Project Manual and Specifications
For

Renovations to the South End Senior Center
70 Canterberry Street
East Hartford, Connecticut 06118

Bid No. 16-24 - Project #1 – Bathroom Renovations
Bid No. 16-26 - Project #2 – Entrance Renovations

Town of East Hartford
Grants Administration Office
740 Main Street
East Hartford, CT 06108

Bid Documents Dated: March 2, 2016

Bid Opening Date: June 15, 2016 at 11:00 a.m.

CAPITAL STUDIO
architects, LLC
1379 Main Street • East Hartford, Connecticut 06108
860.289.3262 • Fax: 860.289.3163

CSA Project Number 15-50

RENOVATIONS TO THE SOUTH END SENIOR CENTER

70 Canterberry Street
East Hartford, CT 06118

GENERAL: No. of Pages
COVER SHEET 1
TABLE OF CONTENTS 3

SECTION 1 – BIDDING REQUIREMENTS:

BIDDING INSTRUCTIONS 1
INVITATION TO BID 1
STANDARD INSTRUCTIONS FOR BIDDERS 2
CORPORATE RESOLUTION 3
INSURANCE REQUIREMENTS 2

BID FORMS 1
FORM OF GENERAL BID - PROJECT #1 2
FORM OF GENERAL BID - PROJECT #2 2
STATEMENT OF BIDDERS CONSTRUCTION EXPERIENCE 2

SECTION 2 – TECHNICAL SPECIFICATIONS:
DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS
SECTION 00900 – SPECIAL CONDITIONS 9

DIVISION 1 - GENERAL REQUIREMENTS
SECTION 01200 – SUMMARY OF THE WORK 3
SECTION 01300 – SUBMITTALS 10
SECTION 01500 – CUTTING & PATCHING 4
SECTION 01700 – EXECUTION REQUIREMENTS 8
SECTION 01770 – PROJECT CLOSE-OUT 5

DIVISION 2 – SITEWORK (NOT USED)

DIVISION 3 – CONCRETE (NOT USED)

DIVISION 4 – MASONRY (NOT USED)

DIVISION 5 – METALS (NOT USED)

DIVISION 6 - WOODS AND PLASTICS (NOT USED)

DIVISION 7 - THERMAL AND MOISTURE PROTECTION (NOT USED)

DIVISION 8 - DOORS AND WINDOWS (NOT USED)

DIVISION 9 – FINISHES (NOT USED)

DIVISION 10 – SPECIALTIES (NOT USED)

DIVISION 11 - EQUIPMENT (NOT USED)

DIVISION 12 – FURNISHINGS (NOT USED)

DIVISION 13 - SPECIAL CONSTRUCTION (NOT USED)

DIVISION 14 - CONVEYING SYSTEMS (NOT USED)

DIVISION 15 – MECHANICAL (NOT USED)

DIVISION 16 - ELECTRICAL (NOT USED)

DRAWING LIST

TITLE SHEET
A-1 – FLOOR PLAN
A-2 – ELEVATIONS, SECTIONS ROOF PLAN & DETAILS
A-3 – PLANS INTERIOR ELEVATIONS & SCHEDULES
E-1 – ELECTRICAL FIRST FLOOR PART. PLANS
E-2 – ELECTRICAL FIRST FLOOR PART. PLAN
P-1 – PLUMBING FIRST FLOOR PLANS

END OF TABLE OF CONTENTS

TOWN OF EAST HARTFORD, CONNECTICUT
INVITATION TO BID
RENOVATIONS TO THE SOUTH END SENIOR CENTER
BID No. 16-24 Project #1 – Bathroom Renovations

Work under this contract includes; Project #1-Bathroom Renovations – Renovate existing bathrooms, converting 3 bathrooms to two with one being fully accessible;

Sealed Bids will be received at the office of the Purchasing Department, Town Hall, 740 Main Street, East Hartford, CT 06108 until 11 AM, WEDNESDAY, JUNE 15, 2016 at which time and place said bids will be opened publicly and read.

The Town will conduct a MANDATORY PRE-BID MEETING on WEDNESDAY, JUNE 1, 2016. The Mandatory Pre-Bid Meeting for Bathroom Renovations will be held at 9:00 a.m. at the South End Senior Center, 70 Canterberry Street, East Hartford, CT.

Requests for information (RFIs) will be accepted via email to the Purchasing Agent on or before WEDNESDAY, JUNE 8, 2016.

Drawings and Specifications will be available for review at the office of the Purchasing Agent, East Hartford Town Hall, 740 Main Street, East Hartford, CT. (Between the hours of 8:30 am to 4:30 pm, Monday through Friday) and on the Town of East Hartford's Purchasing Website:
http://www.easthartfordct.gov/bids

The Town reserves the right to reject any or all bids, or any part of all bids, to waive any informality, and reserves all other rights as detailed in the Contract Documents when such action is in the best interest of the Town. The Town is an equal opportunity employer. Contractor must comply with all Federal, State and Local requirements under this contract.

All bidders are requested to note that the award of this Contract is subject to the following conditions and contingencies:

1. The approval of such governmental agencies as may be required by law.
2. The appropriation of adequate funds by the proper agencies.

Michelle Enman
Purchasing Agent
menman@easthartfordct.gov
(860) 291-7270

TOWN OF EAST HARTFORD, CONNECTICUT
INVITATION TO BID
RENOVATIONS TO THE SOUTH END SENIOR CENTER
BID No. 16-26 Project #2 – Entrance Renovations

Work under this contract includes; Project #2-Entrance Renovations – including concrete walks.

