are not limited to, the following:
      - 1) Dimensional changes to Drawings
      - 2) Revisions to details shown on Drawings
      - 3) Depths of foundations below first floor
      - 4) Locations and depths of underground utilities
      - 5) Revisions to routing of piping and conduits

- 6) Revisions to electrical circuitry
- 7) Actual equipment locations
- 8) Duct size and routing
- 9) Locations of concealed internal utilities
- 10) Changes made by Change Order or Construction Change Directive
- 11) Changes made following Contract Modifications
- 12) Details not on the original Contract Drawings
- 13) Field records for variable and concealed conditions
- 14) Record information on the Work that is shown only schematically
- 15) Changes made by Addenda
- 16) Changes/Clarifications made by Contract Directive
- 17) Changes made by approved Shop Drawings
- e. Mark 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 and physically append the Shop Drawings to final Record Drawings.
- f. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
- g. Mark important additional information that was either shown schematically or omitted from original Drawings.
- h. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, Addendum number(s), and similar identification, where applicable.
- B. Record Drawings: When authorized, prepare a full sets of drawings of the corrected Contract Drawings, and record copy of all Shop Drawings.
  - 1. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw and add details and notation where applicable.
  - 2. Refer instances of uncertainty to Architect for resolution.
  - 3. Architect will furnish Contractor one set of Contract Drawings in electronic format, or .pdf files, for use in recording information.
  - 4. Print the Contract Drawings and Shop Drawings for use as Record Drawings.
- C. Format: Identify and date Record Drawing; include the designation "PROJECT RECORD DRAWING (AS-BUILTS)" in prominent location on the cover sheet.
  - 1. Record Drawings: Organize into bound sets. Place Drawings 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.
  - 2. Identification: As follows:
    - a. Project name
    - b. Date
    - c. Designation "PROJECT RECORD DRAWINGS (AS-BUILTS)"
    - d. Name of Architect
    - e. Name of Contractor

### 2.02 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.

## PART 3 - EXECUTION

## 3.01 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 the 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 Owner's and Architect's reference during normal working hours.
|                                      |                                |              | Maintenan   | ice Materials (Attic | Maintenance Materials (Attic Stock)/Replacement Stock List       | Stock List        |               |
|--------------------------------------|--------------------------------|--------------|-------------|----------------------|--|-------------------|---------------|
| Material Name                        | % Materials                    | Manufacturer | Mfr. Number | Description          | Product Type (mech,<br>elect, HVAC, plumbing,<br>controls, etc.) | Est. Current Cost | Date of Entry |
| Interior Items                       |                                |              |             |                      |  |                   |               |
| Ceiling Tiles                        | 5%                             |              |             |                      |  |                   |               |
| Window coverings                     | 5%                             |              |             |                      |  |                   |               |
| Ceramic Wall Tiles - field tiles     | 3%                             |              |             |                      |  |                   |               |
| Ceramic Wall Tiles - specialty tiles | 10%                            |              |             |                      |  |                   |               |
| Paint                                | 5% - not less than 1<br>gallon |              |             |                      |  |                   |               |
| Flooring                             |                                |              |             |                      |  |                   |               |
| Carpet Tiles                         | %5                             |              |             |                      |  |                   |               |
| Resilient Base                       | 10 LF per 500 LF               |              |             |                      |  |                   |               |
| Resilient Flooring -Tiles            | 1 Box per 50 Boxes             |              |             |                      |  |                   |               |
| Hard Tile                            | %E                             |              |             |                      |  |                   |               |
| Grout                                | %5                             |              |             |                      |  |                   |               |
| Electrical                           |                                |              |             |                      |  |                   |               |
| Lamps (each type)                    | %5                             |              |             |                      |  |                   |               |
| Exterior Items                       |                                |              |             |                      |  |                   |               |
| Paint                                | 5% - not less than 1<br>gallon |              |             |                      |  |                   |               |
| Brick/Split Face CMU                 | 3%                             |              |             |                      |  |                   |               |
| Wall pack lamps                      | 5% - not less than 1           |              |             |                      |  |                   |               |

#### SECTION 01 79 00 DEMONSTRATION AND TRAINING

#### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. Section Includes: Administrative and procedural requirements for instructing Owner's personnel, including the following:
  - 1. Demonstration of operation of systems, subsystems, and equipment.
  - 2. Training in operation and maintenance of systems, subsystems, and equipment.
  - 3. Demonstration and training video recordings.
- B. Related Requirements:
  - 1. Divisions 01 through 33 Sections: Specific requirements for demonstration and training for products in those Sections.

## **1.02 INFORMATIONAL SUBMITTALS**

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module. This schedule must be submitted to the Architect AT LEAST 14 DAYS IN ADVANCE of the proposed training dates if multiple dates are proposed, then the schedule must be submitted at least 14 days in advance of the earliest date on the schedule. Submission of the schedule after with less than fourteen days before the first date shall be sufficient grounds, by itself, for the Owner to reject the schedule, or any portion of the schedule. If the schedule is rejected by the Owner, then it will be rescheduled at no additional expense to the Owner or Architect. ALL OPERATOR TRAINING MUST TAKE PLACE, AND RECORDINGS (1.03 A.) MUST BE PROVIDED TO ARCHITECT, PRIOR TO THE PUNCH LIST INSPECTION. Failure to conduct and provide recordings prior to the Punch List Inspection will be grounds for cancellation of the Punch List Inspection.
  - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Qualification Data: For facilitator, instructor, and videographer.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.
- D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

#### **1.03 CLOSEOUT SUBMITTALS**

- A. Demonstration and Training Video Recordings: Submit two (2) copies within seven (7) days of end of each training module.
  - 1. Identification: On each copy, provide an applied label with the following information:
    - a. Name of Project.
    - b. Name and address of videographer.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Date of video recording.
  - 2. Transcript: Prepared in PDF electronic format. Include a cover sheet with same label information as the corresponding video recording and a table of contents with links to corresponding training components. Include name of Project and date of video recording on each page.
  - 3. At Final Inspection, submit complete training manual(s) for Owner's use prepared and bound in format matching operation and maintenance manuals and in PDF electronic file format on compact disc.

## 1.04 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in "Section 01 40 00 - Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.
- D. Pre-instruction Conference: Conduct conference at Project site. Review methods and procedures related to demonstration and training including, but not limited to, the following:
  - 1. Inspect and discuss locations and other facilities required for instruction.
  - 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
  - 3. Review required content of instruction.
  - 4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

### **1.05 COORDINATION**

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

#### PART 2 - PRODUCTS

#### 2.01 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
  - 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
    - a. System, subsystem, and equipment descriptions.
    - b. Performance and design criteria if Contractor is delegated design responsibility.
    - c. Operating standards.
    - d. Regulatory requirements.
    - e. Equipment function.
    - f. Operating characteristics.
    - g. Limiting conditions.
    - h. Performance curves.
  - 2. Documentation: Review the following items in detail:
    - a. Emergency manuals.
    - b. Operations manuals.
    - c. Maintenance manuals.
    - d. Project record documents.
    - e. Identification systems.

- f. Warranties and bonds.
- g. Maintenance service agreements and similar continuing commitments.
- 3. Emergencies: Include the following, as applicable:
  - a. Instructions on meaning of warnings, trouble indications, and error messages.
  - b. Instructions on stopping.
  - c. Shutdown instructions for each type of emergency.
  - d. Operating instructions for conditions outside of normal operating limits.
  - e. Sequences for electric or electronic systems.
  - f. Special operating instructions and procedures.
- 4. Operations: Include the following, as applicable:
  - a. Startup procedures.
  - b. Equipment or system break-in procedures.
  - c. Routine and normal operating instructions.
  - d. Regulation and control procedures.
  - e. Control sequences.
  - f. Safety procedures.
  - g. Instructions on stopping.
  - h. Normal shutdown instructions.
  - i. Operating procedures for emergencies.
  - j. Operating procedures for system, subsystem, or equipment failure.
  - k. Seasonal and weekend operating instructions.
  - I. Required sequences for electric or electronic systems.
  - m. Special operating instructions and procedures.
- 5. Adjustments: Include the following:
  - a. Alignments.
  - b. Checking adjustments.
  - c. Noise and vibration adjustments.
  - d. Economy and efficiency adjustments.
  - Troubleshooting: Include the following:
    - a. Diagnostic instructions.
    - b. Test and inspection procedures.
- 7. Maintenance: Include the following:
  - a. Inspection procedures.
  - b. Types of cleaning agents to be used and methods of cleaning.
  - c. List of cleaning agents and methods of cleaning detrimental to product.
  - d. Procedures for routine cleaning
  - e. Procedures for preventive maintenance.
  - f. Procedures for routine maintenance.
  - g. Instruction on use of special tools.
- 8. Repairs: Include the following:
  - a. Diagnosis instructions.
  - b. Repair instructions.
  - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - d. Instructions for identifying parts and components.
  - e. Review of spare parts needed for operation and maintenance.

#### **PART 3 - EXECUTION**

6.

#### 3.01 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual.
- B. Set up instructional equipment at instruction location.

## 3.02 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
  - 1. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
  - 1. Schedule training with Architect with at least fourteen (14) days' advance notice.
- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of a performance-based test.
- F. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

## 3.03 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
  - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Video: Provide minimum 640 x 480 video resolution converted to format file type acceptable to Owner, on electronic media.
  - 1. Electronic Media: Read-only format compact disc acceptable to Owner, with commercial-grade graphic label.
  - 2. File Hierarchy: Organize folder structure and file locations according to project manual table of contents. Provide complete screen-based menu.
  - 3. File Names: Utilize file names based upon name of equipment generally described in video segment, as identified in Project specifications.
  - 4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved on the Project, arranged according to Project table of contents:
    - a. Name of Contractor/Installer.
    - b. Business address.
    - c. Business phone number.
    - d. Point of contact.
    - e. E-mail address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
  - 1. Film training session(s) in segments not to exceed 15 minutes.
    - a. Produce segments to present a single significant piece of equipment per segment.
    - b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
    - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.

- 1. Furnish additional portable lighting as required.
- E. Narration: Describe scenes on video recording by audio narration by microphone while video recording is recorded. Include description of items being viewed.
- F. Transcript: Provide a transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.
- G. Pre-produced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

#### SECTION 05 51 33 METAL LADDERS

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

A. Prefabricated ladders.

### 1.02 REFERENCE STANDARDS

- A. ANSI A14.3 American National Standard for Ladders -- Fixed -- Safety Requirements 2018.
- B. ASTM B26/B26M Standard Specification for Aluminum-Alloy Sand Castings 2018, with Editorial Revision.
- C. ASTM B85/B85M Standard Specification for Aluminum-Alloy Die Castings 2018, with Editorial Revision.
- D. ASTM B209 Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate 2014.
- E. ASTM B209M Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric) 2014.
- F. ASTM B210/B210M Standard Specification for Aluminum and Aluminum-Alloy Drawn Seamless Tubes 2019a.
- G. ASTM B211/B211M Standard Specification for Aluminum and Aluminum-Alloy Rolled or Cold Finished Bar, Rod, and Wire 2019.
- H. ASTM B85/B85M Standard Specification for Aluminum-Alloy Die Castings 2018, with Editorial Revision.
- I. AWS D1.2/D1.2M Structural Welding Code Aluminum 2014, with Errata.