Sealed Bids will be received at the office of the Purchasing Department, Town Hall, 740 Main Street, East Hartford, CT 06108 until 11 AM, WEDNESDAY, JUNE 15, 2016 at which time and place said bids will be opened publicly and read.

The Town will conduct MANDATORY PRE-BID MEETINGs on WEDNESDAY, JUNE 1, 2016. Project #2 Entrance Renovations will be held at 10 a.m. at the South End Senior Center, 70 Canterberry Street, East Hartford, CT.

Requests for information (RFIs) will be accepted via email to the Purchasing Agent on or before WEDNESDAY, JUNE 8, 2016.

Drawings and Specifications will be available for review at the office of the Purchasing Agent, East Hartford Town Hall, 740 Main Street, East Hartford, CT. (Between the hours of 8:30 am to 4:30 pm, Monday through Friday) and on the Town of East Hartford's Purchasing Website:
http://www.easthartfordct.gov/bids

The Town reserves the right to reject any or all bids, or any part of all bids, to waive any informality, and reserves all other rights as detailed in the Contract Documents when such action is in the best interest of the Town. The Town is an equal opportunity employer. Contractor must comply with all Federal, State and Local requirements under this contract.

All bidders are requested to note that the award of this Contract is subject to the following conditions and contingencies:

1. The approval of such governmental agencies as may be required by law.
2. The appropriation of adequate funds by the proper agencies.

Michelle Enman
Purchasing Agent
menman@easthartfordct.gov
(860) 291-7270

TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time on the title sheet. **Bids received later than the date and time specified will not be considered and will be returned unopened.**

2. Bids are to be returned to the Town in an envelope that clearly states the bid number. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**

3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or be represented at all openings. Bid results are mailed to all responding bidders.

4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.

5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.

6. Bidders should familiarize themselves with the items and/or conditions set forth in the bid specifications. Failure by the bidder to inform himself will not be accepted as an excuse from fulfillment of the bid specifications.

7. All vendors doing business with the Town certify upon acceptance of a bid by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures - section VIII dated 1/88. Vendor agrees to cooperate fully should the Town choose to audit this compliance.

8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award if not part of the original bid terms.

9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.

10. The purchasing department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to, price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.

TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS (con't.)

11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.

12. Any manufacturers names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.

13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.

14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.

15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.

16. Alternate proposals will not be considered unless specifically called for in the bid.

17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.

18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.

19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.

20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The purchasing department will verify that no delinquent taxes are owed before any bid is awarded.

21. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.

22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS (required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I_____, Secretary of_____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____and
(State)
Qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on_____, at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one them:_____

_____

_____,
(Name and title of Officer or Officers)
is empowered to execute and deliver in the name and on behalf of this Corporation contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this _____day of _____.

(Affix Corporate Seal Below)

_____
(Typed name of Corporation's Secretary)

_____
SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of

_____

(legal name of LLC)

A Limited Liability Company duly organized and operating under the laws of

_____and

(State)

qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on_____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one
them:_____

_____,

(Name and title of Members)

is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____day of _____.

_____

_____

_____

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership) (required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____and qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on_____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them:_____
_____,
(Name and title of Partners)
is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____day of _____.
(day) (month and year)

_____

_____

_____

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an **"additional insured"** and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

Contractor agrees to defend, indemnify and hold the Town of East Hartford harmless against and from any and all claims by or on behalf of any person arising from or in connection with:
A: Any act, error, omission, negligence or fault of contractors or any of its agents, servants, employees and sub-contractors.
B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the contractor agrees to defend, indemnify and hold harmless the Town of East Hartford against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford agrees to resist and defend such action proceeding, unless contractor causes the same to be discharged and satisfied.

INSURANCE REQUIREMENTS

A. GENERAL REQUIREMENTS

The **CONTRACTOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONTRACTOR'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

The insurer shall provide the Town of East Hartford with **Certificates of Insurance signed by an authorized representative of the insurance CONTRACTOR(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at lease thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.
Such insurance or renewals or replacements thereof shall remain in force during the **CONTRACTOR'S** responsibility under this contracts.

The **CONTRACTOR** at the **CONTRACTOR'S** own cost and expense , shall procure and maintain all insurance required and shall name the Town of East Hartford as Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage's.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **CONTRACTOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

$100,000 Each Accident
$500,000 Disease, Policy Limit
$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **CONTRACTOR** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit **$1,000,000** is required. The Aggregate Limit will be not less than **$2,000,000**. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **CONTRACTOR** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of **$1,000,000** is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

4) Umbrella Liability Insurance

The Town reserves the right to require the **CONTRACTOR** to carry an umbrella policy up to **$5,000,000**

C. OTHERS: PROFESSIONAL SERVICES - ARCHITECTS, ENGINEERS, ET AL.

Shall carry Errors & Omissions coverage in the amount $1,000,000 per occurrence for all professional services contracts only. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amends amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **CONTRACTOR** shall require the same insurance that it is required to carry by the Town of East Hartford to be carried by any subcontractors and independent contractors hired by the **CONTRACTOR** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work.