## 1.03 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data: Provide manufacturer's data sheets on each ladder safety system product to be used, including installation instructions.
- C. Shop Drawings:
  - 1. Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories. Include erection drawings, elevations, and details where applicable.
- D. Certificate: Provide documentation that ladder safety system products of this section meet or exceed cited ANSI A14.3 requirements.

### PART 2 PRODUCTS

### 2.01 MATERIALS - ALUMINUM

- A. Extruded Aluminum: ASTM B211/B211M, 6063 alloy, T6 temper.
- B. Sheet Aluminum: ASTM B209 (ASTM B209M), 5052 alloy, H32 or H22 temper.
- C. Aluminum-Alloy Drawn Seamless Tubes: ASTM B210/B210M, 6063 alloy, T6 temper.
- D. Aluminum-Alloy Bars: ASTM B211/B211M, 6061 alloy, T6 temper.
- E. Aluminum-Alloy Sand Castings: ASTM B26/B26M.
- F. Aluminum-Alloy Die Castings: ASTM B85/B85M .
- G. Bolts, Nuts, and Washers: Stainless steel.
- H. Welding Materials: AWS D1.2/D1.2M; type required for materials being welded.

#### 2.02 FABRICATION

A. Fit and shop assemble items in largest practical sections, for delivery to site.

- B. Fabricate items with joints tightly fitted and secured.
- C. Grind exposed joints flush and smooth with adjacent finish surface. Make exposed joints butt tight, flush, and hairline. Ease exposed edges to small uniform radius.
- D. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

#### 2.03 PREFABRICATED LADDERS

- A. Prefabricated Ladder: Welded metal unit complying with ANSI A14.3; factory fabricated to greatest degree practical and in the largest components possible.
  - 1. Components: Manufacturer's standard rails, rungs, treads, handrails. returns, platforms and safety devices complying with the requirements of the MATERIALS article of this section.
  - 2. Materials: Aluminum; ASTM B211/B211M 6063 alloy, T52 temper.
  - 3. Finish: Mill finish aluminum.
  - 4. Manufacturers:
    - a. Basis of Design: O'Keeffe's Inc; Model 503A Tubular Rail Low Parapet Access Ladder with Platform: www.okeeffes.com.
    - b. Industrial Ladder & Scaffolding, Inc.: www.anyladder.com.
    - c. Precision Ladders, LLC: www.precisionladders.com.

#### 2.04 FINISHES - ALUMINUM

- A. Exterior Aluminum Surfaces: Mill finish aluminum.
- B. Apply one coat of bituminous paint to concealed aluminum surfaces in contact with cementitious or dissimilar materials.

#### 2.05 FABRICATION TOLERANCES

- A. Squareness: 1/8 inch maximum difference in diagonal measurements.
- B. Maximum Offset Between Faces: 1/16 inch.
- C. Maximum Misalignment of Adjacent Members: 1/16 inch.
- D. Maximum Bow: 1/8 inch in 48 inches.
- E. Maximum Deviation From Plane: 1/16 inch in 48 inches.

#### PART 3 EXECUTION

#### 3.01 EXAMINATION

A. Verify that field conditions are acceptable and are ready to receive work.

## 3.02 PREPARATION

## 3.03 INSTALLATION

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

#### 3.04 TOLERANCES

- A. Maximum Variation From Plumb: 1/4 inch per story, non-cumulative.
- B. Maximum Offset From True Alignment: 1/4 inch.
- C. Maximum Out-of-Position: 1/4 inch.

#### SECTION 06 10 00 ROUGH CARPENTRY

### PART 1 GENERAL

### 1.01 SECTION INCLUDES

- A. Preservative treated (PT) wood materials.
- B. Concealed wood blocking, nailers, and supports.

### 1.02 RELATED REQUIREMENTS

- A. Section 01 73 29 Cutting and Patching.
- B. Section 07 54 00 PVC Membrane Roofing.
- C. Section 07 71 23 Manufactured Gutters and Downspouts.

### 1.03 REFERENCE STANDARDS

- A. AWPA U1 Use Category System: User Specification for Treated Wood 2018.
- B. NLGA (SGRNL) Standard Grading Rules for Canadian Lumber 2017.
- C. PS 20 American Softwood Lumber Standard 2020.
- D. SPIB (GR) Grading Rules 2014.

### 1.04 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data: Provide technical data on wood preservative materials.
- C. Manufacturer's Certificate: Certify that wood products supplied for rough carpentry meet or exceed specified requirements.

#### 1.05 DELIVERY, STORAGE, AND HANDLING

A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

## PART 2 PRODUCTS

### 2.01 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
  - 1. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee at www.alsc.org, and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.
  - 2. Lumber of other species or grades is acceptable provided structural and appearance characteristics are equivalent to or better than products specified.

#### 2.02 DIMENSION LUMBER

- A. Grading Agency: Southern Pine Inspection Bureau, Inc; SPIB (GR).
  - 1. For Southern Yellow Pine (SYP).
- B. Grading Agency: National Lumber Grading Authority; NLGA (SGRNL).1. For Spruce-Pine-Fir (SPF).
- C. Sizes: Nominal sizes as indicated on drawings, S4S.
- D. Moisture Content: S-dry or MC19.
- E. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:1. Lumber: S4S, No. 2 or Standard Grade.
  - 2. Boards: Standard or No. 3.

#### 2.03 ACCESSORIES

A. Fasteners and Anchors:

- 1. Metal and Finish: Hot-dipped galvanized steel per ASTM A 153/A 153M for high humidity and preservative-treated wood locations, corrosion-resistant coated steel elsewhere.
- 2. Drywall Screws: Bugle head, hardened steel, power driven type, length to achieve full penetration of sheathing substrate.
- 3. Anchors:
  - a. Toggle bolt type for anchorage to hollow masonry.
  - b. Expansion shield and lag bolt type for anchorage to solid masonry or concrete.
  - c. Bolt or ballistic fastener for anchorage to steel.

## 2.04 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
  - 1. Preservative-Treated Wood (PT): Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWPA standards.
- B. Preservative Treatment (PT):
  - 1. Manufacturers:
    - a. Lonza Group: www.wolmanizedwood.com.
    - b. Koppers Performance Chemicals, Inc: www.koppersperformancechemicals.com.
    - c. Viance, LLC: www.treatedwood.com.
  - 2. Preservative Pressure Treatment (PT) of Lumber Above Grade: AWPA U1, Use Category UC3B, Commodity Specification A using waterborne preservative.
    - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
    - b. Treat lumber exposed to weather.
    - c. Treat lumber in contact with roofing, flashing, or waterproofing.
    - d. Treat lumber in contact with masonry or concrete.
    - e. Treat lumber less than 18 inches above grade.
    - f. Treat lumber in other locations as indicated.

## PART 3 EXECUTION

## 3.01 PREPARATION

A. Coordinate installation of rough carpentry members specified in other sections.

### 3.02 INSTALLATION - GENERAL

- A. Select material sizes to minimize waste.
- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
- C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

#### 3.03 BLOCKING, NAILERS, AND SUPPORTS

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
- B. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.

## 3.04 ROOF-RELATED CARPENTRY

- A. Coordinate installation of roofing carpentry with deck construction, framing of roof openings, and roofing assembly installation.
- B. Wood Nailers: Provide wood nailers at all perimeters and other locations where indicated on the drawings, of total height matching the total thickness of insulation being used.
  - 1. Install with 1/8 inch gap between each length and at each change of direction.

- 2. Mechanically fasten to deck to resist force of 250 lbf per linear foot.
- 3. Provide screw fasteners recommended by manufacturer for conditions encountered. Minimum fastener requirements for each wood nailer are as follows:
  - a. Space screws 18 inches o.c. maximum, with a minimum 1 inch thread embedment.
  - b. Use three anchors per length of wood nailer minimum.

#### 3.05 SITE APPLIED WOOD TREATMENT

- A. Apply preservative treatment compatible with factory applied treatment at site-sawn cuts, complying with manufacturer's instructions.
- B. Allow preservative to dry prior to erecting members.

#### 3.06 TOLERANCES

A. Variation from Plane: 1/4 inch in 10 feet maximum, and 1/2 inch in 30 feet maximum.

#### 3.07 CLEANING

- A. Do not leave wood, shavings, sawdust, etc. on the ground or buried in fill.
- B. Prevent sawdust and wood shavings from entering the storm drainage system.

### SECTION 07 01 30 MAINTENANCE OF STEEP SLOPE METAL ROOFING

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Protection of and modifications to existing steep slope metal roofing system, as required for maintenance work indicated.
- B. Pressure washing/cleaning of existing roof.
- C. Replacement of exposed roof fasteners.
- D. Replacement of existing roof penetration flashings.
- E. Re-flashing of roof curbs.
- F. Re-flashing of roof rake-edge components.
- G. Sealing between eaves of existing roof panels and new gutters, downspouts, and flashings installed under Section 07 71 23.

### **1.02 RELATED REQUIREMENTS**

- A. Section 01 73 29 Cutting and Patching.
- B. Section 07 71 23 Manufactured Gutters and Downspouts.

#### **1.03 ADMINISTRATIVE REQUIREMENTS**

- A. Coordinate with affected mechanical and electrical work associated with roof penetrations.
- B. Coordinate with installation of new gutters and downspouts; see Section 07 71 23.

#### 1.04 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Installer's Qualification Statement.

### 1.05 QUALITY ASSURANCE

- A. Installer Qualifications: Maintenance/repair work shall be performed by a company with at least 3 years of successful experience in maintaining and repairing steep slope metal roofs with conditions similar to those encountered on this project.
- B. All modifications and/or repairs must be done in accordance with the instructions of manufacturers of products specified in this section..

#### 1.06 FIELD CONDITIONS

- A. Do not roof maintenance work when weather conditions threaten the integrity of the building contents or intended continued occupancy.
- B. Maintain continuous temporary protection prior to and during performance of any new work and installation of any required roofing system modifications .

### PART 2 PRODUCTS

#### 2.01 MATERIALS

- A. All materials used in modifications and/or repairs to existing roofing system shall be as recommended by the manufacturer for remediation of the conditions encountered.
- B. Metal Roof Flashings: Provide metal roof flashing systems of designs as appropriate for existing conditions.
  - 1. Manufacturer: DEKS North America, Inc: www.deksus.com; or approved equivalent.
    - a. Slip-Over Pipe Boots: Dektite Premium.
    - b. Retrofit Pipe Boots (to flash around, not over): Dektite Retrofit Original.
    - c. Flashing Around or Over: Dektite Combo.
    - d. Universal Trapezoidal SSR End Cap: Dektite UEC.
    - e. Strip Flashing: Dekstrip Kit.
    - f. Flexible Flashing: Dektite Fast Flash.

- g. Fasteners, Washers, Sealants & Adhesives: As recommended by manufacturer.
- C. Butyl Sealant Tape: 100% solids, asbestos-free butyl preformed tape sealant.
  - Manufacturer: Gibraltar Industries: www.gibraltarbuildingproducts.com; or equivalent. a. Size: 1/2 x 3/32 inch minimum. Provide larger size if recommended by installer.