The **CONTRACTOR** shall require that the Town of East Hartford be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **CONTRACTOR** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

FORM OF BID – Bid No. 16-24 - PROJECT #1 – BATHROOM RENOVATIONS

RENOVATIONS TO THE SOUTH END SENIOR CENTER
70 CANTERBERRY STREET, EAST HARTFORD, CT
for the
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Gentlemen:

1. The undersigned, having familiarized ( ) himself ( ) themselves with the local conditions affecting the cost of the work, and with the Specifications (including Invitation for Bids, Bidding Instructions, the form of Contract, the Statement of Bidder's Construction Experience, the Special Conditions and the general scope of work, the Technical Specifications and Drawings) and addenda, if any therefore, as prepared by Capital Studio Architects, and on file in the office of the Purchasing Department, 740 main Street, East Hartford, or they will also be available at http://www.easthartfordct.gov/bids, hereby proposes Bathroom Renovations to the South End Senior Center, 70 Canterberry Street, East Hartford, CT, in accordance therewith, for the sum of
$_____Dollars.

2. In submitting this bid, it is understood that the right is reserved by the Town of East Hartford to reject any and all bids. If written notice of acceptance of this bid is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond within ten (10) days after the Contract is presented to him for signature.

3. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the Contract for which this proposal is submitted.

4. The bidder represents that he ( ) has, ( ) has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that he ( ) has, ( ) has not, filled all required compliance reports, and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt for the clause).

5. Each bid must contain the following items:
   - a - Form of Bid (all pages) with required signatures.
   - b - Corporate Resolution
   - c – Statement of Bidder's Construction Experience

All required forms must be filled out completely. The Town of East Hartford may consider as non-responsive any bid that is incomplete or not submitted in the prescribed format.

6. The Contract award will be made to the lowest responsible bidder as outlined above. The Town of East Hartford further reserves the right to increase or decrease the award, in accordance with the alternate prices listed below depending on the availability of funds. The Town of East Hartford reserves the right to reject any and all bids, and to waive any informality in the bids when such action is deemed to be in the best interest of the town.

UNIT PRICES – NO UNIT PRICES

ALTERNATES- NO ALTERNATES

7. The Owner intends to award the Contract to the lowest, responsible bidder. The Owner reserves the right to reject any and all bids if the Owner deems it in his best interest to do so.

8. The following list of Subcontractor's is proposed, by the Contractor, including individual trades, and if minority. This list must be approved by the Housing Authority. If a change is desired, this must be acceptable to all parties.

Company Name	Contact Person w/ Title	Address & Telephone Number

9. Addendum Receipt: The receipt of the Addendum to Drawings and Specifications is hereby acknowledged.

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

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

Date _____ 20___

Official Address

_____ By _____

_____ Title _____

_____

FORM OF BID – Bid No. 16-26 - PROJECT #2 – ENTRANCE RENOVATIONS

TO THE SOUTH END SENIOR CENTER
70 CANTERBERRY STREET, EAST HARTFORD, CT
for the
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Gentlemen:

1. The undersigned, having familiarized ( ) himself ( ) themselves with the local conditions affecting the cost of the work, and with the Specifications (including Invitation for Bids, Bidding Instructions, the form of Contract, the Statement of Bidder's Construction Experience, the Special Conditions and the general scope of work, the Technical Specifications and Drawings) and addenda, if any therefore, as prepared by Capital Studio Architects, and on file in the office of the Purchasing Department, 740 main Street, East Hartford, or they will also be available at http://www.easthartfordct.gov/bids, hereby proposes Entrance Renovations to the South End Senior Center, 70 Canterberry Street, East Hartford, CT, in accordance therewith, for the sum of
$_____Dollars.

2. In submitting this bid, it is understood that the right is reserved by the Town of East Hartford to reject any and all bids. If written notice of acceptance of this bid is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond within ten (10) days after the Contract is presented to him for signature.

3. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the Contract for which this proposal is submitted.

4. The bidder represents that he ( ) has, ( ) has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that he ( ) has, ( ) has not, filled all required compliance reports, and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt for the clause).

5. Each bid must contain the following items:
   - a - Form of Bid (all pages) with required signatures.
   - b - Corporate Resolution
   - c – Statement of Bidder's Construction Experience

All required forms must be filled out completely. The Town of East Hartford may consider as non-responsive any bid that is incomplete or not submitted in the prescribed format.

6. The Contract award will be made to the lowest responsible bidder as outlined above. The Town of East Hartford further reserves the right to increase or decrease the award, in accordance with the alternate prices listed below depending on the availability of funds. The Town of East Hartford reserves the right to reject any and all bids, and to waive any informality in the bids when such action is deemed to be in the best interest of the town.

UNIT PRICES – NO UNIT PRICES

ALTERNATES

Alternate #1 – Delete Awning at Building Entrance - $_____

7. The Owner intends to award the Contract to the lowest, responsible bidder. The Owner reserves the right to reject any and all bids if the Owner deems it in his best interest to do so.

8. The following list of Subcontractor's is proposed, by the Contractor, including individual trades, and if minority. This list must be approved by the Housing Authority. If a change is desired, this must be acceptable to all parties.

Company Name	Contact Person w/ Title	Address & Telephone Number

9. Addendum Receipt: The receipt of the Addendum to Drawings and Specifications is hereby acknowledged.

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

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

Date _____ 20___

Official Address

_____ By _____

_____ Title _____

_____

STATEMENT OF BIDDER'S
CONSTRUCTION EXPERIENCE

All questions 1 through 13 must be answered and the data given must be clear and comprehensive. This statement MUST be notarized. If necessary, add separate sheets for items marked (*).