## PART 3 EXECUTION

1

## 3.01 EXAMINATION

A. Verify that existing roof surface is clear and ready for work of this section.

### 3.02 PREPARATION

- A. Sweep roof surface clean of loose matter.
- B. Pressure wash / clean the existing roof system to remove all oxidization, algae, etc.

#### 3.03 GENERAL

- A. Replace all existing roof penetration flashings with new "Dektite" penetration flashings.
- B. Re-flash all roof curbs by replacing all exposed fasteners utilizing new oversized fasteners with neoprene washers and installing new butyl tape sealants between the roof panels and curb flanges.
- C. Re-flash all rake edge components by replacing all exposed fasteners utilizing new oversized fasteners with neoprene washers and installing new butyl tape sealants between the roof panels and edge flashings.
- D. Replace all exposed roof fasteners with oversized fasteners with sealing washers
- E. Install oversized fasteners with sealing washers over the entire metal roof, including all trim lap conditions.
- F. (Coordinate this item with Section 07 71 23): Replace the existing gutters, downspouts, and metal edge roof flashings (eave trim) at all eave locations with new butyl tape sealants installed between the roof panels and eave trim. Ensure the new gutter edges are formed lower than the roof panels for emergency overflow protection.

## 3.04 FIELD QUALITY CONTROL

- A. Manufacturer's Field Reports: If manufacturer's technical representative is required to make any site visits before, during, or after performance of roofing modifications, provide copies of any field reports to Architect and Owner.
- B. Owner's Roof Inspector will review finished work and issue a report of any deficiencies.
- C. Contractor shall promptly correct any deficiencies and request a reinspection.

#### SECTION 07 54 00 PVC MEMBRANE ROOFING

## PART 1 GENERAL

#### 1.01 DESCRIPTION

- A. The Fort Whiting AFRC Building Envelope Repairs is located at 1630 South Broad Street in Mobile, Alabama.
- B. The project consists of installing PVC Mechanically Attached Induction Weld Roofing System as outlined below:
  - Apply the Mechanically Attached Induction Weld Roofing System in conjunction with loose laid (EPS) Extruded Polystyrene insulation flute fill between the ribs of the existing standing seam panels with ½" high density poly iso cover board mechanically fastened to the existing roof system. Roofing membrane shall be attached to existing roof purlins. Interior gutters and parapet walls to be incorporated into the PVC system. Contractor shall verify all existing conditions.
    - a. East Wing low roof appears to be a 24" wide x 3" deep trapezoidal standing seam panel.
    - b. Phase 2 addition appears to be a 16" wide x 2" vertical rib standing seam.
    - c. Phase 3 addition appears to be a 24" wide x 3" deep trapezoidal standing seam panel.

## 1.02 EXTENT OF WORK

- A. Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of the 60-mil thick white polyester reinforced PVC (polyvinyl chloride) membrane mechanically-attached induction weld roofing system including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details.
- B. The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- C. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
- D. Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (14) days prior to the bid date. Any contractor who fails to submit all information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.

## 1.03 RELATED REQUIREMENTS

- A. Section 01 73 29 Cutting and Patching.
- B. Section 07 01 20 Maintenance of Steep Slope Roofing.
- C. Section 07 71 23 Manufactured Gutters and Downspouts.

#### 1.04 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Roofing Manufacturer shall include certification with <u>bid submittal</u> indicating the manufacturer has reviewed and agreed to the wind coverage requirements indicated on Bid Document Sheet S100.
- C. Prior to starting work, the roofing contractor must submit the following:
  - 1. Shop drawings showing layout, details of construction and identification of materials.
    - a. Include a roof membrane seaming diagram for Roof Consultant's review prior to installation.
      - 1) Seams shall run parallel to the gutters.
      - 2) Avoid seams inside the gutters.
  - 2. A sample of the manufacturer's Membrane System Warranty.

- 3. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
- 4. Certification from the membrane manufacturer indicating the membrane thickness over the reinforcing scrim (top ply membrane thickness) is nominal 16-mil or thicker for PVC.
- 5. Certification of the manufacturer's warranty reserve.
- D. Upon completion of the installed work, submit copies of the manufacturer's final inspection to the Architect prior to the issuance of the manufacturer's warranty.

#### 1.05 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name, and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.
  - 1. Store membrane on provided pallets in the original undisturbed plastic wrap and cover with light colored breathable waterproof tarpaulins in a cool, shaded area. VersiFlex membrane that has been exposed to the elements must be prepared with Versico PVC cleaner prior to hot air welding.
  - Store curable materials (adhesives and sealants) between 60°F and 80°F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60°F minimum temperature before using.
  - 3. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.
- C. Insulation must be on pallets, off the ground, and tightly covered with waterproof materials.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.

#### 1.06 WORK SEQUENCE

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces.

#### 1.07 USE OF THE PREMISES

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
  - 1. Areas permitted for personnel parking.
  - 2. Access to the site.
  - 3. Areas permitted for storage of materials and debris.
  - 4. Areas permitted for the location of cranes, hoists, and chutes for loading and unloading materials to and from the roof.
- B. Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the building superintendent.

#### **1.08 EXISTING CONDITIONS**

A. If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

#### 1.09 TEMPORARY FACILITIES AND CONTROLS

A. Temporary Utilities:

- 1. Water, power for construction purposes, and lighting are available at the site and will be made available to the roofing contractor.
- 2. Provide all hoses, valves, and connections for water from a source designated by the owner when made available.
- 3. When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.
- B. Temporary, Sanitary Facilities
  - 1. Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.
- C. Building Site:
  - 1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
  - 2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.
- D. Security:
  - 1. Obey the owner's requirements for personnel identification, inspection, and other security measures.

#### 1.10 JOB SITE PROTECTION

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards, and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.
- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain, and remove necessary, temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- C. Do not overload any portion of the building, by either use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas where work is in progress. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- F. Store moisture-susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk material and return the job site to its original condition upon completion of the work.

#### 1.11 SAFETY

A. The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state, and federal requirements that are safety related. Safety shall be the responsibility of the roofing contractor. All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers, and the occurrence of the general public on or near the site.

## 1.12 WORKMANSHIP

- A. Applicators installing new roof, flashing, and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.

## **1.13 QUALITY ASSURANCE**

- A. The Membrane Roofing System must achieve a UL Class A.
- B. The specified roofing assembly must have been successfully tested by a qualified testing agency to resist the design uplift pressures calculated according to American Society of Civil Engineers ASCE 7-10 in accordace with International Building Code (IBC) 2015.
  1. Refer to Sheet S100 for wind design load requirements.
- C. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- D. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least five (5) years successful experience installing single-ply PVC roofing systems and having installed at least one (1) roofing application or several similar systems of equal or greater size within one year.
- E. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified including operation of hot air welding equipment and power supply. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.
- F. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- G. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to determine whether or not corrective work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.

#### 1.14 JOB CONDITIONS, CAUTIONS AND WARNINGS

- A. Safety Data Sheets (SDS) must be on location at all times during the transportation, storage, and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.

- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil, and grease.
- H. New roofing shall be complete and weather tight at the end of the work day.
- I. Contaminants such as grease, fats, and oils shall not be allowed to come in direct contact with the roofing membrane.

### 1.15 WARRANTY

- A. Provide manufacturer's 20-year Total System Warranty covering both labor and material with no dollar limitation. Include 90 MPH Wind Rider. Manufacturer's Total System Warranty must be governed by the Laws of the State of Alabama.
  - 1. Include System Letter signed by Roofing Manufacturer certifying the roofing system was installed in compliance with wind pressure design requirements indicated on Bid Document Sheet S100.
  - 2. Warranty shall also cover leaks caused by accidental punctures: 16 man-hours per year for 60-mil.
  - 3. Pro-rated System Warranties shall not be accepted.
  - 4. Evidence of the manufacturer's warranty reserve shall beincluded as part of the project submittals for the specifier's approval.
- B. Provide General Contractor's 5-year Roofing Guarantee; see Section 00 65 36.

#### **PART 2 PRODUCTS**

#### 2.01 GENERAL

- A. Basis of Design: Versico Roofing Systems, Versiflex PVC: www.versico.com.
- B. Other Approved Manufacturers:
  - 1. FiberTite; 60 mil FiberTite-XT: www.fibertite.com.
  - 2. Sika Sarnafil; G 410-60 SA: www.usa.sika.com/sarnafil.
- C. All products (including insulation, fasteners, fastening plates, prefabricated accessories, and edgings) must be manufactured and supplied by the roofing system manufacturer and covered by the warranty.

#### 2.02 MEMBRANE

- A. Furnish VersiFlex PVC 60-mil thick white reinforced PVC (polyvinyl chloride) membrane as needed to complete the roofing system. Membrane thickness over the reinforcing scrim (topply thickness) shall be nominal .016-mil or thicker.
- B. Membrane with white color shall have an SRI (solar reflectance index) not less than 107 in accordance with ASTM E1980.

## 2.03 INSULATION/UNDERLAYMENT

- A. When applicable, insulation shall be loose laid and mechanically attached per manufacturer's submitted design letter to meet applicable wind uplift pressures.
- B. Insulation shall be EPS as supplied by manufacturer in thickness to fill existing standing seam roof panels, and ½" high density cover board.
  - InsulFoam I (EPS: Expanded Polystyrene) Flute Fill A closed-cell lightweight expanded polystyrene (EPS) that meets ASTM C578, Type I. Nominal density of 1.0 lbs/cubic ft (pcf)..
  - 2. Versico SecurShield HD Roofing Cover Board and Parapet wall board– a rigid insulation panel composed of a high-density, closed-cell polyisocyanurate foam core laminated to moisture resistant coated-glass fiber-mat facer for use as a cover board or recover board meeting ASTM 1289-06, Type II, Class 2 (109 psi max). Available 1/2" thick 4' x 8' panel weight 11 lbs with an R-value of 2.5.

### 2.04 FASTENING COMPONENTS

- A. Fasteners, Plates and Bars: To be used for mechanical attachment of insulation and to provide additional membrane securement:
  - 1. Purlin Fasteners: Specifically designed for use with Versico's Metal Retrofit Roofing System to secure the Induction Welding Plates, membrane, and RUSS to structural steel purlins.
  - 2. Rhino Bond or Isoweld PVC Welding Plate: A 3" diameter, 0.028" thick, corrosionresistant steel plate with high-solids coating on the top surface. The plate is secured with Versico's HPVX Fastener or Purlin Fastener and the membrane is welded to the top surface using the RhinoBond or Isoweld Induction Welding Tool.
  - 3. Insulation Fastening Plates: A nominal 3-inch diameter plastic or metal plate used for insulation attachment.

#### 2.05 ADHESIVES, CLEANERS AND SEALANTS

- A. All products shall be furnished by Versico, or approved equivalent manufacturer, and specifically formulated for the intended purpose.
  - CAV-GRIP PVC Aerosol Contact Adhesive: a low-VOC, methylene chloride-free adhesive that can be used for a variety of applications including: adhering PVC bareback membranes to a variety of horizontal substrates and vertical walls (cannot be used with any KEE or KEE HP bareback membranes), as well as adhering VersiFleece membranes to vertical walls. Coverage rate is approximately 400 sq. ft. per #40 cylinder and 800 sq. ft. per #85 cylinder as an adhesive for vertical walls, in a doublesided application; 750 sq. ft. per #40 cylinder and 1,500 sq. ft. per #85 cylinder as an adhesive, horizontally, for the field of the roof, in a double-sided applications.
  - 2. VersiFlex PVC Cut-Edge Sealant: A clear-colored sealant used to seal cut edges of reinforced VersiFlex membrane. A coverage rate of approximately 225 275 linear feet per squeeze bottle can be achieved when a 1/8" diameter bead is applied.
  - 3. Water Cut-Off Mastic: Used as mastic to prevent moisture migration at drains, compression terminations and beneath conventional metal edging (at a coverage rate of approximately 10' per tube or 100' per gallon).
  - 4. Universal Single-Ply Sealant: A 100% solids, solvent free, one-part, polyether sealant that provides a weather tight seal to a variety of building substrates. Can be used as a termination bar sealant or for use in counterflashing, coping, and scupper details.
  - 5. PVC One-Part Pourable Sealer: A one-part, moisture curing, elastomeric polyether sealant used to fill Molded Sealant Pockets. Packaged in four 1/2 gallon pouches per plastic bucket. One pouch will fill one Molded Sealant Pocket.
  - 6. Foil Grip Aluminum Tape: A general-purpose pressure-sensitive sealant used as a bond break at joints in PVC Coated Metal. Packaged in rolls 2" wide by 100' long.
  - 7. PVC Membrane Cleaner: Used to prepare membrane that has been exposed to the elements for approximately 7 days prior to heat welding or to remove general construction dirt at an approximate coverage rate of 400 square feet per gallon (one surface).
  - 8. VersiFlex Low-VOC PVC Step 1 Activator: A high-strength, solvent-based activator that allows PVC Pressure-Sensitive (PS) Cover Strip to be bonded to VersiFlex PVC or KEE HP membranes. Low-VOC PVC Step 1 Activator meets the < 250 gpl VOC content requirements of the OTC Model Rule. It is specially formulated using a blend of VOC-exempt and non-exempt solvents and follows the state of California Clean Air Act of 1988 (updated in 1997) as further regulated by California's Air Quality Control Districts listing VOC limitations.</p>
  - 9. VersiFlex Low-VOC PVC Step 2 Primer: A high-solids-content, polymer based splice primer. This product is applied to KEE HP and PVC membranes to improve the adhesion of PVC Pressure-Sensitive Cover Strip. Low-VOC PVC Step 2 Primer meets the < 250 gpl VOC content requirements of the OTC Model Rule.
  - 10. VersiFlex PVC Step 2 Primer: A high-solids-content, clear (translucent color), polymerbased splice primer used to prepare KEE HP and PVC membranes to be bonded to PVC Pressure-Sensitive Cover Strip.

### 2.06 METAL EDGING AND MEMBRANE TERMINATIONS

- A. General: All metal edging s shall be tested and meet ANSI/SPRI ES-1 standards and comply with International Building Code.
- B. Drip Edge: A metal fascia/edge system with a 22-gauge continuous anchor cleat and 24gauge steel fascia. Metal fascia color shall be as designated by the Owner's Representative.
- C. VersiTrim 2000: A metal fascia system with an extruded aluminum anchor bar and 24gauge galvanized steel fascia. Metal fascia color shall be as designated by the Owner's Representative. ANSI/SPRI ES-1 Certified. 2000 Fascia FM Approved 1-645. 2000 Extended Fascia FM Approved 1-270. 2000 Canted Fascia FM Approved 1-270.
- D. Termination Bar: A 1" wide and .098" thick extruded aluminum bar pre-punched 6" on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.

### 2.07 WALKWAYS

A. Protective surfacing for roof traffic shall be VersiFlex PVC Walkway Rolls installed per manufacturer's requirements or concrete pavers loose laid over an approved slip sheet (pavers not recommended for slopes greater than 2" in 12").

#### 2.08 DRAINS

A. Install Hercules retrodrains at existing drain locations. Follow roofing manufactures instructions for PVC roof tie-in to insure water tight installation.

#### **PART 3 EXECUTION**

#### 3.01 GENERAL

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, job site considerations, and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

#### 3.02 INSULATION PLACEMENT AND ATTACHMENT

A. Install flute fill insulation within the existing roofing panel ribs loose laid with cover board. Mechanically fasten per approved manufacturer's instructions.

#### 3.03 MEMBRANE PLACEMENT AND ATTACHMENT

A. Position VersiFlex membrane over the acceptable substrate. Fold membrane sheet back onto itself so half the underside of the membrane is exposed.

#### 3.04 RHINOBOND OR ISOWELD INDUCTION TOOL CALIBRATION

A. Prior to proceeding with membrane attachment to the plate, the <u>RhinoBond or</u> <u>Isoweld</u> Induction Tool must be calibrated. Follow calibration process as published by manufacture with the specified insulation thickness and type and specified membrane thickness.

#### 3.05 MEMBRANE PLACEMENT AND INDUCTION WELDING

- A. After placement of insulation secure the insulation per the manufacturer's instructions. Install induction welding plates to roof purlins spaced in compliance with manufacturer's instructions. Note: Avoid fastener overdrive.
- B. Place PVC Membrane over the induction plate and allow membrane to relax.
- C. Place Induction tool over welding plate until the acoustic search mode signals the inductor is properly positioned.
- D. Activate Induction Welding Tool and leave in place until cycle is complete.
- E. Immediately place magnet on the membrane over the plate and leave for 60 seconds.

F. Resume process ensuring membrane is attached to all plates.

### 3.06 MEMBRANE HOT AIR WELDING PROCEDURES

- A. Heat weld the VersiFlex membrane using an Automatic Heat Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's specifications. At all splice intersections, roll the seam with a silicone roller immediately after the welder causes the membrane step off to ensure a continuous hot air welded seam.
- B. Probe all seams once the hot air welds have thoroughly cooled (approximately 30 minutes).
- C. Repair all seam deficiencies the same day they are discovered.
- D. Apply Cut Edge Sealant on all cut edges of reinforced membrane (where the scrim reinforcement is exposed) after seam probing is complete. Cut Edge Sealant is not required on horizontal or vertical splices.

### 3.07 FLASHING

- A. Flashing of parapets, curbs, expansion joints and other parts of the roof must be performed using VersiFlex reinforced membrane. VersiFlex non-reinforced membrane can be used for flashing pipe penetrations, sealant pockets, and scuppers, as well as inside and outside corners, when the use of pre-molded accessories is not feasible.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

#### 3.08 WALKWAYS

- A. Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.
- B. Hot air weld walkway material to the membrane.in accordance with the manufacturer's specifications.

#### 3.09 DAILY SEAL

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Complete an acceptable membrane seal in accordance with the manufacturer's requirements.

### 3.10 CLEAN UP

- A. Perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a preinspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

### SECTION 07 71 23 MANUFACTURED GUTTERS AND DOWNSPOUTS

### PART 1 GENERAL

### 1.01 SECTION INCLUDES

- A. Pre-finished aluminum gutters and downspouts.
- B. Pre-finished aluminum scuppers and collector boxes.

### 1.02 RELATED REQUIREMENTS

- A. Section 06 10 00 Rough Carpentry: Wood blocking and nailers.
- B. Section 07 01 30 Maintenance of Steep Slope Roofing.
- C. Section 07 54 00 PVC Membrane Roofing.

### 1.03 REFERENCE STANDARDS

- A. ANSI/SPRI GT-1 Test Standard for Gutter Systems 2016.
- B. ASTM B209 Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate 2014.
- C. ASTM B209M Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric) 2014.
- D. SMACNA (ASMM) Architectural Sheet Metal Manual 2012.

### 1.04 ADMINISTRATIVE REQUIREMENTS

A. Comply with SMACNA (ASMM) for sizing components for rainfall intensity determined by a storm occurrence of **1 in 100 years**.

#### 1.05 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data: Provide data on prefabricated components.
- C. Shop Drawings: Indicate locations, configurations, jointing methods, fastening methods, locations, and installation details.
- D. Samples: Submit two samples illustrating metal finish color.

## 1.06 QUALITY ASSURANCE

A. Gutter systems shall be certified by the manufacturer to have been tested to meet the requirements of ANSI/SPRI GT-1.

### 1.07 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, or abrasion, and to provide ventilation. Slope to drain.
- B. Prevent contact with materials that could cause discoloration, staining, or damage.

## 1.08 WARRANTY

- A. Manufacturer's Special Performance Warranty: Provide gutter manufacturer's warranty agreeing to repair or replace the gutter system if it is damaged or blown off due to wind conditions below the design wind loads indicated on Sheet S100.
  - 1. Warranty Term: 20 years.
    - For repair or replacement include costs of both material and labor in warranty.

# 2. For rep PART 2 PRODUCTS

## 2.01 MANUFACTURERS

- A. Gutters and Downspouts:
  - 1. ATAS International, Inc; Ultra HP Gutter: www.atas.com.
  - 2. Metal Era, Inc; Seal-Tite Gutter System, IG-1 Version: www.metalera.com.
  - 3. OMG Roofing Products; Wind Resistant Offset Gutter: www.omgroofing.com.

- B. Scupper and Collectors:
  - 1. ATAS International, Inc; Scuppers and Collector Boxes: www.atas.com.
  - 2. Substitutions: See Section 01 60 00 Product Requirements.

## 2.02 MATERIALS

- A. Pre-Finished Aluminum Sheet: ASTM B209 (ASTM B209M); 0.040 inch thick.
  - 1. Finish: Plain, shop pre-coated with PVDF (polyvinylidene fluoride) coating.
  - 2. Color: As selected from manufacturer's standard colors.

### 2.03 COMPONENTS

- A. Gutters: Profile as indicated.
  - 1. Accessories: Provide corners, end caps, expansion joints, etc., fabricated by the gutter manufacturer.
- B. Downspouts: SMACNA Rectangular profile.
  - 1. Accessories: Provide factory-fabricated starter tubes, offsets, elbows, and transitions as required for each downspout, fabricated by the downspout manufacturer.
- C. Conductor Boxes and Scuppers: Sized to accommodate anticipated rainfall.
- D. Anchors and Supports: Profiled to suit gutters and downspouts.
  - 1. Anchoring Devices: Type recommended by fabricator.
  - 2. Gutter Supports: Brackets.
  - 3. Downspout Supports: Straps.
- E. Fasteners: Stainless steel, with soft neoprene washers.

### 2.04 ACCESSORIES

A. Splash Blocks: Precast concrete type, minimum 3000 psi at 28 days, with minimum 5 percent air entrainment.

### 2.05 FABRICATION

- A. Form gutters and downspouts of profiles and sizes indicated.
- B. Fabricate with required connection pieces.
- C. Form sections square, true, and accurate in size, in maximum possible lengths, free of distortion or defects detrimental to appearance or performance. Allow for expansion at joints.
- D. Hem exposed edges of metal.
- E. Fabricate gutter and downspout accessories; seal watertight.

#### 2.06 FINISHES

A. Fluoropolymer Coating: High Performance Organic Finish, AAMA 2604; multiple coat, thermally cured fluoropolymer finish system; color as selected from manufacturer's standard colors.

## PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify that surfaces are ready to receive work.

#### 3.02 PREPARATION

A. Paint concealed metal surfaces and surfaces in contact with dissimilar metals with protective backing paint to a minimum dry film thickness of 15 mil.