1. Name of Bidder _____

2. Permanent main office address _____

3. When organized _____

4. When incorporated _____

5. How many years have you been engaged in the contracting business under your present firm name _____

6. * Contacts on hand: (Schedule these, showing gross amount of each contract and the approximate anticipated dates of completion.) _____

_____

7. * General character of work performed by your company _____

_____

8. * Have you ever failed to complete any work awarded to you. If so where and why? _____

_____

9. Have you ever defaulted on a contract _____

10. * List the important structures recently erected by your company, stating approximate cost for each, and the month and year completed. _____

_____

_____

11. * List your major equipment available for this contract.

_____

_____

STATEMENT OF BIDDER'S
CONSTRUCTION EXPERIENCE

12. * Experience in construction work similar in importance to this project _____

_____

13. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Town of East Hartford _____.

14. Provide client reference list for similar type projects constructed within the last 10 years.

Name:	Phone:
Name:	Phone
Name:	Phone:
Name:	Phone
Name:	Phone:

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town of East Hartford in verification of the recitals comprising this Statement of Bidder's Construction Experience.

Dated at _____ this _____ day of _____201__

Name of Bidder _____

By _____

Title _____

State of _____ (ss)

County of _____(ss)

_____ being duly sworn

deposes and says that he is _____ of

_____
(Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.
Sworn to before me this _____ day of _____ 201__

_____
(Notary Public)

My commission expires _____

SECTION 00900 – SPECIAL CONDITIONS

1. SPECIAL CONDITIONS DEFINITIONS

A. Where the Specifications refer to Owner, this shall be construed to mean the Town of East Hartford, 740 Main Street, East Hartford CT, 06108. Its designated agent shall be referred to as the "Contracting Officer" in these specifications.

B. Contractor shall contact the Purchasing Department regarding site visit questions. Contact should be by telephone to:

Ms. Michelle Enman, Purchasing Agent
Purchasing Department
Town of East Hartford
Town Hall
740 Main Street, Lower Level
East Hartford, CT 06108
(860) 291-7270
E-Mail: menman@easthartfordct.gov

C. Architectural questions on specifications and drawings are to be addressed to:

Mr. David Holmes
Capital Studio Architects, LLC
1379 Main Street
East Hartford, CT 06108
Tel: (860) 289-3262
Fax: (860) 289-3163
Email: dholmes@capitalstudio.net

3. SALES TAX

A. The Owner is exempt from Connecticut Sales Tax. Other fees accessed by the State of Connecticut may be passed through to the Contractor.

4. INSURANCE

A. No insurance shall be terminated by the Contractor without ten (10) days notice to the Owner.

B. All insurance companies shall be licensed and registered in the State of Connecticut.

5. INTERPRETATIONS OF DRAWINGS

A. Any questions or disagreements arising as to the true intent of this specification or the drawings, or the kind and quality of work required thereby, shall be decided by the Architect, whose interpretations thereof shall be final, conclusive, and binding on all parties.

B. In the case of disagreement between drawings and specifications, or within either document itself, the better quality, greater quantity, or more costly work shall be included in the contract price, and the matter referred to the Architect's attention for decision and/or adjustment.

C. If the disagreement between the drawings and specification cannot be resolved through either A. or B. above, the specifications shall take precedence over the drawings.

6. VISITING THE SITE

A. Before submitting his final proposal, the Contractor shall examine the site of the proposed work to determine the existing conditions that may affect his work, as he will be held responsible for any assumptions made by him in regard thereto.

7. CONTRACTOR'S PROPOSAL

A. The Contractor's proposal and bid must cover all items on the drawings and in the specifications exactly as drawn and specified.

B. Proposals and bids that do not conform to drawings and specifications will not be accepted.

8. SUBSTITUTIONS

A. Substitutions of equipment or materials other than those indicated on the drawings or in the specifications, shall be limited to those approved in advance, in writing, by the Architect.

9. SUB-CONTRACTORS

A. All sub-Contractors shall be subject to approval of the Owner and listed on the Form of Bid.

B. When requested by the Owner, the prospective Contractors should submit a list with names, addresses, and telephone numbers of similar type projects previously completed.

10. LAWS, ORDINANCES, PERMITS AND FEES

A. The Contractor shall give all necessary notices, obtain all permits and pay for governmental taxes, fees, and other costs in connection with his work; file all necessary plans, prepare all documents and obtain all necessary plans, prepare all documents and obtain all necessary approvals of the Governmental departments having jurisdiction; obtain all required Certificates of Inspection for his work and deliver to the Architect before request for acceptance and final payment for the work. The Owner is not exempt from paying Building Permit Fees to the Town of East Hartford. But must pay State Education fee.

11. APPROVALS

A. The materials, workmanship, design and arrangement of all work installed under the contract shall be subject to the approval of the Architect. If material or equipment is installed before it is approved, the Contractor shall be liable for the removal and replacement, at no extra charge to the Owner, if, in the opinion of the Architect, the material or equipment does not meet the intent of the drawings and specifications.

B. The words "approved equal", or “substitution” shall be understood to apply only to those items of equipment and material approved in advance by the Architect.

C. Equipment and materials that do not conform to the specifications or the previous paragraph will not be approved.

12. NON-SEGREGATED FACILITIES

A. By signing the bid, the bidder 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, or under his control, where segregated facilities are maintained. The bidder 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" mean any waiting room, work areas, restrooms, 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 certification from proposed sub-Contractors for specific time periods) he will obtain identical certification from proposed sub-Contractors prior to the award of sub-contracts exceeding $10,000.00, which are not exempt from the provisions of the Equal Opportunity Clause; that he will retain such certifications in his files; that he will forward a notice to his proposed sub-Contractors as provided in the Instruction to Bidders.