## 3.03 INSTALLATION

- A. Install gutters, downspouts, scuppers, collector boxes, and accessories in accordance with manufacturer's instructions.
  - 1. Coordinate scupper flashing with Section 07 54 00 PVC Membrane Roofing.

- B. Sheet Metal: Join lengths with seams sealed watertight. Flash and seal gutters to downspouts and accessories. Coordinate scupper flashing with Section 07 54 00.
- C. Slope gutters 1/8 inch per foot minimum.
- D. Connect downspouts to storm sewer system where indicated. Grout connection watertight.
- E. Set splash blocks under downspouts not tied into storm sewer system.

#### SECTION 07 92 00 JOINT SEALANTS

### PART 1 GENERAL

### 1.01 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Joint backings and accessories.

### 1.02 RELATED REQUIREMENTS

- A. Section 01 73 29 Cutting and Patching.
- B. Section 08 71 00 Door Hardware: Setting exterior door thresholds in sealant.
- C. Section 09 01 20 Maintenance of Plaster and Gypsum Board.
- D. Section 09 51 00 Acoustical Ceilings: Acoustical sealant for perimeter moldings.

### 1.03 REFERENCE STANDARDS

- A. ASTM C834 Standard Specification for Latex Sealants 2017.
- B. ASTM C1193 Standard Guide for Use of Joint Sealants 2016.
- C. ASTM C1311 Standard Specification for Solvent Release Sealants 2014.
- D. ASTM C1521 Standard Practice for Evaluating Adhesion of Installed Weatherproofing Sealant Joints 2019 (Reapproved 2020).

#### 1.04 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data for Sealants: Submit manufacturer's technical data sheets for each product to be used, that includes the following.
  - 1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
  - 2. List of backing materials approved for use with the specific product.
  - 3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
  - 4. Substrates the product should not be used on.
  - 5. Substrates for which use of primer is required.
  - 6. Substrates for which laboratory adhesion and/or compatibility testing is required.
  - 7. Installation instructions, including precautions, limitations, and recommended backing materials and tools.
  - 8. Sample product warranty.
  - 9. Certification by manufacturer indicating that product complies with specification requirements.
- C. Product Data for Accessory Products: Submit manufacturer's technical data sheet for each product to be used, including physical characteristics, installation instructions, and recommended tools.
- D. Color Cards for Selection: Where sealant color is not specified, submit manufacturer's color cards showing standard colors available for selection.

## 1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- B. Field Quality Control Plan:
  - 1. Visual inspection of entire length of sealant joints.
- C. Field Adhesion Tests of Joints: Test for adhesion using most appropriate method in accordance with ASTM C1521, or other applicable method as recommended by manufacturer.

## PART 2 PRODUCTS

### 2.01 MANUFACTURERS

- A. Non-Sag Sealants: Permits application in joints on vertical surfaces without sagging or slumping.
  - 1. Master Builders Solutions by BASF: www.master-builders-solutions.basf.us.
  - 2. Pecora Corporation: www.pecora.com.
  - 3. Tremco Commercial Sealants & Waterproofing: www.tremcosealants.com.

### 2.02 JOINT SEALANT APPLICATIONS

- A. Exterior Joints: Use non-sag silyl-terminated polyether/polyurethane sealant, unless otherwise indicated.
  - 1. Lap Joints in Sheet Metal Fabrications; Beneath Exterior Door Thresholds: Butyl rubber, non-curing.
- B. Interior Joints: Use non-sag acrylic emulsion latex sealant, unless otherwise indicated.

### 2.03 JOINT SEALANTS - GENERAL

A. Colors: As selected by Architect from manufacturer's standard colors.

### 2.04 NONSAG JOINT SEALANTS

- A. Silyl-Terminated Polyether, Silyl-Terminated Polyurethane, or Silane End-Capped Polyurethane Sealant: ASTM C920, Grade NS, Uses M, A and O; single component; paintable; not expected to withstand continuous water immersion or traffic.
  - 1. Movement Capability: Plus and minus 35 percent, minimum.
  - 2. Color: To be selected by Architect from manufacturer's full range.
  - 3. Manufacturers:
    - a. Master Builders Solutions by BASF; MasterSeal NP 150 Premium Sealant: www.master-builders-solutions.basf.us.
    - b. Pecora Corporation; DynaTrol I-XL Hybrid: www.pecora.com.
    - c. Tremco Commercial Sealants and Waterproofing; Dymonic FC: www.tremcosealants.com.
- B. Acrylic Emulsion Latex: Water-based; ASTM C834, single component, non-staining, nonbleeding, non-sagging; not intended for exterior use.
  - 1. Color: To be selected by Architect from manufacturer's full range.
  - 2. Manufacturers:
    - a. Master Builders Solutions by BASF; MasterSeal NP 520 Siliconized Acrylic Latex Sealant:
    - b. Pecora Corporation; AC-20+Silicone, Siliconized Acrylic Latex Sealant: www.pecora.com.
    - c. Tremco Commercial Sealants & Waterproofing; Tremflex 834 Siliconized Acrylic Latex Sealant: www.tremcosealants.com.
- Non-Curing Butyl Sealant: Solvent-based, single component, non-sag, non-skinning, non-hardening, non-bleeding; non-vapor-permeable; intended for fully concealed applications.
  Manufacturers:
  - a. Pecora Corporation; BA-98 Non-Skinning Butyl Sealant: www.pecora.com.
  - b. Substitutions: See Section 01 60 00 Product Requirements.

## 2.05 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
  - 1. Type for All Joints: ASTM C1330; Type C Closed Cell Polyethylene.
  - 2. Closed Cell: 25 to 33 percent larger in diameter than joint width.
  - 3. Manufacturers:
    - a. Nomaco, Inc; HBR: www.nomaco.com.

- b. Substitutions: See Section 01 60 00 Product Requirements.
- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Masking Tape: Self-adhesive, nonabsorbent, non-staining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
- D. Joint Cleaner: Non-corrosive and non-staining type, type recommended by sealant manufacturer; compatible with joint forming materials.
- E. Primers: Type recommended by sealant manufacturer to suit application; non-staining.

#### PART 3 EXECUTION

#### 3.01 EXAMINATION

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

#### 3.02 PREPARATION

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

#### 3.03 INSTALLATION

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

#### 3.04 FIELD QUALITY CONTROL

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

#### SECTION 08 71 00 DOOR HARDWARE

#### PART 1 - GENERAL

#### 1.01 SECTION INCLUDES

- A. The work in this section shall include the furnishing of all items of finish hardware as hereinafter specified, or obviously necessary to complete the building, except those items which are specifically excluded from this section of the specification.
- B. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

## 1.02 RELATED REQUIREMENTS

A. Section 01 73 29 - Cutting and Patching.

#### **1.03 DEFINITIONS**

A. Finish Hardware: Hardware used in building construction but particularly that used on or in connection with doors, frames, cabinets, and other movable members. It also has a finished appearance as well as functional purpose and may be considered as a part of the decorative treatment of a room or building.

#### 1.04 QUALITY ASSURANCE

- A. Hardware has been specified herein by manufacturers' name, brand, and catalog numbers for the purpose of establishing a basis for quality, finish, design and operational function.
- B. To ensure a uniform basis of acceptable materials, it is the intention that only manufacturers' item specified as "acceptable and approved" be furnished for use on this project.
- C. Deviation from or modification of items will be permitted only for special instances caused by reason of construction characteristics and for the purpose of providing proper operational function. The contractor shall be responsible for checking any necessary deviations in order that hardware shall fit and function properly.
- D. Substitutions: Request for substitutions of items of hardware other than those listed as "acceptable and approved" shall be made to the architect no later than ten (10) days prior to bid opening. Approval of substitutions will only be given in writing by Addenda. Requests for substitutions shall be accompanied by detailed information for each manufacturer of each product showing design, functions, material thickness and any other pertinent information needed to compare your product with that specified.
- E. Supplier: A recognized builders hardware supplier whose principal office and place of business is located within 150 miles of the project site, who has been furnishing hardware in the project's vicinity for a period of not less than five (5) years; and who is, or has in full time employment an Architectural Hardware Consultant (AHC) in good standing as certified by the American Society of Architectural Hardware Consultants, or equivalent, and who is a direct distributor of the products approved, for warranty purposes. This paragraph will be strictly enforced. All schedules shall be signed by an AHC.
- F. Products and installation under the work of this Section shall be in compliance with, in part, at least the more stringent provisions of the following, either the latest edition or latest adopted edition of the locality, and all revisions and amendments thereto:
  - 1. Americans With Disabilities Act of 1990 (ADA) "Accessibility Guidelines" (ADA-AG).
  - 2. "2010 ADA Standards for Accessible Design", Published in the Federal Register September 15, 2010.
  - 3. American National Standards Institute (ANSI), ANSI A 117.1, 2003.
  - 4. "Uniform Federal Accessibility Standards" (UFAS).
  - 5. International Building Code, either the latest edition or latest adopted edition of the locality as applicable at the project locale.
  - 6. Where this requires any substitution of products specified herein, advise Architect in writing for necessary approvals.

### 1.05 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. The finish hardware supplier shall submit to the Architect six (6) complete computerized or typewritten (handwritten are not acceptable) copies of the proposed finish hardware schedule for approval. The schedule shall be prepared using the "sequence and format" for the Door and Hardware Institute (DHI). After approval of the schedule the hardware supplier shall provide three (3) copies of this approved schedule to the Contractor for file and distribution purposes. Hardware will not be ordered by the hardware supplier until an approved schedule has been received. Horizontal schedules will not be acceptable. Provide vertical format.
- C. When submitting schedules for approval, include two manufacturers' cut sheets on each hardware item proposed. Index it with the use of number or letters or a combination of both, with the hardware schedule. The index numbers/letters are to be in right hand column on the same line as the respective manufacturers' numbers. All manufacturers' numbers shall be indexed even when appearing more than once.
- D. Templates: The hardware supplier shall provide necessary templates and/or physical hardware to all trades requiring them in order that they may cut, reinforce, or otherwise prepare their material or product to receive the hardware item. If physical hardware is required by any manufacturer the hardware supplier shall ship to them such hardware via prepaid freight in sufficient time to prevent any delay in the execution of their work.

### 1.06 DELIVERY, STORAGE, AND HANDLING

- A. All items of hardware to be delivered to the job site shall be of completely packaged with all necessary screws, bolts, miscellaneous parts, instructions, and where necessary installation templates for manufacturers' suggested installation. All boxes are to have a typed label with door hand, room location, item number and keying to conveniently identify them and their intended location in the building.
- B. A representative of the Contractor shall receive the hardware when delivered at the job site. A dry locked storage space complete with shelving, shall be set aside for the purpose of unpacking, sorting, checking and storage.
- C. Finish hardware shall be delivered to the general contractor by the hardware supplier. Direct factory shipments to the job site are not acceptable.
- D. The hardware shall be jointly inventoried by the representative of the Contractor and the hardware supplier.
- E. Items damaged in shipment shall be replaced promptly and with proper material without additional cost to the general contractor.
- F. All hardware shall be handled in a manner to minimize marring, scratching or damage.