13. JOB MEETINGS

A. The Contractor and others concerned with the project whose presence is necessary as determined by the Owner and/or the Architect shall attend job meetings when requested for the purpose of discussing and expediting the prosecution of the work.

B. The schedule for meetings will be established by the Owner and/or the Architect.

C. The proceedings of these meetings will be recorded by the Owner and/or the Architect; the Contractor will be furnished a copy for his use and distribution as required.

14. DRAWINGS

A. Drawings are generally schematic and may differ to some degree from field conditions. Specifically, certain drawings may be opposite hand from actual conditions and/or requirements. All dimensions are ±. The Contractor shall ascertain for himself the actual field conditions and shall be fully responsible for the indicated, specified and required work as designated and/or implied.

15. SCHEDULE OF THE WORK

A. Other work in progress concurrently with work under this contract shall be affected by the performance of this contract. Conformance with this provision shall be the responsibility of this Contractor.

B. The available working hours shall be from 7:30 a.m., until 4:30 p.m., Monday through Friday on days which the Town of East Hartford is open for business. A list of holidays which their office observes is available from the Purchasing Department upon request. Any deviation from this list must be approved in advance by the Owner.

C. The Contractor shall at all times, maintain the fire integrity of the structures and shall maintain, free and clear all exitways.

D. The Contractor is required to submit to the Architect, for approval, prior to commencement of the work, a Project Schedule which identifies the time frame and sequence of construction. The Contractor is to provide an updated Project Schedule with each Application for Payment.

E. The Contractor must provide the Owner 48 hours notice prior to the start of work.

16. MATERIALS AND EQUIPMENT

A. New materials and equipment installed into existing work shall be compatible with the existing work.

B. The Contractor shall advise the Architect before ordering and/or installing any materials and equipment if he disputes those items and/or methods specified, otherwise he shall take full responsibility for their performance and suitability.

17. STORAGE OF MATERIALS

A. Storage space for materials and equipment will be provided by the Owner at the project site. Storage space is limited, Owner must approve in advance the locations of stored materials and/or dumpster(s).

B. Equipment and materials stored on the project site is the full responsibility of the Contractor.

18. TEMPORARY FACILITIES

A. The Contractor shall provide and maintain an adequate office at the project site at his discretion. If provided, it shall be located as directed by the Owner. It shall be kept clean, have adequate light, heating, cooling and ventilation.

B. The Contractor shall provide and maintain telephone service for his own use. No telephone service is available at the site.

19. TEMPORARY SERVICE

A. The Contractor may connect to water available at the project without payment to the Owner

B. The Contractor may use the Owner's electrical power without payment to the Owner.

C. Fixtures, or other modifications, shall be the responsibility of the Contractor.

20. SANITARY FACILITIES

A. Sanitary facilities are not available at the project site. The Contractor shall provide temporary facilities at the site for his workers, at his own expense. Coordinate final locations with the Owner.

21. DEMOLITION

A. This work includes the furnishing of all labor, materials, equipment and services necessary for, and reasonable incidental to, completion of all Demolition, as required for the installation of the work, whether or not listed herein.

B. The Contractor shall be allowed to keep a dumpster on site of the disposal of demolished materials and debris. Final location of the dumpster shall be coordinated with the Owner.

22. SALVABLE MATERIALS

A. The Owner retains the right to salvage any demolished, or Contractor removed material(s). Contact Owner before removal from the Site.

23. SHOP DRAWINGS AND SUBMITTALS

A. Shop Drawings and Submittals shall be accompanied by Contractor's Transmittal indicating Company Name, Project Manager, Date Transmitted, Items Transmitted, etc. Submittals and Shop Drawings which are not accompanied by a transmittal will be returned to the Contractor without action.

B. Contractor shall allow sufficient time for review of Shop Drawings and Submittals. Architect will return submittals within (5) business days unless additional time is requested in writing.

C. Prior to delivery of materials and equipment to the project site, submit five (5) copies of Shop Drawings or Submittals of each item for approval by the Architect.

D. Submittals shall consist of manufacturer's scale drawings, cuts or catalogs, including descriptive literature and complete characteristics of equipment showing dimensions, capacity, code compliance, motor and drive and testing, all as required for this project.

E. Architect may designate submittal of physical samples for approval on items where actual color, texture or other characteristics might not be adequately described by drawing or written material.

24. PROTECTION OF WORK AND PROPERTY

A. The Contractor shall be responsible for the maintenance and protection of all equipment, materials and tools, supplied by him and stored or installed on the job site, from loss or damage of all causes, until final acceptance by the Owner.

B. The Contractor shall be responsible for the protection of all finished work.

C. It shall be the Contractor's responsibility to protect all parts of the existing site, all trees, roads, streets, sidewalks, driveways, plantings, landscaping, lawns and curbs against damage caused by trucks, etc., driving over them. If they are damaged, the Contractor without cost to the Owner shall replace them.

D. The Contractor shall take the necessary precautions to protect work areas and debris from potential dangers. Clear paths of egress must be maintained from the building at all times.

25. ACCESSIBILITY

A. The Contractor shall install all work so that all parts required and readily accessible for inspection, operation, maintenance and repair. Minor deviations from the drawings may be made to accomplish this, but changes of magnitude shall not be made without prior written approval from the Architect.

26. SCAFFOLDING, RIGGING, HOISTING

A. The Contractor shall provide all scaffolding, rigging, hoisting and services necessary for erection and delivery into the premises for all equipment and materials furnished, and remove same from premises when no longer required.

B. The Contractor shall coordinate in advance with the Owner the methods and locations for lifting of materials to the roof. The Contractor can not assume that any existing site fixture can be temporarily removed or relocated during this construction process, this can only be discussed with the Owner after bids have been awarded.

27. GUARANTEE PERIOD

A. Refer to specific Sections of this project manual for warranty and guarantee periods.

28. FINAL PAYMENT REQUIREMENTS

A. Final Payment will not be approved until all items as outlined in Section 01700 have been completed.

B. All guarantees and warranties for new materials shall commence at date of written Final Acceptance of the Work, by the Owner, or its designated agent.

29. CLEAN UP

A. Project shall be cleaned daily or as required to keep project area free from rubbish and debris. Burning of rubbish shall not be allowed. All debris shall be removed from the site and deposited legally off-site.

B. Final clean up shall include all debris, stains, and other defacement caused by the work.

30. WAGE RATES

A. Wage Rates are not required for either project.\

31. LIQUIDATED DAMAGES

A. In case of failure on the part of the Contractor to complete the work within the time fixed in the Contract, or any extension thereof, the Contractor shall pay to the Owner as fixed, agreed and liquidated damages the sum of $250.00 for each calendar day of delay.

32. HAZARDOUS MATERIALS

A. It is not the intention that this project requires abatement of hazardous materials by this Contractor. It is intended that work done in coordination with hazardous materials be done within the quantities specified by the state and local authorities regulating abatement of these materials.

B. It is believed that bathroom #2 has floor tiles that may contain asbestos. The Town of East Hartford will address this prior to the commencement of construction activity.

33. CHANGE ORDERS

A. For all change orders, the General Contractor, for work self-performed shall be allowed 10% for overhead, above the direct costs and 5% for profit, above the direct costs to be calculated on a 15% total above direct costs.

B. For all change orders for sub-contracted work, the sub-contractor shall be allowed 10% for overhead, above the direct costs and 5% for profit, above the direct costs to be calculated on a 15% total above direct costs.

C. For all change orders for sub-contracted work, the General Contractor shall be allowed 5% for overhead and 2.5% for profit.

34. GENERAL CONDITIONS

A. In the event there is a conflict between the Town of East Hartford General Conditions and the Supplemental Conditions, the Town of East Hartford General Conditions shall take precedence.

35. CONTRACT PERIOD

A. The project shall be completed within 60 calendar days of the Notice to Proceed.

END OF SECTION 00900

SECTION 01200 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes the following:

1. Work covered by the Contract Documents.
2. Type of the Contract.
3. Use of premises.
4. Owner's occupancy requirements.
5. Work restrictions.
6. Specification formats and conventions.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Identification: Renovations to the South End Senior Center.

1. Project Location: 70 Canterberry Street, East Hartford, CT 06118

B. Owner: Town of East Hartford, CT, Department of Public Works, 740 Main Street, East Hartford, CT 06108

C. Architect: Capital Studio Architects, LLC., 1379 Main Street, East Hartford, CT 06108

D. The Work consists of the following:

PROJECT #1 – Bathroom Renovations

-General – Renovate existing bathrooms converting 3 bathrooms to two, with one being fully accessible.

- Demolition
- Masonry
- Concrete
- Plumbing
- Gypsum Wallboard and Framing
- Painting
- VCT and Base
- Accessories
- Electrical

PROJECT #2 – Entrance Renovations

- New door frame and hardware with power operator
- Soffit repairs
- Replace concrete walks
- Remove existing plantings and restore areas, loam and seed
- Relocate existing bench
- New awning (alternate)

1. The work described above has been provided for information purposes only and is not meant to be all inclusive. The Contractor is responsible for familiarizing themselves with the Project Drawings and Specifications for detailed construction requirements.

1.4 TYPE OF CONTRACT

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

1.5 USE OF PREMISES

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

B. General: Contractor shall have limited use of premises for construction operations and should coordinate the limits with the Owner's requirements.

C. Use of Site: Limit use of premises to areas within the Contract limits as agreed upon with the Owner. Do not disturb portions of Project site beyond areas of the Work.

1. Limits: Confine constructions operations to immediate area where the Work is being performed.

2. Owner Occupancy: Allow for Owner occupancy of Project site and use by the public beyond the Contract limits.

3. Driveways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials, except as specifically designated on the plans for this use.

a. Schedule deliveries to minimize use of driveways and entrances.

b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

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

1.6 OWNER'S OCCUPANCY REQUIREMENTS

A. The Owner requires Substantial Completion to be achieved within 120 days. Substantial Completion shall be achieved as specified in the Instructions to Bidders, General and Supplementary General Requirements.

1.7 WORK RESTRICTIONS

A. On-Site Work Hours: Coordinate with requirements in section 00900 Special Conditions.

1.8 SPECIFICATION FORMATS AND CONVENTIONS

A. Specification Format: The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "MasterFormat" numbering system.

1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.

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

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

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

2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.

a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01200

SECTION 01300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. See Division 1 Section "Quality Requirements" for submitting test and inspection reports.

C. See Division 1 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

D. See Division 1 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.

1.2 DEFINITIONS

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

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

1.3 SUBMITTAL PROCEDURES

A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

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

B. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
3. Resubmittal Review: Allow 15 days for review of each resubmittal.