#### 1.07 WARRANTY

- A. Provide manufacturers warranties from hardware supplier as follows:
  - 1. Closers: Ten years
  - 2. Exit Devices & Locksets: Three years
  - 3. Locksets: Three Years.
  - 4. All other Hardware: One year.
- B. The above warranties shall be in addition to, shall be in effect simultaneously with, and shall not alter other project or product warranties or guarantees, nor shall they serve as a limitation to other remedies available to the Owner.

### **PART 2 - PRODUCTS**

### 2.01 ACCEPTABLE MANUFACTURERS

A. Requirements for design, grade, function, finish, size and other distinctive qualities of each type of finish hardware are indicated in the hardware schedule at the end of this section.

### 2.02 FINISH OF HARDWARE

- A. Finish of hardware items to conform to ANSI A156.18 unless otherwise specified. Unless specified otherwise in the hardware sets, and shall be as follows:
  - 1. Butts: Exterior 630, Interior 652.
  - 2. Continuous Gear Hinges: US28, Clear Aluminum, except at aluminum doors provide custom anodized finish or custom color Kynar finish to match specified finish for door face.
  - 3. Locks: US26D, satin chrome.
  - 4. Exit Devices: US26D, w/stainless steel touch bars.
  - 5. Surface Closers: 689 powder coat painted aluminum.
  - 6. Flat Goods: 630, satin stainless steel.
  - 7. Threshold: 628.
  - 8. Weatherstrip (Adhesive): Bronze or Black.
  - 9. Weatherstrip (Metal Retainer) 628.

### 2.03 HINGES

- A. Templates Hinges: Except for hinges and pivots to be installed entirely (both leaves) into wood doors and frames, provide only template hinges which conform to ANSI whenever applicable.
- B. Hinge pins, except as otherwise indicated, shall be as follows:
  - 1. Steel Hinges: Steel Pins
  - 2. Non-Ferrous Hinges: Stainless Steel Pins
  - 3. Exterior Doors: Non-Removable Pins (NRP) or Security Stud
  - 4. Out-Swing Corridor Doors: Non-Removable Pins (NRP), whether specified in the hardware sets or not.
  - 5. Interior Doors: Non-Rising Pins
  - 6. Tips: Flat button and matching plug, finished to match leaves, except where hospital tip indicated.
- C. Where projection of door trim is such as to prevent desired degree of opening, the proper hinge width shall be provided to allow the door to clear the trim.
- D. Acceptable and approved only as follows:
  - 1. Ives
  - 2. Bommer USA
  - 3. Hager

#### 2.04 CYLINDERS, KEYS AND KEYING

- A. Master key all lock cylinders to the Owner's existing Corbin key removable core master key system. Existing cylinders are large format removable core. Match existing keyway in use at the facility. Specific keying requirements are to be determined at a meeting between the Owner and the door hardware supplier. Provide construction keying for new lock cylinders.
- B. Key Quantities:
  - 1. 5 each master keys per MK group created
  - 2. 4 each operating keys per lock

#### 2.05 LOCKSETS & LATCHSETS

- A. Accepted and approved as follows:
  - 1. Schlage L9000 Series, 07A Design
  - 2. Corbin ML2000 Series, CSA Design
  - 3. Falcon MA Series, AG Design
- B. Provide function specified in the door hardware sets. All locks shall be equipped with strike dust boxes. Strike size shall be ASA 4 7/8". All locks shall be ANSI grade 1, UL listed for fire door use.

## 2.06 CLOSERS

- A. Accepted and approved as follows:
  - 1. LCN 4000 Series
  - 2. Sargent 281 Series
  - 3. Corbin DC6000 Series
  - 4. Provide series types as specified in the door hardware sets.
- B. Substitutions allowed only as described in paragraph 1.4.D of this section.
- C. All closers shall be mounted on interior side of rooms.
- D. All closers shall have full covers, cast aluminum bodies. All regular arm mounted closers shall have forged steel arms. Parallel arm mounted door closers shall have forged steel arms equal LCN "EDA". Closers shall be capable of adjustment as required to meet all ADA-AG opening force requirements. **Closer case piston diameter shall be minimum 1-1/2**".

# 2.07 FLAT GOODS

- A. Accepted and approved as follows:
  - 1. Ives
  - 2. Trimco
  - 3. Hiawatha
- B. It is the responsibility of the hardware supplier to provide proper screw attachments per wall or floor conditions for door stops.
- C. Provide stops for each and every interior and exterior opening. Wall stops shall be of cast brass or bronze plated finish to match lock trim finish.
- D. Kickplates and armor plates shall be equal to lves "8400 series" and shall be mounted by sheet metal screws where indicated in hardware sets. All kick plates shall be .050" satin stainless steel, beveled all 4 edges, with screw holes drilled. Shape of screw head shall be conical to provide near complete countersink. Pan-head screws or substitution of manufacturer supplied screws will not be acceptable.

#### 2.08 THRESHOLDS AND WEATHERSTRIPPING

- A. Accepted and approved as follows:
  - 1. Zero
  - 2. National Guard
  - 3. Reese

#### 2.09 EXIT DEVICES

- A. Accepted and approved as follows:
  - 1. Von Duprin 98 series
  - 2. Sargent 8000 Series
  - 3. Falcon 1990 Series
  - 4. Provide series types as specified in the door hardware sets.
- B. Provide functions specified in the door hardware sets. All exit devices shall be UL listed for panic. Exit devices shall be UL listed for fire where specified in hardware sets and as shown on drawing door schedule.

### **PART 3 - EXECUTION**

#### 3.01 INSTALLATION

- A. Mount hardware units at heights indicated in "Recommended Locations for Builders' Hardware" for standard steel doors and frames and wood doors and frames by the Door and Hardware Institute (DHI), except if otherwise specifically indicated or to comply with requirements of governing regulations, requirements for the disabled or handicapped, or if otherwise directed by the Architect.
- B. Degree of opening for doors with overhead holders, closers, etc., shall be included in the hardware schedule for the Architect's approval.
- C. All hardware shall be installed by tradesmen skilled in the application of commercial grade hardware.
- D. Install each hardware item in compliance with the instructions and recommendations. Securely fasten all parts to be attached. Fit faces of mortised parts snug and flush. Make sure all operating parts move freely and smoothly without binding, sticking or excessive clearance. Wherever cutting and fitting is required to install hardware onto or into surfaces which are later to be painted and finished in another way, the hardware shall be removed and stored prior to the painting or finishing. Items shall then be reinstalled only when the finishes have been completed on the surface to which the hardware is to be applied.
- E. After installation, representative templates, instruction sheets and installation details shall be placed in a file folder to be turned over to the owner when the building is accepted. Included shall be at least five each of any special adjusting and/or installation tools furnished with the hardware by the manufacturers.

#### 3.02 ADJUSTING AND CLEANING

- A. Adjust and check each operating item of hardware to ensure correct operation and function. Units which cannot be adjusted to operate as intended for the application made shall be replaced.
- B. Final Adjustment: Wherever hardware installation is made more than one month prior to building acceptance or occupancy of a space or area. The installer shall return to the work during the week prior to acceptance or occupancy and make final check and adjustment of all hardware items. Hardware shall be cleaned as necessary to restore current operation, function, and finish. Door control devices shall be adjusted to compensate for final operation of heating and ventilating equipment.

#### 3.03 PROTECTION

A. Whenever hardware is located in areas where it may be subject to damage during construction by handling, cleaning, etc., (e.g., painting, cleaning of bricks) it shall be protected and/or removed from its location until the hazardous condition is terminated.

#### 3.04 GENERAL NOTES

- A. Before installation of any hardware begins the Contractor's installer shall contact the hardware supplier to discuss any special installation requirements for all hardware items. Their discussion shall include, but not be limited to such items as proper closer mounting, proper fasteners to be used for hardware, locksets and exit device backsets, etc.
- B. Electric power tools should be used on hardware fasteners so as to prevent damage to screw heads.
- C. Hardware supplier should verify all quantities in the following schedule.

### 3.05 SCHEDULES

- A. The following is a general listing of hardware requirements and is not intended for use as a final hardware schedule. Any items of hardware required by established standards of practice, or to meet state and local codes shall be furnished whether or not specifically called out in the following listed groups.
- B. Supplier shall supply hardware for every numbered opening, whether specified in the above hardware sets or not. Hardware shall be same as similar openings.
- C. EXISTING CONDITIONS: New door hardware has been specified with goal to fit existing frames/doors with no modification where possible, but this is not guaranteed. The door hardware supplier shall field verify all existing doors and frames and shall coordinate new hardware for best fit on existing materials scheduled to be re-used. Where required by existing conditions the hardware supplier shall coordinate and provide special template butt hinges, special template strikes for locks, door/frame cover plates, door/frame filler plates, as required to cover existing screw holes and preparations not covered by the new replacement door closers, locksets and exit devices.

# HARDWARE SCHEDULE

# HARDWARE SET: 01(EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

## DOOR NUMBERS: 032, 1028

EACH TO HAVE:

2	SURFACE CLOSERS	4111 SHCUSH TBWMS	LCN
2	KICK PLATES	8400 10" X 2" LDW B-CS	IVE
1	MULLION SEAL	139N (PROVIDE FOR FACE OF REMOVABLE MULLION ONLY)	ZER
2	MEETING EADGE SEALS	328AA-S	ZER
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
2	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

ADJUST EXISTING HINGES AND LOCK FOR PROPER CLOSE AND LATCH OF DOOR.

# HARDWARE SET: 02 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

#### DOOR NUMBER: 1099

EACH TO HAVE:

6	BUTT HINGES	5BB1/5BB1HW NRP SIZE AS REQ'D – FIELD VERIFY	IVE
2	SURFACE CLOSERS	4111 SHCUSH TBWMS	LCN
2	KICK PLATES	8400 10" X 2" LDW B-CS	IVE
2	MEETING EADGE SEALS	328AA-S	ZER
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
2	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

ADJUST EXISTING HINGES AND LOCK FOR PROPER CLOSE AND LATCH OF DOOR.

# HARDWARE SET: 03 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

### DOOR NUMBER: 1076

EACH TO HAVE:

1	EXIT DEVICE END CAP (PART)	END CAP AND MOUNT BRACKET FOR CORBIN ED5200 X 630 FINISH	COR
2	SURFACE CLOSERS	4111 SCUSH TBWMS	LCN
2	KICK PLATES	8400 10" X 2" LDW B-CS	IVE
1	MULLION SEAL	139N (PROVIDE FOR FACE OF	ZER

		REMOVABLE MULLION ONLY)	
2	MEETING EADGE SEALS	328AA-S	ZER
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
2	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

ADJUST EXISTING HINGES AND LOCK FOR PROPER CLOSE AND LATCH OF DOOR.

# HARDWARE SET: 04 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

## DOOR NUMBER: 1087

EACH TO HAVE:

1	SURFACE CLOSER	4111 SHCUSH TBWMS	LCN
2	KICK PLATES	8400 10" X 2" LDW B-CS	IVE
1	MULLION SEAL	139N (PROVIDE FOR FACE OF REMOVABLE MULLION ONLY)	ZER
2	MEETING EADGE SEALS	328AA-S	ZER
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
2	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

ADJUST EXISTING HINGES AND LOCK FOR PROPER CLOSE AND LATCH OF DOOR.