C. Identification: Place a permanent label or title block on each submittal for identification.

1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
3. Include the following information on label for processing and recording action taken:
   a. Project name.
   b. Date.
   c. Name and address of Architect.
   d. Name and address of Contractor.
   e. Name and address of subcontractor.
   f. Name and address of supplier.
   g. Name of manufacturer.
   h. Submittal number or other unique identifier, including revision identifier.
      1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
   i. Number and title of appropriate Specification Section.
   j. Drawing number and detail references, as appropriate.
   k. Location(s) where product is to be installed, as appropriate.
   l. Other necessary identification.

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

E. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

1. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.

F. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Contractor.

1. Transmittal Form: Use AIA Document G810.

G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.

1. Note date and content of previous submittal.
2. Note date and content of revision in label or title block and clearly indicate extent of revision.
3. Resubmit submittals until they are marked "Reviewed" or “Furnish as Corrected”.

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

I. Use for Construction: Use only final submittals with mark indicating "Reviewed" or "Furnish as Corrected" action taken by Architect.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

A. A. General: Prepare and submit Action Submittals required by individual Specification Sections.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable.
3. Include the following information, as applicable:
   a. Manufacturer's written recommendations.
   b. Manufacturer's product specifications.
   c. Manufacturer's installation instructions.
   d. Manufacturer's catalog cuts.
   e. Wiring diagrams showing factory-installed wiring.
   f. Printed performance curves.
   g. Operational range diagrams.
   h. Compliance with specified referenced standards.
   i. Testing by recognized testing agency.
4. Number of Copies: Submit six copies of Product Data, unless otherwise indicated. Architect will return three copies. Mark up and retain one returned copy as a Project Record Document.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal of Architect's CAD Drawings is otherwise permitted.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
   a. Dimensions.
   b. Identification of products.
   c. Fabrication and installation drawings.
   d. Roughing-in and setting diagrams.
   e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
   f. Shopwork manufacturing instructions.
   g. Templates and patterns.
   h. Schedules.
   i. Notation of coordination requirements.
   j. Notation of dimensions established by field measurement.
   k. Relationship to adjoining construction clearly indicated.
   l. Seal and signature of professional engineer if specified.
   m. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 42 inches (750 by 1000 mm).

3. Number of Copies: Submit six opaque (bond) copies of each submittal. Architect will return one copy.

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

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

2. Identification: Attach label on unexposed side of Samples that includes the following:

   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of appropriate Specification Section.

3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.

   a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

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

   a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned

E. Submittals Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."

F. Application for Payment: Comply with requirements specified in Division 1 Section "Payment Procedures."

G. Schedule of Values: Comply with requirements specified in Division 1 Section "Payment Procedures."

H. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design

1. Number of Copies: Submit three copies of subcontractor list, unless otherwise indicated. Architect will return one copies.

1.2 INFORMATIONAL SUBMITTAL

A. General: Prepare and submit Informational Submittals required by other Specification Sections.

1. Number of Copies: Submit six copies of each submittal, unless otherwise indicated. Architect will not return copies.
2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
3. Test and Inspection Reports: Comply with requirements specified in Division 1 Section "Quality Requirements."

B. Coordination Drawings: Comply with requirements specified in Division 1 Section "Project Management and Coordination."

C. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."

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

E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.

F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

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

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

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

J. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

K. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

L. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.

M. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

N. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

O. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

P. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 1 Section "Operation and Maintenance Data."

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

R. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer.

S. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:

1. Statement on condition of substrates and their acceptability for installation of product.

2. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.

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

1.3 DELEGATED DESIGN

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit six copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 2 - EXECUTION

2.1 CONTRACTOR'S REVIEW

A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

2.2 ARCHITECT'S ACTION

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

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

C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

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

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

END OF SECTION 01300

SECTION 01500
CUTTING AND PATCHING

Part 1 - GENERAL

1.1 - RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Special Conditions, and Division 1 Specification sections, apply to work specified in this section.

1.2 - DESCRIPTION

A. Definition: "Cutting and Patching" is hereby defined to include, but not necessarily limited to the cutting and patching of nominally completed and previously existing work, in order to accommodate the coordination of work, or the installation of other work, or to uncover other work for access or inspection, or to obtain samples for testing, or for similar purposes; and is defined to exclude integral cutting and patching during manufacturing, fabricating, erecting and installing process for individual units of work.

B. Demolition is recognized as an example of a related, but separate category of work, which may or may not also require cutting and patching as defined in this Section. Refer to Section 01300.

1.3 - QUALITY ASSURANCE

A. Requirements for Structural Work:

1. General: Do not cut and patch structural work in a manner resulting in a reduction of bearing capacity or load/deflection ratio.

2. Call for a structural inspection, and/or obtain the Architect's approval prior to cutting and patching any of the following:

A. Bearing Walls.

B. Structural decking and roof or floor systems.

C. Exterior wall construction.

D. Pressurized piping, vessels and equipment.

B. Visual requirements: Do not cut and patch work which is exposed on the exterior or exposed in occupied spaces of the building in a manner resulting in a reduction of visual qualities or resulting in substantial evidence of cutting and patching work, both as judged solely by the Architect. Remove and replace work judged by the Architect as having been cut and patched in a visually unsatisfactory manner.

1.4 - SUBMITTALS

A. Requests for Architect's Consent:

1. Prior to cutting and patching of structural elements, submit written request to the Architect for permission to proceed with cutting.

2. Should conditions of the Work, or schedule indicate a required change of materials or methods for cutting and patching, so notify the Architect and secure his written permission and the required Change Order prior to proceeding.

3. Cutting and patching of deteriorated materials listed in the Bid Form as Unit Prices, may proceed without the Architect's prior approval, however, the Contractor shall document the quantity, location and date of of materials replaced. The Contractor shall be compensated for this additonal work based on the unit price established and the quantities replaced pursuant to Change Orders, and in accordance with Item 2.2 of this Section.