# HARDWARE SET: 05 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

# DOOR NUMBERS: 034, 042. 052, 064, ROOF ACCESS DOOR

#### EACH TO HAVE:

1	SURFACE CLOSER	4111 SCUSH TBWMS	LCN
1	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
1	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

ADJUST EXISTING HINGES AND LOCK FOR PROPER CLOSE AND LATCH OF DOOR.

# HARDWARE SET: 06 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

# DOOR NUMBER: 1100

EACH TO HAVE:

1	SURFACE CLOSER	4021 W/DROP PLATE 18G TBWMS	LCN
1	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
1	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

ADJUST EXISTING HINGES AND LOCK FOR PROPER CLOSE AND LATCH OF DOOR.

# HARDWARE SET: 07 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

# DOOR NUMBER: 1009

EACH TO HAVE:

3	BUTT HINGES	5BB1HW NRP - SIZE AS REQ'D – FIELD VERIFY	IVE
1	SURFACE CLOSER	4111 SCUSH TBWMS	LCN
1	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	GASKETING	8144SBK PSA FRAME HEAD	ZER
1	GASKETING	475AA FRAME JAMBS	ZER
1	DOOR SWEEPS	8198AA	ZER

RE-USE ALL OTHER DOOR HARDWARE.

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

# HARDWARE SET: 08 (EXISTING HOLLOW METAL FRAME X EXISTING HOLLOW METAL DOORS)

### DOOR NUMBER: 1086

EACH TO HAVE:

-AOT	IOTAVE.		
2	SWING CLEAR CONTINUOUS HINGES	210XY	IVE
1	REMOVABLE MULLION	KR4954 STAB	VON
1	PANIC HARDWARE	98-EO-SNB	VON
1	PANIC HARDWARE	98-NL-SNB	VON
1	RIM CYLINDER	RE-USE EXISTING – REPLACE CYLINDER RAIL PIECE FOR USE WITH NEW PANIC DEVICE	SCH
1	MORTISE CYLINDER (MULL)	TYPE AS REQUIRED. MASTER KEY TO EXISTING CORBIN LARGE FORMAT MASTER KEY SYSTEM.	COR
2	SURFACE CLOSERS	4111 SCUSH TBWMS	LCN
2	ARMOR PLATE	8400 34" X 1 ½" LDW B-CS	IVE
1	MULLION SEAL	139N	ZER
2	MEETING STILE	328AA-S	ZER
1	GASKETING	8144SBK PSA	ZER

2	DOOR SWEEP	8198AA	ZER
1	THRESHOLD	656A-V3-226	ZER

WHERE NEW DOOR CLOSER HARDWARE DOES NOT COVER EXISTING HOLE PREPARATIONS, FILL HOLES WITH SEX BOLTS.

### HARDWARE SET: AL-01 (EXISTING ALUMINUM FRAME X EXISTING ALUMINUM DOORS)

DOOR NUMBERS: 1001A, 1001B, 1001C, 1001D, 1001E, 1001F, 1016A, 1016B, 1016C, 1016D

## EACH TO HAVE:

2	PIVOT SETS	MATCH EXISTING	
1	PANIC HARDWARE	1990	FAL
1	PANIC HARDWARE	1992	FAL
1	RIM CYLINDER	RE-USE EXISTING LARGE FORMAT INERCHANGEABLE CORE CORBIN RIM CYLINDER – REPLACE CYLINDER RAIL PIECE FOR USE WITH NEW PANIC DEVICE	
2	PULLS	RE-USE EXISTING	
2	CONCEALED CLOSERS	MATCH EXISTING	
2	MEETING STILE SEAL – INTEGRAL WITH DOOR EDGE	MATCH EXISTING	
1	WEATHER STRIPPING - INTEGRAL WITH FRAME STOP	MATCH EXISTING	
2	DOOR SWEEP	MATCH EXISTING	
1	THRESHOLD	RE-USE EXISTING	

EXISTING PIVOTS AND CONCEALED CLOSER ARE KAWNEER MFG STANDARD. EXISTING EXITS ARE FALCON 1990 SERIES.

# HARDWARE SET: AL-02 (EXISTING ALUMINUM FRAME X EXISTING ALUMINUM DOORS) DOOR NUMBERS: 1106A, 1106B, 1106C, 1106D, 1106E, 1106F

#### EACH TO HAVE:

2	PIVOT SETS	MATCH EXISTING
2	PULLS	RE-USE EXISTING
2	CONCEALED CLOSERS	MATCH EXISTING
2	MEETING STILE SEAL – INTEGRAL WITH DOOR EDGE	MATCH EXISTING
1	WEATHER STRIPPING - INTEGRAL WITH FRAME STOP	MATCH EXISTING
2	DOOR SWEEP	MATCH EXISTING
1	THRESHOLD	RE-USE EXISTING

EXISTING PIVOTS AND CONCEALED CLOSER ARE KAWNEER MFG STANDARD.

# **FINISHES**

ANSI	US	DESCRIPTION	BASE METAL
626	US26D	SATIN CHROMIUM PLATED OVER NICKEL	BRASS, BRONZE
626AM	US26DAM	SATIN CHROMIUM PLATED OVER NICKEL WITH ANTIMICROBIAL COATING	BRASS, BRONZE
628	US28	SATIN ALUMINUM, CLEAR ANODIZED	ALUMINUM
630	US32D	SATIN STAINLESS STEEL	STAINLESS STEEL 300 SERIES
689	US28	ALUMINUM PAINTED	ANY
BLK		BLACK	ANY
GRY		GREY	ANY

## SECTION 09 01 20 MAINTENANCE OF PLASTER AND GYPSUM DRYWALL

### PART 1 GENERAL

# 1.01 SECTION INCLUDES

A. Repairs to water-damaged plaster and gypsum board surfaces.

# 1.02 RELATED REQUIREMENTS

- A. Section 01 73 29 Cutting and Patching.
- B. Section 09 91 23 Interior Painting.

# 1.03 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data: Provide a complete list of all products to be used, with the following information for each:
  - 1. Manufacturer's name, product name, and product data.
  - 2. Manufacturer's surface preparation and installation instructions.

# PART 2 PRODUCTS

# 2.01 PATCHING MATERIALS

- A. Setting-Type Joint Compound: Field mixed, for use at all locations.
  - 1. Product: USG Sheetrock Brand "Durabond" Joint Compound: www.usg.com; or approved equivalent.
- B. Fiberglass Tape: 2 inch wide, coated glass fiber tape for joints and corners.
  - 1. Product: USG Sheetrock Brand Fiberglass Joint Tape: www.usg.com or approved equivalent.
- C. Surface Sealer: Clear, water-based acrylic resin sealer for interior application to porous surfaces prior to painting.
  - 1. Product: Rust-Oleum Corporation; Zinsser "GARDZ Problem Surface Sealer": www.rustoleum.com; or approved equivalent.
- D. Primer Paint and Topcoats: See Section 09 91 23.

# PART 3 EXECUTION

# 3.01 EXAMINATION

A. Verification of Conditions: Verify that sources of water leaks have been identified and eliminated prior to beginning plaster or gypsum drywall repairs.

### 3.02 REPAIR

- A. Water-Damaged Gypsum Plaster:
  - 1. Verify that any water-damaged gypsum plaster has been allowed to dry out completely prior to starting repairs.
  - 2. Remove damaged material, including flaking, peeling, or bubbling paint and soft or crumbling plaster coats until hard, undamaged plaster is reached.
  - 3. Use a stiff brush and shop vac to remove any loose particles and plaster dust from the damaged surfaces.
  - 4. Remove any interior mold or mildew with a solution of one cup household bleach per gallon of water. Rinse well.
  - 5. Wash the affected areas with a sponge and bucket of clean water to remove any residual lime deposits and let the wall dry completely before proceeding.
  - 6. Repair any cracks or holes in gypsum plaster with a setting-type joint compound.
  - 7. Apply surface sealer over entire affected areas.

- 8. Apply a coat of setting-type joint compound to shallow-surface damaged areas. Allow joint compound to dry between coats and then sand and clean surfaces before applying additional coats. Apply as many coats as necessary to fill in the damaged plaster areas and level out the wall.
- B. Water-Damaged Gypsum Board:
  - 1. Verify that any water-damaged gypsum drywall has been allowed to dry out completely prior to starting repairs.
  - 2. Remove bubbling paint and joint compound. Remove peeling joint tape by cutting it free. Trace the tape back to just outside the damaged area and cut straight across. Remove any loose tape and scrape away any loose joint compound.
  - 3. Use a stiff brush and shop vac to remove any loose particles and gypsum dust from the damaged surfaces.
  - 4. Remove any interior mold or mildew with a solution of one cup household bleach per gallon of water. Rinse well.
  - 5. Apply surface sealer over entire affected areas.
  - 6. Retape any exposed drywall joints with fiberglass mesh joint tape and finish with setting-type joint compound.
  - 7. Skim coat damaged gypsum drywall surfaces with a setting-type joint compound and feather edges into adjoining drywall surfaces. Sand and clean surfaces between coats.

### 3.03 CLEANING

A. Clean the repaired surfaces and leave them ready for priming and painting as specified in Section 09 91 23.

#### SECTION 09 51 00 ACOUSTICAL CEILINGS

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Suspended metal grid ceiling system.
- B. Acoustical units.

#### 1.02 RELATED REQUIREMENTS

A. Section 01 73 29 - Cutting and Patching.

## 1.03 REFERENCE STANDARDS

- A. ASTM A653/A653M Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process 2020.
- B. ASTM C635/C635M Standard Specification for the Manufacture, Performance, and Testing of Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings 2017.
- C. ASTM C636/C636M Standard Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-In Panels 2013.
- D. ASTM E580/E580M Standard Practice for Installation of Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels in Areas Subject to Earthquake Ground Motions 2020.
- E. ASTM E1264 Standard Classification for Acoustical Ceiling Products 2019.

#### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Sequence work to ensure acoustical ceilings are not installed until building is enclosed, sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.
- B. Do not install acoustical units until after interior wet work is dry.

### 1.05 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data: Provide data on suspension system components and acoustical units.
- C. Samples: Submit two samples at least 4 x 8 inch in size illustrating material and finish of acoustical units.
- D. Samples: Submit two samples each, 12 inches long, of suspension system main runner, cross runner, and perimeter molding.
- E. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.

#### **1.06 FIELD CONDITIONS**

A. Maintain uniform temperature of minimum 60 degrees F, and maximum humidity of 40 percent prior to, during, and after acoustical unit installation.

#### 1.07 PROJECT CONDITIONS

- A. Sequence work to ensure acoustical ceilings are not installed until building is enclosed, sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.
- B. Install acoustical units after interior wet work is dry.

#### 1.08 EXTRA MATERIALS

A. Provide 100 sq ft of each type of acoustical unit for Owner's use in maintenance of project.

# PART 2 PRODUCTS

## 2.01 ACOUSTICAL UNITS

A. Manufacturers:

- 1. Armstrong World Industries, Inc: www.armstrongceilings.com.
- 2. CertainTeed Corporation: www.certainteed.com.
- 3. Rockfon: www.rockfon.com.
- 4. USG Interiors, Inc: www.usg.com.
- B. Acoustical Panels Types ACT-1 & ACT-2: Painted mineral fiber, with the following characteristics:
  - 1. Classification: ASTM E1264 Type III.
  - 2. Size: 24 by 24 inches.
  - 3. Thickness: 7/8 inches.
  - 4. Light Reflectance: 84 percent, determined in accordance with ASTM E1264.
  - 5. NRC Range: 0.70, determined in accordance with ASTM E1264.
  - 6. Ceiling Attenuation Class (CAC): 35, determined in accordance with ASTM E1264.
  - 7. Suspension System: Exposed grid.
  - 8. Panel Edge:
    - a. ACT-1: SQ Square.
      - 1) Product: USG Corporation; Radar Education Acoustical Panels, Item No. 22421: www.usg.com/ceilings; or approved equivalent.
    - b. ACT-2: FLB Fineline.
      - 1) Product: USG Corporation; Radar Education Acoustical Panels, Item No. 22370: www.usg.com/ceilings; or approved equivalent.

# 2.02 SUSPENSION SYSTEM(S)

- A. Manufacturers:
  - 1. Armstrong World Industries, Inc: www.armstrongceilings.com.
  - 2. CertainTeed Corporation: www.certainteed.com.
  - 3. Chicago Metallic Corporation: www.rockfon.com.
  - 4. USG Interiors, Inc: www.usg.com.
- B. Metal Suspension Systems General: Complying with ASTM C635/C635M; die cut and interlocking components, with perimeter moldings, hold down clips, stabilizer bars, clips, and splices as required.
  - 1. Materials:
    - a. Steel Grid: ASTM A653/A653M, hot dipped galvanized coating, unless otherwise indicated.
- C. Exposed Suspension System: Hot-dipped galvanized steel grid and cap.
  - 1. Structural Classification: Intermediate-duty, when tested in accordance with ASTM C635/C635M.
  - 2. Profile: Tee; 15/16 inch face width.
  - 3. Finish: Baked enamel.
  - 4. Color: White.
  - 5. Products: For use with ACT-1 acoustical panels:
    - a. USG Corporation; Donn Brand DX/DXL 15/16 inch Acoustical Suspension System: www.usg.com/ceilings; or approved equivalent.
    - b. Substitutions: See Section 01 60 00 Product Requirements.

### 2.03 ACCESSORIES

- A. Support Channels and Hangers: Hot-dipped Galvanized steel; size and type to suit application, seismic requirements, and ceiling system flatness requirement specified.
- B. Hanger Wire: 12 gauge, 0.08 inch galvanized steel wire.
- C. Hold-Down Clips: Manufacturer's standard clips to suit application.
- D. Perimeter Moldings: Same metal and finish as grid.
  - 1. Angle Molding: L-shaped, for mounting at same elevation as face of grid.
- E. Acoustic Sealant: Acrylic emulsion latex or water-based elastomeric sealant; do not use solvent-based non-curing butyl sealant.

- 1. Products: Provide one of the following:
  - a. Franklin International, Inc; Titebond GREENchoice Professional Acoustical Smoke and Sound Sealant: www.titebond.com.
  - b. Liquid Nails, a brand of PPG Architectural Coatings; AS-825 Acoustical Sound Sealant: www.liquidnails.com.
  - c. Specified Technologies Inc; Smoke N Sound Acoustical Sealant: www.stifirestop.com.
- F. Touch-up Paint: Type and color to match acoustical and grid units.

# PART 3 EXECUTION

# 3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify that layout of hangers will not interfere with other work.

#### 3.02 PREPARATION

- A. Install after major above-ceiling work is complete.
- B. Coordinate the location of hangers with other work.

#### 3.03 INSTALLATION - SUSPENSION SYSTEM

- A. Install suspension system in accordance with ASTM C636/C636M, ASTM C636/C636M, and ASTM C636/C636M and as supplemented in this section.
- B. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.
- C. Locate system on room axis according to reflected plan.
- D. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.
  - 1. Install in bed of acoustical sealant.
  - 2. Use longest practical lengths.
  - 3. Overlap and rivet corners.
- E. Suspension System, Non-Seismic: Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.
- F. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.
- G. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.
- H. Support fixture loads using supplementary hangers located within 6 inches of each corner, or support components independently.
- I. Do not eccentrically load system or induce rotation of runners.

#### 3.04 INSTALLATION - ACOUSTICAL UNITS

- A. Install acoustical units in accordance with manufacturer's instructions.
- B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.
- C. Fit border trim neatly against abutting surfaces.
- D. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.
- E. Cutting Acoustical Units:
  - 1. Cut to fit irregular grid and perimeter edge trim.
  - 2. Make field cut edges of same profile as factory edges.
  - 3. Double cut and field paint exposed reveal edges.

- F. Where round obstructions and bullnose concrete block corners occur, provide preformed closures to match perimeter molding.
- G. Install hold-down clips on panels within 10 ft of an exterior door.

# 3.05 TOLERANCES

- A. Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet.
- B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

#### SECTION 09 91 23 INTERIOR PAINTING

## PART 1 GENERAL

## 1.01 SECTION INCLUDES

- A. Surface preparation.
- B. Field application of paints.
- C. Scope: Finish interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.
- D. Do Not Paint or Finish the Following Items:
  - 1. Items factory-finished unless otherwise indicated; materials and products having factory-applied primers are not considered factory finished.
  - 2. Items indicated to receive other finishes.
  - 3. Items indicated to remain unfinished.
  - 4. Fire rating labels, equipment serial number and capacity labels, bar code labels, and operating parts of equipment.
  - 5. Stainless steel, anodized aluminum, bronze, terne-coated stainless steel, and lead items.
  - 6. Marble, granite, slate, and other natural stones.
  - 7. Floors, unless specifically indicated.
  - 8. Porcelain and other tiles.
  - 9. Glass.
  - 10. Acoustical materials, unless specifically indicated.
  - 11. Concealed pipes, ducts, and conduits.

# 1.02 RELATED REQUIREMENTS

A. Section 09 01 20 - Maintenance of Plaster and Gypsum Board.

# 1.03 DEFINITIONS

A. Comply with ASTM D16 for interpretation of terms used in this section.

### 1.04 REFERENCE STANDARDS

A. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications 2016.

## 1.05 SUBMITTALS

- A. See Section 01 33 00 Submittal Procedures.
- B. Product Data: Provide complete list of products to be used, with the following information for each:
  - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g., "alkyd enamel").
  - 2. Manufacturer's installation instructions.
  - 3. If proposal of substitutions is allowed under submittal procedures, explanation of substitutions proposed.
- C. Samples: Submit two sets of paper chip samples illustrating range of colors available for each surface finishing product scheduled.
- D. Manufacturer's Instructions: Indicate special surface preparation procedures and substrate conditions requiring special attention.
- E. Maintenance Data: Submit data including finish schedule showing where each product/color/finish was used, product technical data sheets, material safety data sheets (MSDS), care and cleaning instructions, touch-up procedures, repair of painted and finished surfaces, and color samples of each color and finish used.

### 1.06 QUALITY ASSURANCE

A. Applicator Qualifications: Company specializing in performing the type of work specified with minimum three years experience.

#### 1.07 DELIVERY, STORAGE, AND HANDLING

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

# 1.08 FIELD CONDITIONS

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Do not apply materials when relative humidity exceeds 85 percent, at temperatures less than 5 degrees F above the dew point, or to damp or wet surfaces.
- D. Minimum Application Temperatures for Paints: 50 degrees F for interiors unless required otherwise by manufacturer's instructions.
- E. Provide lighting level of 80 ft candles measured mid-height at substrate surface.

### PART 2 PRODUCTS

# 2.01 MANUFACTURERS

- A. Provide paints and finishes from the same manufacturer to the greatest extent possible.
  - 1. Substitution of other products by the same manufacturer is preferred over substitution of products by a different manufacturer.
- B. Paints:
  - 1. Base Manufacturer: Sherwin-Williams Company: www.sherwin-williams.com.
  - 2. Benjamin Moore & Co: www.benjaminmoore.com.
  - 3. PPG Paints: www.ppgpaints.com.
- C. Primer Sealers: Same manufacturer as top coats.

## 2.02 PAINTS AND FINISHES - GENERAL

- A. Paints and Finishes: Ready-mixed, unless intended to be a field-catalyzed paint.
  - 1. Provide paints and finishes of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
  - 2. Provide materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
  - 3. For opaque finishes, tint each coat including primer coat and intermediate coats, onehalf shade lighter than succeeding coat, with final finish coat as base color.
  - 4. Supply each paint material in quantity required to complete entire project's work from a single production run.
  - 5. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is specifically described in manufacturer's product instructions.
- B. Flammability: Comply with applicable code for surface burning characteristics.
- C. Sheens: Provide the sheens specified; where sheen is not specified, sheen will be selected later by Owner from the manufacturer's full line.
- D. Colors: To be selected from manufacturer's full range of available colors.

# 2.03 PAINT SYSTEMS - INTERIOR

#### A. **Gypsum Board/Plaster Repairs**: Opaque, Acrylic Latex:

- 1. One coat of primer/sealer: Zinsser by Rust-Oleum Corporation GARDZ Problem Surface Sealer: www.rustoleum.com.
  - a. Note: Wall areas with staining shall also receive a stain-blocking coat applied over the primer/sealer. Stain blocker shall be Zinsser by Rust-Oleum Corporation B-I-N Shellac-Base Primer Ultimate Stain Blocker: www.rustoleum.com.
- 2. One coat of latex primer: Sherwin-Williams Harmony Interior Latex Primer.
- 3. Two topcoats of acrylic latex: Sherwin-Williams Harmony Zero VOC Interior Latex, Eggshell finish.

#### B. Existing Gypsum Board/Plaster Surfaces to be Repainted: Opaque, Acrylic Latex:

- 1. One coat of latex primer: Sherwin-Williams Harmony Interior Latex Primer.
- 2. Two topcoats of acrylic latex: Sherwin-Williams Harmony Zero VOC Interior Latex, Eggshell finish.

#### 2.04 ACCESSORY MATERIALS

- A. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.
- B. Patching Material: Latex filler.
- C. Fastener Head Cover Material: Latex filler.

### PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Do not begin application of paints and finishes until substrates have been adequately prepared.
- B. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- C. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- E. Test shop-applied primer for compatibility with subsequent cover materials.
- F. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces is below the following maximums:
  - 1. Gypsum Wallboard: 12 percent.
  - 2. Gypsum Plaster: 12 percent.

# 3.02 PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
- D. Seal surfaces that might cause bleed through or staining of topcoat.
- E. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
- F. Gypsum Board: Fill minor defects with filler compound. Spot prime defects after repair.
- G. Plaster: Fill hairline cracks, small holes, and imperfections with latex patching plaster. Make smooth and flush with adjacent surfaces. Wash and neutralize high alkali surfaces.

# 3.03 APPLICATION

- A. Remove unfinished louvers, grilles, covers, and access panels on mechanical and electrical components and paint separately.
- B. Apply products in accordance with manufacturer's written instructions.
- C. Where adjacent sealant is to be painted, do not apply finish coats until sealant is applied.
- D. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- E. Apply each coat to uniform appearance in thicknesses specified by manufacturer.
- F. Dark Colors and Deep Clear Colors: Regardless of number of coats specified, apply as many coats as necessary for complete hide.
- G. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
- H. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.

## 3.04 CLEANING

A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

# 3.05 PROTECTION

- A. Protect finishes until completion of project.
- B. Touch-up damaged finishes after Substantial Completion.