B. Notices to the Architect:

1. Prior to cutting and patching performed pursuant to the Architect's instructions, submit cost estimate to the Architect. Secure the Architect's approval of cost estimates and type of reimbursement before proceeding with cutting and patching.

2. Submit written notice to the Architect designating the time the work will be uncovered, to provide for the Architect's observation.

C. Approval by the Architect to proceed with proposed cutting and patching does not waive the right to later require complete removal and replacement of work found to be cut and patched in an unsatisfactory manner.

Part 2 - PRODUCTS

2.1 - MATERIALS

A. For replacement of items removed, use identical materials to those being removed, or materials complying with the various Sections of these Specifications, as appropriate. The end result of the cutting and patching operation shall result in equal or better work than the work being cut and patched, in terms of performance characteristics and including visual effects where applicable.

2.2 - PAYMENT FOR COSTS

A. Perform cutting and patching needed to comply with the Contract Documents at no additional cost to the Owner. The Owner will reimburse the Contractor for cutting and patching performed pursuant to written Change Orders, after claim for such reimbursement is submitted by the Contractor, and approved in advance by the Architect.

PART 3 - EXECUTION

3.1 - INSPECTION

A. Inspection:

1. Inspect existing conditions, including elements subject to movement or damage during cutting and patching.

2. After uncovering the work, inspect conditions affecting installation of new work.

B. Discrepancies:

1. If uncovered conditions are not as anticipated, immediately notify the Architect and secure needed directions.

2. Do not proceed until unsatisfactory conditions are corrected.

3.2 - PREPARATION

A. Provide adequate temporary support including, but not necessarily limited to shoring and bracing to maintain structural integrity of the Work. Do not endanger other work.

B. Provide adequate protection of other work during cutting and patching, to prevent damage. Provide protection of the Work from adverse weather exposure.

3.3 CUTTING AND PATCHING

A. Perform cutting and patching as required under pertinent other Sections of these

Specifications.

B. Employ skilled tradesmen to perform all cutting and patching. Proceed with cutting and patching at the earliest feasible time, in each instance, and perform the work promptly.

C. Patch with seams which are durable and as invisible as possible. Perform fitting and adjusting of products to provide finished installation complying with the specified tolerances and finishes.

D. Select systems that adequately resist racking and provide acceptable deflection under live and dead loads. Reinforce to prevent cracking. Inspect and test patched areas to demonstrate integrity of work.

E. In all cases of repair and renovation, restore exposed finishes of patched areas and where necessary, extend finished restoration onto retained work adjoining, in a manner which eliminates evidence of patching.

END OF SECTION

SECTION 01700 - EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. General installation of products.
4. Progress cleaning.
5. Starting and adjusting.
6. Protection of installed construction.
7. Correction of the Work.

B. See Division 1 Section "Closeout Procedures" (01770) for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.2 SUBMITTALS

A. Certificates: Submit certificate signed by land surveyor certifying that location and elevation of improvements comply with requirements.

B. Certified Surveys: Submit two copies signed by land surveyor.

C. Final Property Survey: Submit 10 copies showing the Work performed and record survey data.

1.3 QUALITY ASSURANCE

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

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

1. Before construction, verify the location and points of connection of utility services.

B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.

1. Before construction, verify the location and 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. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Existing Utility Information: Furnish information to 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.

3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
3. Inform installers of lines and levels to which they must comply.

4. Check the location, level and plumb, of every major element as the Work progresses.
5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and invert elevations.

D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

C. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.

D. Final Property Survey: Prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.

1. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

3.5 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.

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

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

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

E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

G. 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.

3.6 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 Substantial Completion.

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

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

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

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

3.7 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 1 Section "Quality Requirements."

3.8 PROTECTION OF INSTALLED CONSTRUCTION

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

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

3.9 CORRECTION OF THE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."

1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

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

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

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

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

END OF SECTION 01700

SECTION 01770 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Inspection procedures.
2. Warranties.
3. Final cleaning.

B. See Division 1 Section "Payment Procedures" (01290) for requirements for Applications for Payment for Substantial and Final Completion.

C. See Division 1 Section "Photographic Documentation" (01322) for submitting Final Completion construction photographs and negatives.

D. See Division 1 Section "Project Record Documents" (01781) for submitting Record Drawings, Record Specifications, and Record Product Data.

E. See Division 1 Section "Operation and Maintenance Data" (01782) for operation and maintenance manual requirements.

F. See Division 1 Section "Demonstration and Training" (01820) for requirements for instructing Owner's personnel.

G. See Divisions 2 through 16 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.2 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.

1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
2. Advise Owner of pending insurance changeover requirements.
3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.

5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
8. Complete startup testing of systems.
9. Submit test/adjust/balance records.
10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
11. Advise Owner of changeover in heat and other utilities.
12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
13. Complete final cleaning requirements, including touchup painting.
14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.3 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures."
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report and warranty.

5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.4 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

1.5 WARRANTIES

A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.

B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.

1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

C. Provide additional 5 (five) copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:

    a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    e. Remove snow and ice to provide safe access to building.
    f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
    h. Sweep concrete floors broom clean in unoccupied spaces.

i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.

j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.

k. Remove labels that are not permanent.

l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.

1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.

m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.

n. Replace parts subject to unusual operating conditions.

o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.

p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

q. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

r. Leave Project clean and ready for occupancy.

C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.

D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01770